Job Search To Do List

Pre-Search

Gain Experiences
- Internships
- Part-time/Summer/Temporary Employment
- Clubs/Organizations/Volunteer (leadership roles)
- Information Interviews
- Job Shadowing
- Research Projects
- Study Abroad

Reflect and Name
- List “Peak Experiences” – times you feel good/are proud of what you did
- Maintain Victory Log – journal of Peak Experiences and Successes
- List skills and qualities demonstrated and gained
- Write S.T.A.R. (Situation, Task, Action, Results) proving skills/qualities
- Write Benefits Statement: 20 – 30 second statement of strengths

Tools
- Résumé
- Cover Letters: apply, inquire, network
- References
- Professional Clothes (suit and business casual/shoes)
- Professional Voice Message
- GustieJobs profile up-to-date, résumé uploaded and published in résumé books
- InterviewStream: interview webinar and record practice interviews

Gain Information

Networking
- Who:
  - Family/Friends/Neighbors/Employers/Internship Sites/Faculty/Coaches/Everyone you know!
- How:
  - Put on Facebook that you are looking
  - Check out [http://www.linkedin.com](http://www.linkedin.com) (professional social network)
  - Be specific about what you are seeking, where, and when
  - Provide résumé, send InterviewStream interview
  - Stay in touch, say thank you a lot

Professional Associations
- Join as a student member
- Attend meetings/conferences/workshops
  - Volunteer to work registration for reduced or free rates
- Read website/journals/newsletters – often have job postings

Research
- Read local news/industry & professional journals/newsletters
- Spotlight on Careers
- MN Private Colleges Job & Internship Fair
- Job posting sites ([http://www.indeed.com](http://www.indeed.com)/[http://www.simplyhired.com](http://www.simplyhired.com))
- Employer websites
- Chamber of Commerce websites
- Google/Yahoo searches
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Engage
• Update GustieJobs Profile
• Upload résumé to GustieJobs and publish to résumé books
• Submit résumé to GustieJobs job postings
• Read GustieJobs/Career Development emails
• Check your Internet presence (Google yourself, check your Facebook)
  • Contact Gusties in the Gustavus Alumni group on http://www.linkedin.com
    o Résumé/interview feedback, advice, referrals, informational interviews, job shadowing
• Attend employer events: on and off campus
• Apply for positions: get your résumé to employers
• Follow up applications
  o Was application received?
  o Do they need/want more information?
  o What is the decision timeline?
• Attend interviews
• Write thank you notes

Create Back Up Plan
• Summer Job
• Internship
• Temporary/Tem2Perm Agencies – contact 3 weeks before graduation
• Part-time job with benefits

Persist
• Stay organized
• Have a plan
• Follow up
• Keep looking and applying until you accept a position
• Take care of yourself (physical and emotional)
• Be patient and positive!