

JOB READINESS CHECKLIST

To enter a successful job search you should complete the following:

Self-Awareness

- ✓ Identify your top skills, life values, and general career interests. Consider taking a career assessment.
- ✓ Target specific jobs in relation to your career interests.
- ✓ Go to the Career Services website to find the Career Library Resource “The Vault” to research the typical entry level jobs, educational requirements, salary, working conditions, geographical location, and future growth prospects for your field of interest.
- ✓ Meet with a UD Career Services representative to clarify your career ideas and direction.
- ✓ Participate in internships, extracurricular, and volunteer activities that relate to chosen career field to determine if this is the right career field for you.

Prepare for Background Checks

- ✓ Listen to your answering machine: Is your voice mail professional? Remove music from incoming calls
- ✓ Google yourself to see what employers see when they search your name. Remove any incriminating or unflattering photos, information, and status updates from social networking sites such as Facebook, Twitter, and MySpace.
- ✓ Order a free credit report at www.annualcreditreport.com to review your credit report to ensure all details are accurate
- ✓ Understand that some employers require drug tests and use a pass/fail system for hiring
- ✓ Got a cutesy email address? Use your DBQ account, your change your email address (No bearsfan4ever@gmail.com)
- ✓ If you have a criminal offense on record, check police reports for accuracy. Be prepared to address this topic during an interview

Build up your experiences

- ✓ Participate in 1 to 2 internships that relate to chosen career field to make yourself more marketable
- ✓ Join several extracurricular activities and develop leadership roles in these groups
- ✓ Participate in several volunteer activities and develop leadership roles in these activities
- ✓ Purchase appropriate clothing for an interview. Get feedback from professionals of their outfit expectations. Suits for both men and women are ALWAYS a safe bet.
- ✓ Attend as many networking events as possible. Even if you are considering work on the East Coast, a networking contact you meet in the Midwest could be your foot in the door for employment on the East Coast. It **IS** a small world after all...
 - Examples: Career Extravaganza (Career Fair), DBQ Live, CEO Networking Luncheon, Employer Site Visits, Etiquette Dinner, Mock Interviews, Young Professionals of Dubuque (UD Chapter)

Target Potential Employers

- ✓ Identify appropriate job search resources for your field through resources such as:
 - Career Services website, newspapers, online search engines, professional associations, networking contacts, professors
- ✓ Sign up for email alerts with various employment websites.
- ✓ Develop list of 15-20 employers or companies you want to work for.
- ✓ Review available jobs via your job search resources for leads on a daily basis.

Develop Job Search Strategies

- ✓ Get organized. Download the excel job search tracker found on the Career Service website under “Career Development” to keep track of employer & networking contacts, jobs you applied for, and the status of your application for each job.
- ✓ Contact your list of employers of interest to set up some informational interviews to uncover the hidden job market
- ✓ Set measurable goals: What do you want to get out of this job search?
- ✓ Set weekly deadlines job search tasks (Example: Set a deadline to submit your application to Job A by Monday).
- ✓ Develop & communicate regularly with networking contacts (Friends, family, faculty, supervisors, and other professionals).
- ✓ Ask individuals in your field of interest for recommended professional networks to join.
- ✓ Join professional networking sites like www.LinkedIn.com. Be sure to have a polished and complete profile.
- ✓ Follow up on every interest employment opportunity IMMEDIATELY
- ✓ Tell everyone you know you are looking for work, ask them for possible some networking contacts
- ✓ Know the importance of following up 1-2 weeks after submitting job search materials

See Page Two for More Suggestions!

JOB READINESS CHECKLIST *Continued*

To enter a successful job search you should complete the following:

Resume

- ✓ Have your resume reviewed by UD Career Services.
- ✓ Have your resume review by at least 3 other professionals in addition to Career Services.
 - Faculty, intern supervisors, employers in the field of your interest, employers who gives you a mock interview, networking contacts
- ✓ Write several resumes targeted for each industry/field/job you are applying for
- ✓ Use action verbs, quantify whenever possible, and emphasize transferrable skills in your resume
- ✓ Create a portfolio with examples to showcase skills, depending on the type of job
- ✓ Convert your resume to a PDF (portable document file) or Plain Text File (PTF) when submitting your resume online
- ✓ Keep clean copies on quality resume paper with you at all times

Cover Letters

- ✓ Use key descriptors found in a job description and provide examples on how you have the qualities they desire Research the organization and show evidence of your research in the cover letter
- ✓ Personalize each cover letter for EACH job you are applying for
- ✓ Address the cover letter to a person when at all possible. Contact human resources or the company to find out who will be reading your job application materials

References

- ✓ Identify 3-5 colleagues and supervisors as references
- ✓ Contact them personally to ask if they will be a strong reference for you; obtain recommendation letters if needed
- ✓ Give your resume and a copy of the job description you are applying for. Keep references updated on your job search
- ✓ Have your references list available when you interview on a separate page from your resume
- ✓ Regardless if your job search ends in a offered employment opportunity, you should send a thank you to your references

Interview Skills

- ✓ Practice answers basic interview questions: Be sure you are ready to share several concrete examples of how you excelled in a position
- ✓ Review the Career Services website for interview tips, along with the Vault.com, found on the career services website
- ✓ Understand the different types of interviews and be prepared for them
- ✓ Participate in a mock interview with a local Dubuque employer conducted by career services
- ✓ Have a 30 second elevator speech prepared that tells an employer what you can do for them
- ✓ Develop a list of questions based on your research for each interview

After the Interview

- ✓ Send a thank you letter or email to each person who interviews you
- ✓ Be prepared for salary negotiation after a job offer

Have a question? Contact UD Career Services !

Career Services Main Office
 2nd Floor Peters Commons
 Phone: 563-589-3132
 Email: career@dbq.edu

Career Services Satellite Office
 105 Myers Library
 Phone: 563-589-3167

*Find UD Career Services on Facebook & Linked In
 for weekly tips and updates!*