

Searching for a new job is stressful, especially when you don't know where to begin. The following is a checklist for the beginning steps of a job search. Please visit the CEAT Career Services office for additional assistance in planning a successful job search strategy.

Self-Assessment

- What interests you?
- What types of businesses and other organizations interest you?
- Which skills are your strongest?

See Ready Reference B1 for additional self-assessment questions.



Identify Targets

- Write down the kinds of organizations for which you might like to work, including small business, government, research, etc.
- Identify names of people connected with the organizations that you can contact.

Research Prospective Employers

- What are the purposes of the organization?
- What are the primary products and services?
- What is the nature of the position you are investigating?
- What are the skills required?



See Ready Reference Set D for information on researching employers.



Informational Interviewing

- Interview people working in your field of interest.

Questions to ask might include:

- What do you like or dislike about working in this field?
- What is an “average” day for you?
- Do you have recommendations for someone interested in this field?
- Are there other people you would recommend that I contact?



Use Personal Contacts and Referrals

- Talk to people you know, as well as developing new contacts.
- Be careful not to misuse “networking”.
- Let EVERYONE know you’re available to interview for a position.

See Ready Reference F1 about types of job search correspondence and Ready Reference D5 for information on networking.



Develop a Resume

- Tailor your resume to specific positions.
- Make sure CEAT Career Services reviews your resume.

See Ready Reference Set E for resume information.





Prepare to Interview Effectively

- Be available to interview on the telephone or in person.
- Develop a 60-second statement about yourself.
- Be professionally persistent, even if there are no immediate openings.
- Conduct detailed research on the organization with which you'll be interviewing.
- Practice and obtain feedback prior to interview.

See Ready Reference Set G for interviewing tips.



Follow Up

- Send a thank you note immediately.
- Write letters to people who have interviewed you to:
 - Obtain feedback
 - Reinforce your interest in the job
 - Gain referrals to other possible jobs



See Ready Reference F7 & F8 for tips and information