The job search can feel overwhelming, so it’s helpful to break it into manageable steps. The good news is you don’t have to do every step in order. Just start checking off as many of these activities as you can, and you’ll find yourself on the way to a great opportunity.

CHECKLIST

STEP 1: KNOW YOURSELF.
___ I have identified my personal strengths, skills, interests, and values.
___ I have made a list of possible job titles/fields of interest.
___ I can name two or three careers/jobs I plan to pursue.

STEP 2: KNOW WHERE YOU WANT TO WORK.
___ I have researched organizations or companies that might hire someone with my skills, interests, and background.
___ I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
___ I have identified the top three geographic areas where I’d like to live and work.
___ I have identified 10 potential employers for the type of work I’m seeking.

STEP 3: GET READY FOR THE SEARCH.
___ I have registered with the College of Charleston Career Center on Handshake.
___ I have created a LinkedIn profile and have requested to join the Alumni & Student Career Network group.
___ I have prepared my targeted resume and cover letter(s), and have had them reviewed by a professional in the field or a staff member at the College of Charleston Career Center.
___ I have prepared a portfolio or work samples to highlight my experience, skills, and talent.
___ I have developed my “30-second speech” for short encounters with employers.
___ I have analyzed my education and can articulate the value of a liberal arts education.
___ I have identified and contacted three individuals who will serve as references.
___ I have developed my interview skills and practiced my responses to typical questions by doing a mock interview.
___ I have interview attire that is appropriate for the field in which I plan to work.
___ I have a professional voicemail message in case I miss an employer’s call.
___ I have a neutral/professional email address to give to employers.

STEP 4: START SEARCHING.
___ I have had my resume reviewed and uploaded it to Handshake.
___ I regularly check the Career Center’s website for career opportunities. I read the appropriate job-search resources for my field(s) of interest.
___ I have a system for keeping track of my contacts, interviews, and job-search activities.
___ I follow up on every interesting job lead immediately.
___ I have developed a list of potential networking contacts and keep in touch with them.
___ I follow up each job application submission with a phone call or email to the employer.
It is imperative for you to be able to identify and articulate your skills in order to be competitive in the job search process. For each of these transferable skills, check the box next to the skills you have developed. Then, reflect on how you can start gaining the skills you have not yet developed.

**COMMUNICATION**
- Oral: Speaking effectively
- Written: Being clear and concise
- Listening Objectively: Able to paraphrase

**CRITICAL THINKING & PROBLEM SOLVING**
- Problem Solving: Developing solutions
- Critical Thinking: Thinking outside the box
- Foresight: Anticipation, needs assessment
- Reasoning: Forming conclusions, inferences or judgments
- Identifying Issues: Apply criteria, analyzing & interpreting

**LEADERSHIP**
- Leadership: Setting an example
- Motivation: Inspiring others
- Delegation: Identifying & selecting people for tasks
- Conduct Meetings: Negotiating mediating
- Prioritizing: Arranging according to importance

**TEAMWORK/COLLABORATION**
- Networking: Developing interactions with others
- Team Player: Appreciating contributions of others
- Empathic: Generating understanding & trust
- Tact: Expressing one's self appropriately
- Diplomacy: Ability to deal with others

**PROFESSIONALISM/WORK ETHIC**
- Effective time, energy & resource management
- Prioritizing: Arranging according to importance
- Accountability: Follow through with plan or decision
- Motivated: Going beyond the expected

**INFORMATION TECHNOLOGY APPLICATION**
- Computer Knowledge: Understanding & using software
- Synthesize: Organize facts, concepts & principles
- Manipulate Information: Evaluate against appropriate standards
- Sorting: Data & objectives

**FLEXIBILITY**
- Creative: Originality & expressiveness
- Innovation: Unique ways of solving different problems
- Adaptable: Accommodating & seeing alternatives
- Conceptualize: Deriving ideas from inferences

**PERSONAL DEVELOPMENT**
- Commitment: Deciding for the common good
- Independence: Working without guidance
- Confidence: Having a positive personal attitude
- Poise: Composure; free from affection; balanced
- Energy: Displayed enthusiasm
- Knowledge: Proficiency in field of study

**RESEARCH & INVESTIGATION**
- Identifying problems, needs, & solutions
- Designing Experiments: Testing & validating data
- Technology: Use & knowledge of various sources
- Evaluations: Developing questionnaires & models

**PLANNING, ORGANIZING, & ADMINISTRATION**
- Visualization: Predicting future trends & patterns
- Initiation: Implementing projects & ideas
- Scheduling: Setting & reaching goals
- Dimensional Sight: Illustrating, displaying, & creating
- Catalog: Compile, rank, & itemize information
- Budgeting: Allocation of assets
- Presentation: Ability to use various media