The job search can feel overwhelming, so it’s helpful to break it down into manageable steps. The good news is that 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 activity.

**JOB SEARCH 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 and/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 locations, etc.
___ I have identified the top three geographic locations where I can see myself working.
___ I have identified 10 potential employers for the type of work I am 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 College of Charleston Alumni Association page.
___ I have prepared my tailored resume and cover letter(s) and have had them reviewed by a professional(s).
___ I have prepared a portfolio or work samples to highlight my experience, skills, and talent (if applicable).
___ I have developed my elevator pitch 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 3-4 individuals who will serve as references.
___ I have developed my interview skills and practiced my responses to typically asked interview questions.
___ 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 supply employers with.

**STEP 4: Start Your Search!**
___ 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 strategies for my field.
___ 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. *Skills for Success* is a great resource that provides you with strategies to build the top 7 skills employers look for in a candidate.

**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 and interpreting

**Leadership**
- □ Leadership: setting an example
- □ Motivation: inspiring others
- □ Delegation: identifying and selecting people for tasks
- □ Conduct Meetings: negotiating and mediating
- □ Prioritizing: arranging according to importance

**Teamwork/Collaboration**
- □ Networking: developing interactions with others
- □ Team Player: appreciating contributions of others
- □ Empathetic: generating understanding and trust
- □ Tact: expressing oneself appropriately
- □ Diplomacy: ability to deal with others

**Professionalism/Work Ethic**
- □ Effective time, energy, and 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 and using software
- □ Synthesize: organize facts, concepts, and principles
- □ Manipulate Information: evaluate against appropriate standards
- □ Sorting: data and objectives

**Flexibility**
- □ Creative: originality and expressiveness
- □ Innovation: unique ways of solving different problems
- □ Adaptable: accommodating and 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, and solutions
- □ Designing Experiments: testing and validating data
- □ Technology: use and knowledge of various sources
- □ Evaluations: developing questionnaires and models

**Planning/Organization/Administration**
- □ Visualization: predicting future trends and patterns
- □ Initiation: implementing projects and ideas
- □ Scheduling: setting and reaching goals
- □ Dimensional Sight: illustrating, displaying, and creating
- □ Catalog: compile, rank, and itemize information
- □ Budgeting: allocation of assets
- □ Presentation: ability to use various media