

# JOB SEARCH CHECKLIST

The job search process 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. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

You can receive assistance for every one of these steps through JCU Careers and Employment. You don't have to wait for business hours - start by checking out our website: [www.jcu.edu.au/careers](http://www.jcu.edu.au/careers)

## 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.



*The JCU Career Development Program has modules on Self-Understanding*

## Step 2: Know where you want to work

- I have researched organisations and companies that might hire someone with my skills, interests, and background.
- I have researched potential career fields, typical graduate entry level jobs, typical salaries, etc.
- I have identified the top three places/regions where I'd like to live and work.
- I have identified 10 potential employers for the type of work I am seeking.



*Don't miss the annual JCU Careers Fair*

## Helpful websites

[www.myfuture.edu.au](http://www.myfuture.edu.au)  
[www.qld.gov.au/jobs/finding/graduates/](http://www.qld.gov.au/jobs/finding/graduates/)  
[www.graduateopportunities.com.au](http://www.graduateopportunities.com.au)  
[www.seek.com.au](http://www.seek.com.au)  
<https://au.gradconnection.com/>

## Step 3: Get ready for the search

- I have logged on to [JCU CareerHub](#) and updated my preferences.
- I have had my resume, cover letter, and selection criteria reviewed by Careers and Employment staff.
- I have created a professional and comprehensive [LinkedIn](#) profile.
- I have prepared my ePortfolio to highlight my experiences, skills and talents.
- I have identified and have permission of three individuals who will serve as referees.
- I have developed my interview skills using [Big Interview](#).
- I have prepared for interviews by practicing my response to typical interview questions and/or doing a mock interview.
- I have an interview outfit that is suitable for the professional field in which I plan to work.
- I have a professional-sounding answering machine/voice mail message in case employers call.
- I have a neutral/professional email address to give to employers.

## Step 4: Start searching

- I regularly check JCU CareerHub for career opportunities.
- I have accessed relevant resources from the JCU Careers and Employment website.
- I regularly check relevant internet sites for suitable opportunities.
- I have a system for keeping track of my contacts, interviews and other job-search activities.
- I follow up on interesting job leads immediately.
- I have developed a list of potential networking contacts and keep in touch with them via LinkedIn.
- I have followed up each cold canvas contact with a phone call or email.



*Join JCU Careers on Facebook*

## Go to [www.jcu.edu.au/careers](http://www.jcu.edu.au/careers) for

- CareerHub – job listings
- Big Interview – training and practice
- Example resumes and cover letters
- JCU Career Development Program
- LinkedIn – professional networking