

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 Employability. You don't have to wait for business hours - start by checking out our website: 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.



Get the edge with JCU [Employability Edge](#) online program.

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 read the [Career Snapshot](#) for my discipline.
- I have identified 10 potential employers for the type of work I am seeking.



Don't miss the annual JCU [Careers Fair](#)

Helpful websites

<https://100jobsofthefuture.com/>
<https://au.gradconnection.com/>
<https://gradaustralia.com.au/>
<https://www.joboutlook.gov.au/>
<https://jobsearch.gov.au/job>
www.myfuture.edu.au
www.qld.gov.au/jobs/finding/graduates/
www.seek.com.au

Step 3: Get ready for the search

- I have logged on to [JCU CareerHub](#) and updated my preferences.
- I have reviewed the example resume for my discipline.
- I have had my resume, cover letter, and selection criteria reviewed by Careers and Employability.
- I have created a professional [LinkedIn](#) profile or updated my existing profile to reflect my updated skills, experience, interests and qualifications.
- I have checked my digital footprint to [protect my image](#).
- I have prepared my ePortfolio to highlight my experiences, skills and talents.
- I have identified and have permission of three professional individuals who will serve as referees.
- I have developed my virtual 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.
- 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 joined [JCU Careers on Facebook](#).
- I have accessed relevant resources from the [JCU Careers and Employability](#) 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 am following employers' of interest on social media platforms to discover new opportunities.
- I follow up on interesting job leads immediately.
- I have developed a list of potential networking contacts and keep in contact with them via LinkedIn.
- I have followed up each cold canvas contact with a phone call or email.

Go to www.jcu.edu.au/careers for

- CareerHub – job listings
- Big Interview – training and practice
- JCU Employability Edge
- Example resumes, cover letters and career snapshots
- LinkedIn and professional social media
- JCU Job Ready