

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

Know yourself

- I can state my career goal/s.
- I can describe my greatest strengths relevant to my career goals.
- I can describe my weaknesses positively and can outline what I have done or am doing to improve in these areas.
- I have identified my skills, interests and values.
- I have developed my pitch and am able to briefly summarise my key interests and selling points.



For more ideas, check the [Employability Edge](#) modules **You and Your Career** and **21st Century Work Ready**.

Know where you want to work

- I have researched potential career fields, typical graduate entry level jobs, typical salaries, etc.
- I have made a list of possible job titles/fields of interest that I plan to pursue.
- I have researched organisations that might hire someone with my skills, interests and background.
- I have identified 5 – 10 potential employers who I will be closely monitoring for job opportunities.
- I have identified my geographical preferences for where I would like to live and work.
- I am aware of the salary range that I might expect for the work I hope to do.
- I have read the [Career Snapshot](#) for my discipline.



For more ideas, check the [Employability Edge](#) module: **You and Your Career**.

Get ready for the search

- I have reviewed the [JCU discipline specific resume examples](#) and updated my resume.
- 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 ensure it is professional and targeted to my industry area.
- I am consciously working on increasing my visibility with employers of interest. I am regularly contributing to career relevant social media and attending relevant employer events.
- I have identified job boards best suited for my job interests.
- I have set up profiles and registered for job alerts on the relevant online Job Boards.
- I have logged on to [JCU CareerHub](#) and updated my preferences.
- I have identified and have permission of three professional individuals who will serve as referees.

Get ready for the search - continued

- I have developed my interview skills by watching the training modules on [Big Interview](#) and/or practicing my responses through role play or mock interviews.
- 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 presentable/professional email address to give to employers.
- I have let my personal and professional contacts know that I am looking for work and have sought their support and advice.
- I am growing my LinkedIn networks and actively contributing to LinkedIn discussions and forums.
- I have accessed relevant job search and job application resources from the [JCU Careers and Employability](#) website.

Start searching

- I have allocated time to spend on my job search.
- I have posted my resume to the relevant job boards and set up a schedule to regularly check these job boards for opportunities.
- I regularly check JCU CareerHub and JCU Career Directory for job opportunities.
- I have a system for keeping track of my job search activities (networking, resume submissions, interviews).
- I am following employers of interest on social media platforms to discover new opportunities.
- I have approached employers of interest directly (cold canvassing) to express interest in working for their organisation.
- I have followed up each cold canvas contact with a phone call or email.
- I follow up on interesting job leads immediately.

How did you go?

How many suggestions did you tick?

Aim to check off as many of these job search suggestions as you can.

By being systematic and planned in your search you will find you have a far greater chance of successfully gaining employment.

Are there any suggestions that you lack confidence with? If so, go to the relevant [JCU Employability Edge](#) modules recommended in the above checklist to build your skills and understanding in those areas.

Alternatively, access the following job search and application resources on the JCU Careers and Employability website.

- [JCU CareerHub](#) – graduate, course-relevant, part-time, casual, vacation and volunteer job listings.
- [JCU Career Directory](#) – graduate jobs, internships, virtual experiences.
- [Big Interview](#) – training and practice in all aspects of the interview process.
- [Discipline specific resume examples](#) – plus casual, post graduate and higher degree by research resume examples.
- [Discipline specific career snapshots](#) – listing graduate opportunities, professional associations, registration requirements and more.
- [JCU Job Ready](#) – checklist of steps to take throughout your studies to maximise your employability and graduate success.