

Job search checklist

Know yourself | Know your path | Make your move

Job Search



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](#).

Know yourself

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



Know where you want to work

- I have read the [Career Snapshot](#) for my discipline.
- I have researched potential careers, typical graduate entry level jobs, expected salaries and work conditions, and other points of interest to assist with my decision making.
- I have made a list of possible job titles or 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.

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 to reflect my skills, experience, interests and qualifications.
- I have checked my [digital footprint](#) to ensure it is professional.
- I am consciously working on increasing my visibility with employers of interest, for example contributing to career-relevant social media and attending relevant employer or industry events.
- I am growing my LinkedIn networks and actively contributing to LinkedIn discussions and forums.
- I have logged on to [JCU CareerHub](#) and updated my job preferences to receive relevant weekly notifications.
- I have identified the online job boards best suited for my field of expertise.
- I have set up profiles and registered for job alerts on the relevant online job boards.
- I have identified and have the permission of three professional individuals who will serve as referees.

- I have developed my interview skills by watching the training modules on [Big Interview](#) and/or practising 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 voicemail message on my phone.
- I have a 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.

TIP: Access job search and job application resources on 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 other job boards 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? By being systematic and planned in your search you will find you have a far greater chance of successfully gaining employment.

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

- You and Your Career
- 21st Century Work Ready
- Boost Your Skills
- Maximise Course-Relevant Experience
- Graduate Job Search
- Develop Your Professional Identity
- Master Written Applications
- Interviews and Recruitment Process