

The Job Search

A Strategic System for Students & Recent Graduates



Career
Development Center

Start here by rating yourself in each category.
Indicate your **CURRENT STATUS** in the job search process.

Career Decision Making

Identifying Potential Employers

Identifying Geographic Locations

Professionalism

Job Search Strategy

Resume, Cover Letter & Portfolio

Networking

Interviewing

Just Starting Out

Fully Accomplished

Courtesy of: Dr. Kate Brooks, University of Texas

The ECU Career Development Center

Now that you've completed the chart on the front, try stating your overall goal. For example, "My goal is to find a job in Oklahoma City, OK."

My Goal: _____

Describe your vision of that goal. Note what is missing or what you can't envision. That will help you focus on the tasks you need to complete. For Example: "I see myself going to work each day to an office, enjoying my friends, and having fun in Oklahoma City. My job allows me to rent an apartment, buy food, pay my car insurance and student loans."

(Notice what's missing here? The type of job!)

My Description: _____

Decide on your target date for achieving your goal, e.g. "I want to move to OKC and have a job by June 1."

Target Date: _____

How much time do you have to accomplish this? _____

1. Refer to the chart on the front page to find the areas you need to improve. Go to that section of this worksheet.
2. Read the sample goal statement for that challenge, or if you prefer, write your own goal on the line provided and indicate your planned date of completion.
3. Read the Solutions and check the ones which you will use. Use the blank lines to add additional Solutions as needed.

4. MOST IMPORTANT STEP: Ask yourself: “What will I do in the net 24 hours to move my job search forward?”

___ CAREER DECISION MAKING CHALLENGE: I don’t know what I want to do or what I can do.

Sample Goal: I have identified at least one of field of employment and several entry-level job titles.

My Goal: _____

- **Solution: I have seen an advisor at the Career Development Center.**
- **Solution: I have identified my personal strengths, skills, interests and values.**
- **Solution: I have compiled an inventory of my past experiences.**
- **Solution: I have analyzed my major and its value in the workplace.**
- **Solution: I have made a list of possible job titles and/or fields of interest.**
- **Solution: _____**
- **Solution: _____**

___ Identifying Potential Employers Challenge: I don’t know who might hire me.

Sample Goal: I can identify the key potential employers and contacts for my field.

My Goal: _____

- **Solution: I have conducted information interviews with people in my field of interest.**
- **Solution: I have used library and other print resources as well as the internet to identify employers who might hire me.**

- **Solution: I have researched the typical entry-level jobs, starting salaries, ect., in my field of interest.**
- **Solution: I am becoming and “expert” on my field of interest by reading related books, articles and websites.**
- **Solution: I have made a list of at least 10 possible employers.**
- **Solution: _____**
- **Solution: _____**

___Identifying Geographic Locations Challenge: I don’t know where I want to live.

Sample Goal: I have identified up to three target geographic areas.

My Goal: _____

- **Solution: I can identify the geographic “hot spots” for my career.**
- **Solution: I have determined my personal geographic desires.**
- **Solution: I have researched the probable career opportunities within my desired location.**
- **Solution: I have visited the location(s) where I hope to live/**
- **Solution: I can set up interviews and appointments in my desired location.**
- **Solution: I have identified possible contacts in my desired location.**
- **Solution: I have looked at the cost of living in my desired area including the cost of renting an apartment.**
- **Solution: I am linked to the website of the local newspaper for my desired location.**
- **Solution: _____**

- **Solution:** _____

___ **Professionalism Challenge:** I'm a student and sometimes don't present myself professionally.

Sample Goal: I present myself professionally to employers at all times.

My Goal: _____

- **Solution:** I have a phone number on my resume where I can be reached easily.
- **Solution:** My voice mail message is neutral/professional.
- **Solution:** My email address is neutral/professional.
- **Solution:** I spell-check and proofread all my emails and correspondence before sending.
- **Solution:** I have at least one interview suite, including accessories (matching shoes, tie, jewelry, ect).
- **Solution:** I follow up on each employer contact and interesting job announcement immediately.
- **Solution:** I keep a copy of my resume near my phone in case I receive a call from an employer.
- **Solution:** _____
- **Solution:** _____

___ Job Search Strategy Challenge: I'm not sure how to start and manage the whole job search process.

Sample Goal: I have an organized job search system.

My Goal: _____

- **Solution: I have an active file in the Career Development Center.**
- **Solution: I regularly check the Career Development Center's Job Board.**
- **Solution: I read the classified ads from online and printed resources in my desired field and geographic area.**
- **Solution: I have my job search-related files in one easy-to- access location on my computer.**
- **Solution: I have carefully labeled each resume and cover letter.**
- **I have a 3-ring binder for my paper information including all copies of my resumes and cover letters.**
- **Solution: I have bookmarked key websites related to my job interests and checked them regularly.**
- **Solution: I have a system for keeping track of my contacts, interviews, ect. (Excel file, Word table, or other).**
- **Solution: I have told everyone I know that I am seeking a job in my field(s) and location(s) of interest.**
- **Solution: _____**
- **Solution: _____**

___Resume, Cover Letter & Portfolio Challenge: I haven't written or other materials I can use.

Sample Goal: My resume and other written materials are targeted and represent me well in the job search process.

My Goal: _____

- **Solution: I have researched resume-writing on the web or in books.**
- **Solution: I have created a draft resume which includes everything I've done since high school.**
- **Solution: I have edited my resume so that it's targeted to my field of interest.**
- **Solution: I have shown my resumes to several people for suggestions.**
- **Solution: I have had my resumes reviewed by the Career Development Center.**
- **Solution: I have turned my resume in to the Career Development Center.**
- **Solution: I have prepared a portfolio or work samples to highlight my experience, skills, and talent.**
- **Solution: I follow-up each cover letter with a phone call or email to the employer requesting a job interview.**
- **Solution: _____**
- **Solution: _____**

___Networking Challenge: I don't know anyone who can help me.

Sample Goal: I have developed an extensive network of potential resources.

My Goal: _____

- **Solution: I have a list of potential contacts starting with relatives, friends, and others who might be able to help me.**
- **Solution: I have told each person about my job search and asked if they know someone who might be able to help me.**
- **Solution: I have identified at least three individuals who will serve as references.**
- **Solution: I have researched Tiger alumni who might be able to help me.**
- **Solution: I keep my network informed of my status and progress in the search.**
- **Solution: _____**
- **Solution: _____**

____ Interviewing Challenge: I don't know how to handle an interview.

Sample Goal: I am able to handle a variety of interview styles professionally. I sell myself well in all interactions with potential employers.

My Goal: _____

- **Solution: I have developed my "30-second speech" for short encounters with employers.**
- **Solution: I present my degree background in a positive and meaningful way.**
- **Solution: I know, and can articulate, how my major relates to the field of employment I'm seeking.**
- **Solution: I have analyzed my education and developed my "specific story" for employers.**
- **Solution: I have developed several stories which illustrate my strengths.**

- **Solution: I have created a list of my answers to common questions.**
- **Solution: I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.**
- **Solution: I have an interview suit which is appropriate for the field in which I plan to work.**
- **Solution: I send thank you letters or emails to every person who interviews me.**
- **Solution: _____**
- **Solution: _____**

The ECU Career Development Center can help you with all stages of you job search.

Please take advantage of our services before you Graduate!