TO-DO LIST FOR GETTING A JOB

Check Off Each Step As You Complete It

Getting Started
☐ Set regular hours for my job search
☐ Made a schedule for the week and stuck to it
☐ Set up a record-keeping system

Self-assessment
☐ Took MyPlan
☐ Met with a career counselor to review the results
☐ Took values and skills assessments
☐ Met with a career counselor to review the results
☐ Made a list of my skills, abilities, strengths and weaknesses
☐ Made a list of my job, internship and involvement experience
☐ Researched different kinds of jobs MyPlan suggested

Focus on careers that fit you
☐ Developed a top-10 list of careers of interest
☐ Conducted informational interviews
☐ Job shadowed in fields of interest
☐ Watched the video online, Internships from Accounting to Zoology
☐ Interned and volunteered in fields of interest
☐ Attended job fairs hosted by Career Services
☐ Made a list of skills employers in my field desire
☐ Made a plan to update my skills that are needed in my field

Important tools
☐ Made a list of important information I’ll need for job applications
☐ Attended a résumé workshop
☐ Wrote résumés that are targeted for each different job
☐ Wrote effective cover letters that are specific to the job to which I am applying
☐ Made a formal listing of 3-7 references
☐ Had my résumé, cover letter and references critiqued by Career Services
☐ Activated my BuffJobs Account and uploaded my résumé
Finding job openings
- Regularly utilized BuffJobs to search for employers and job openings
- Did the online job search workshop, “Fundamental Truths About The Job Search”
- Did the online job search workshop, “6 Doable Steps”
- Watched the 4 Hidden Job Market DVDs in Career Services
- Watched the Career Advisor Videos
- Asked faculty in my field about internship and job openings
- Asked friends and family members for job leads and names of other contacts
- Asked other people I know for job leads and names of other contacts.
- Joined professional associations related to my field and attended the meetings
- Joined civic organizations to strengthen my network and attended the meetings
- Utilized social networking sites such as LinkedIn
- Checked newspaper and online ads
- Contacted employers directly
- Visited the career center regularly to use resources

Interviews
- Did the online interviewing workshop
- Thoroughly researched the company that I am interested in
- Prepared questions to ask the interviewer
- Practiced answering common interview questions
- Participated in mock interviews
- Practiced selling myself by emphasizing my skills and experience
- Participated in on-campus interviews hosted through Career Services
- Sent a follow-up thank you letter after each interview

Starting a job
- Considered whether the job offer is right for me
- Received written agreement (if I accepted)
- Made a plan to continue to make a good impression
- Resolved to continue strengthening my 8 Cornerstones of Success
- Resolved to make the most of my new job
- Made a plan to review my job goals regularly

Helpful Websites
- WTAMU Career Services - wtamu.edu/career
- Career Services' BuffJobs – see CS web site
- CareerOneStop - careeronestop.org
- Occupational Outlook Handbook - bls.gov/OCO
- Career Voyages - careervoyages.gov
- USA Jobs - usajobs.gov