

# Job Search Checklist

Center for Career and Professional Development | [careers.wcu.edu](https://careers.wcu.edu) | 828.227.7133

Feeling overwhelmed? The CCPD is here to help you with any of the below suggestions! Drop by the Career Studio between noon and 4 p.m. Monday-Friday or make an appointment with a counselor via your MyWCU!

## Prepare

- Complete CCPD's 80/20 job search plan worksheet
- Review CCPD's Resume & Cover Letter Canvas modules
- Skim CCPD's Career Guide for any additional tips
- Create comprehensive resume with all projects, jobs, volunteer work, clubs, etc. listed with bullet points to describe experiences (handy when you go to tailor your resume for specific jobs)
- Create or update LinkedIn profile
- Create relevant blog/ LinkedIn posts to optimize online presence
- Clean up online presence
- Contact references

## Search and Apply

- Sign up for job alerts on JobCat, Indeed, or targeted job boards
- Network with professionals in your field (in person, networking events, LinkedIn, etc.)
- Conduct informational interviews
- Contact recruiters for employers you admire
- Turn your LinkedIn status to "open to opportunities" so that recruiters can search for you
- Create customized and tailored resumes and cover letters (using comprehensive resume)
- Submit and track applications using CCPD's Job Searching Track Sheet in Excel
- Review CCPD's Job Searching Canvas module

## Interview

- Learn about interview techniques and strategies using Big Interview ([wcu.biginterview.com](https://wcu.biginterview.com) and register your account with your Catamount email address)
- Practice interviews using Big Interview or with a friend ([wcu.biginterview.com](https://wcu.biginterview.com))
- Plan an interview outfit (see Career Guide for suggestions)
- Research position and employer before going into interview (research history, values, mission statement, product info, etc)
- Send thank you notes/ messages via LinkedIn and follow up within 2 weeks
- Negotiate offer (Salary Negotiation curriculum is found in Big Interview as well)

## On Board

- Update LinkedIn with new job!
- Create onboarding plan (Check out Big Interview's First 90 Days curriculum!)
- Understand all benefits and company policies
- Introduce yourself to your new colleagues
- Set goals for yourself to accomplish as a new professional
- Create a training plan
- Keep updating LinkedIn with relevant posts and material within your field
- Set reminders every 4-6 months to update your resume/ CV with your accomplishments