

JOB SEARCH STRATEGY CHECKLIST

- Determine Your Targeted Job/Industry**
- Research Potential Job Titles and Employers**
 - Create a list of companies that you would like to work for
 - Company Websites
 - Industry Specific and Professional Associations
 - Internet Sites - [Glassdoor.com](https://www.glassdoor.com), [vault.com](https://www.vault.com)
 - Follow/Connect with targeted employers on LinkedIn, Twitter, Facebook and Google Alerts
- Informational Interviewing**
 - Alumni, staff, faculty, family, friends, people in your field
- Prepare Documents**
 - Resume
 - Cover Letter
 - References
- Register on Hire a Hawk and Upload Resume (<https://harpercollege-csm.symphonicity.com/>)**
- Create a Networking Contact List and Use It!**
- Best Way to Find a Job**
 - Networking
 - Referral
 - Internet
 - Job Fairs
- Social Media**
 - LinkedIn
 - Facebook
 - Twitter
- Internet Job Search Sites**
 - [Hire a Hawk](#)
 - [Glassdoor for Students](#)
 - [Indeed.com](#)
 - [Ziprecruiter.com](#)
 - [Idealist.org](#)
 - [NPO.net](#)
 - [Collegegrad.com](#)
 - [Collegerecruiter.com](#)
 - [Simplyhired.com](#)
- Practice Interviewing**
 - [Big Interview](#)
- Salaries**
 - Careeronestop (http://www.careeronestop.org/SalariesBenefits/Sal_default.aspx)
 - O'Net- (<http://www.onetonline.org/>)
 - [Salary.com](#)
- Track and follow up with each company/organization that you apply for**
 - Date of application
 - Follow up date
 - How you applied
 - Method of follow up

