Job Search Checklist

Preparation
- Clean up all online profiles & social networking sites
- Get your résumé and cover letters reviewed
- Prepare your “elevator speech” (30 second pitch) for brief encounters with employers/contacts

LinkedIn.com
- Register on LinkedIn.com and create professional profile
- Ask people to write recommendations for your profile (faculty, supervisors, etc.)
- Join groups on LinkedIn related to your field of interest

RESEARCH
- Use WetFeet (http://crs.wetfeet.com/schools/columbiaug/Default.aspx) and Vault (http://careerinsider.vault.com/wps/portal/careerinsider?parrefer=2287) to locate organizations by industry, and their contact information
- Research industries and organizations (size, location, history, services/products, mission, etc.)
- Check individual organization’s websites for internship postings

NETWORK
- Make list of contacts (people you know and people you want to know)
- Tell your advisor, faculty, friends, family, etc. that you’re looking for a job
- Initiate contact to set up informational interviews with people in career fields you’re interested in
- Connect with Barnard Alumnae in your field using the On-line Community
- When you get tips, assistance, etc. follow-up with a thank you e-mail or letter

JOB SEARCH WEBSITES: Register on NACElink (Barnard College’s job and internship database) and other free sites like: Indeed.com, CareerBuilder.com, Idealist.org, hotjobs.yahoo.com, etc., and industry-specific sites, like psyccareers.apa.org, www.prssa.com, etc.
- Registered on: _____________________ User name: _____________ Password: _____________
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- Registered on: _____________________ User name: _____________ Password: _____________

JOIN PROFESSIONAL ORGANIZATIONS: Use the Association Directory on www.weddles.com
- Joined: _______________________________ Date: ____________ Fee: __________
- Joined: _______________________________ Date: ____________ Fee: __________

JOB FAIRS, OPEN HOUSES, & NETWORKING EVENTS
- _______________________________ Date: ____________ Location: ___________________
- _______________________________ Date: ____________ Location: ___________________
- _______________________________ Date: ____________ Location: ___________________
VOLUNTEER WORK & INTERNSHIPS

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LOGISTICS

☐ Make sure your voicemail message and e-mail address are professional/appropriate
☐ Follow up within a couple weeks after you apply
☐ Keep track of all applications, dates applied, correspondences, follow up, etc.

INTERVIEW PREPARATION

☐ Practice responding to typical interview questions
☐ Do a mock interview with Career Development
☐ Get interview attire appropriate for the field to which you are applying