Job Search Skills

Job Search Reflection

✓ Reflect on your interests and values.

✓ What professional values are important to you to have in a career?

✓ What interests and skills do you want to work with and utilize in a career?

✓ What employers would you like to work for?

Job Search Timeline Questions

✓ What current openings are available with employers you want to work for?

✓ What are the application timelines for their openings?

✓ How do you apply for jobs with those organizations?

✓ If applying for jobs out of state, are there licensure requirements? If so, contact the state agency for information on working within the state.

Job Search Organization

✓ What jobs did you apply for? Be sure to keep track.

✓ Document interview dates and times for each job you apply for; be sure to stay organized so you are prepared to interview for that specific job.

✓ Be aware of how you appear in social media accounts, such as Facebook and LinkedIn.
Job Search Worksheet

Job Title:
Company:
Address:
Phone Number:
Email Address:
Hours:
Pay:
Primary Requirements:

Job Duty Highlights:

Where you found the job posting:
How to apply:
Closing Date:
Date Application Submitted:
Date of Interview:
Contact for Interview:
Follow-up Email Sent:
Other notes: