

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, Instagram, and Facebook
- Informational Interviewing** - Technique for acquiring information through discussion with a person in a given job/career field to explore possibilities, locate the hidden job market and develop a network
 - 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.symphlicity.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
 - Instagram
- Internet Job Search Sites**
 - [Hire a Hawk](https://www.hireahawk.com)
 - [Glassdoor for Students](https://www.glassdoor.com)
 - [Indeed.com](https://www.indeed.com)
 - [Google](https://www.google.com)
 - [Ziprecruiter.com](https://www.ziprecruiter.com)
 - [Idealist.org](https://www.idealist.org)
 - [NPO.net](https://www.npo.net)
 - [Collegegrad.com](https://www.collegegrad.com)
 - [Collegerecruiter.com](https://www.collegerecruiter.com)
 - [Simplyhired.com](https://www.simplyhired.com)
- Practice Interviewing**
 - [Big Interview](https://www.biginterview.com)
- Salaries**
 - Careeronestop (http://www.careeronestop.org/SalariesBenefits/Sal_default.aspx)
 - O'Net- (<http://www.onetonline.org/>)
 - [Salary.com](https://www.salary.com)
- Track and follow up with the company/organization after you apply for a job**
 - Date of application
 - How you applied
 - Follow up date
 - Method of follow up

