JOB SEARCH CHECKLIST



LSUS Career Services ⦁ SSC – 1st floor, Noel Memorial Library

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| Many organizations with competitive training programs will begin recruiting early in the fall and start making offers as early as November. Industries like investment banking, consulting and accounting are notorious early recruiters. Smaller companies which don't have training programs tend to recruit later in the year. So do employers in fields like broadcast communications, advertising, public relations, social media, the arts, and publishing. **Bottom line?** **If you want a full-time job by graduation, start NOW.**Use the checklist below to determine what resources will be useful to you and collaborate with Career Services to develop a plan of action to apply for and secure a full-time job. |

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| STEP 1: WHAT DO YOU WANT? |
| [ ]  What are the industries or fields of interest you are hoping to target?  |
| [ ]  List examples of job duties you’d like to perform or positions or job titles you’d like to obtain. |
| [ ]  List examples of organizations where you’d like to work. |
| [ ]  Where, geographically, would you ideally like to work? It is useful to be as specific as the cities or metropolitan areas where you’d like to be. |
| Need help answering these questions?Try the following… |
| [ ]  **Career Inventories** With the guidance of Career Services staff, learn how to use your personal characteristics (values, skills, personality preferences, and interests) to clarify your career goals. Call 318-797-5062 to schedule an appointment.[ ]  **Exploring Your Options – Oct 29, Nov 19 @ 11 AM, Success Center & on Zoom**If you’re feeling unclear about where you’re headed after graduation, join us for this hour-long workshop. Participate to gain a more concrete idea of career paths that are compatible with you. Find the Zoom link on Handshake and in the Career Services weekly email.[ ]  **WHAT CAN I DO WITH THIS MAJOR? web resource**Investigate common career areas, typical employers, and strategies designed to help you set yourself up for success. Find the tool on the Career Services website. Enter into the STUDENTS AND ALUM CAREER RESOURCES section and scroll down to **Choose Your Major or Career**. Under the heading, ***Researching Your Options***, you’ll find a hotlink for **WHAT CAN I DO WITH THIS MAJOR?**  | [ ]  **LinkedIn Alumni Tool | LinkedIn 101 – Nov 4 @ 11 AM, Success Center & on Zoom**Use the LSUS Alumni Tool on LinkedIn to see where graduates live, the organizations they work for, and the types of jobs they have. You can narrow information you see by date range, what they studied, what they're skilled at, and how you're connected on LinkedIn. Click on any bar in the Alumni Tool to drill down into specific careers, employers, locations, major, skills, or degree of connection. **To get started, go to: www.linkedin.com/alumni.** [ ]  **Career Conversations**Career conversations or *informational interviews* are an excellent way to learn more about options in your field while building your connections with established professionals. While have a conversation with someone in the industry you hope to enter, your goal is to gather information about the field and their background. You do this by preparing a list of questions for your meeting. For more information, review the i**nformational interview tutorial**. Access it by typing into your web browser: “livecareer + informational interview tutorial.” |

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| STEP 2: PREPARE YOUR APPLICATION MATERIALS |
| [ ]  Is your resume tailored to the industry and the positions you are targeting? | [ ]  Have you had your resume critiqued by someone in Career Services? |
| [ ]  Do you need help writing a cover letter? | [ ]  Have you had a cover letter critiqued by someone in Career Services? |
| [ ]  Have you identified references and created a reference list? | [ ]  Will you need a portfolio or writing samples for any applications you submit? |
| Need help getting prepared?Try the following… |
| [ ]  **Resume Writing | Sep 17, Oct 1 @ 11 AM, Zoom** Discover how to highlight your qualifications, target employers, and develop an eye-catching resume that gets you noticed! During the hour-long workshop, we’ll collaboratively critique a “bad” resume so that you know what to do---and what not to do---on your own document. Find the Zoom link on Handshake and in the Career Services weekly email.[ ]  **Extended Walk-Ins | Sep 29, Sep 30 from 10:30 AM to 2 PM, Success Center**Use these convenient one-on-one, 15-minute interactions to get tips and advice about your resume. Bring a printed copy with you and check in at the front desk. | [ ]  **Individual Appointment**Call 318-797-5062 to schedule an appointment. Career Services staff will provide you with individualized advice and recommendations about how to improve your resume and cover letter.[ ]  **Walk-Ins | every Thursday from 10 AM – 12 PM**Perfect for quick questions! Starts on August 26. |

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| STEP 3: KNOW WHERE TO LOOK |
| [ ]  Do you have an account with the university’s online job posting site, Handshake? | [ ]  Do you know how to use Handshake to search for opportunities? |
| [ ]  Have you identified industry-specific job posting sites? | [ ]  Do you have a list of companies you are targeting? |
| [ ]  Have you identified geographic-specific job posting sites? | [ ]  Are you registered for the Fall Career and Internship Fair, scheduled for October 6? |
| Need help knowing where to look?Try the following items on the next page… |
| [ ]  **Set up a Handshake account**Visit lsus.joinhandshake.com and enter your LSUS email address to claim your account. Complete your profile, personalize your job feed, and starting searching![ ]  **Conduct smart Internet searches**To uncover helpful industry and geographic-specific resources try the following: Google [the name of your major or the industry you hope to enter] + job posting sites. Also, review the MEMEBERSHIP DIRECTORY of the Chamber of Commerce affiliated with your target geographic preferences for ideas about organizations that might have open positions. | [ ]  **Individual Appointment**Call 318-797-5062 to schedule an appointment. Career Services staff will assist you in finding resources that fit your individual needs and circumstances.[ ]  **LinkedIn 101 – Nov 6 @ 11 AM, Success Center & on ZoomLearn how to use LinkedIn to build a professional online presence, connect with others, and uncover internship and job leads.** |

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| Need help knowing where to look? STEP 3…CONTINUED |
| [ ]  **Preparing for the Career and Internship Fair | Sep 24 @ 11 AM, Zoom**Learn to navigate the event, explore opportunities, and develop authentic connections with alumni, employers, and graduate/professional school representatives. | [ ]  **Ace Your Internship or Job Search | Nov 12 @ 11 AM, Success Center & on Zoom****Most people figure out how to do an internship or job search on the fly. No more winging it! Let us teach you how a 21st century search works.** |

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| STEP 4: NETWORKING |
| [ ]  Do you have a LinkedIn profile? Are you a member of LSU Shreveport Alumni LinkedIn group? | [ ]  Do you know how to use LinkedIn to a) connect with others, b) participate in groups, or c) research companies? |
| [ ]  What professional associations are affiliated with the industries you’re hoping to enter? Do you have the ability to join any? | [ ]  Are you interested in conducting informational interviews? |
| Need help networking?Try the following… |
| [ ]  **LinkedIn 101 – Nov 6 @ 11 AM, Success Center & on ZoomLinkedIn is a great resource for those looking to gain an edge while they network and search for internships or entry-level jobs. While it’s easy to create an account, most new users find themselves stuck as they consider what to do next once they've set up their profile. Join Career Services to learn how to leverage the power of the 500 million professionals representing 150 industries who are already a part of LinkedIn.****[ ]  Join a Professional Association**Locate and join a professional associate affiliated with your industry (as a student member). Doing so provides direct access to industry information, networking events, company and member directories, and job listings.  | [ ]  **Career Conversations**Career conversations or *informational interviews* are an excellent way to learn more about options in your field while building your connections with established professionals. While have a conversation with someone in the industry you hope to enter, your goal is to gather information about the field and their background. You do this by preparing a list of questions for your meeting. For more information, review the i**nformational interview tutorial**. Access it by typing into your web browser: “livecareer + informational interview tutorial.”[ ]  **Individual Appointment**Call 318-797-5062 to schedule an appointment. Career Services staff will assist you in finding resources that fit your individual needs and circumstances. |

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| STEP 5: GET ORGANIZED |
| [ ]  I am going to commit \_\_\_\_\_ hours a week to my job search. |
| TASK | DATE TO BEGIN | TARGET COMPLETION DATE | NOTES |
| **STEP 1 – CLARIFY JOB TARGET** |  |  |  |
| **STEP 2A – PREPARE A RESUME & COVER LETTER***Create a draft, obtain a critique, revise document, and upload to Handshake.*  |  |  |  |
| **STEP 2B – PREPARE OTHER MATERIALS** *Finalize portfolio and prepare writing samples, as needed.* |  |  |  |
| **STEP 2C – PREPARE A REFERENCE LIST***Identify at least 3 professional references. Reach out to each to ask permission and to discuss the goals of your job search.*  |  |  |  |
| **STEP 3 – CREATE A HANDSHAKE ACCOUNT***Post a resume, search opportunities, and review recruiting events.*  |  |  |  |
| **STEP 4A – CREATE A LINKEDIN ACCOUNT** |  |  |  |
| **STEP 4B – CONDUCT INDUSTRY, COMPANY, AND POSITION RESEARCH** |  |  |  |
| **BEGIN SENDING OUT RESUMES/COVER LETTERS AND APPLYING FOR POSITIONS** |  |  |  |

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| OTHER USEFUL RESOURCES - INTERVIEWING |
| [ ]  **Interview Preparation – Oct 10 @ 11 AM, ZoomLet’s talk about the essentials that you’ll need to nail your interview!****[ ]  InterviewStream**Use ***InterviewStream***, a mock interview platform,to prepare for internship and job interviews by recording and reviewing your performance in practice interviews. Look for it at the top of the **Find a Job Or Internship** section on the STUDENTS AND ALUM CAREER RESOURCES page of the Career Services website. | [ ]  **Individual Appointment**Call 318-797-5062 to schedule an appointment. Career Services staff will assist you in finding resources that fit your individual needs and circumstances. |