

## JOB SEARCH CHECKLIST

### Get Ready

- Create or update your Career Center Account and sign up for our weekly e-newsletter.
- Schedule an appointment with a career counselor to discuss your plans.
- Check the Career Center website regularly

### Search Job Listings

- Search job listings in the following areas:
- Job and internship link in your Career Center Account
- Professional associations' websites
- Specific employer websites
- Newspaper classifieds – both local and national
- Major employment websites
- Explore the Best Career Links section of the Career Center website for information targeted by field.

### Network

- Prepare to network by attending a networking training session sponsored by the Career Center and/or Alumni Association.
- Register for and use HopkinsNET, the JHU alumni database.
- Attend Career Center panels to meet alumni and employers (i.e., Breaking into.... What can I do with a Major in...).
- Attend employer presentations both in classes and on campus through the Career Center.
- Join your fields' professional association and attend its conferences and local meetings.
- Ask people in your existing network for contacts, including family, friends, faculty, former internship/research sponsors.

### Attend Career Fairs (both on and off campus)

- Fall Career Fair – General career fair
- Science & Technology Career Fair – Spring, targeted career fair for science, math and engineering
- Public Service Career Fair – Spring, targeted career fair for opportunities in education, non-profits and government

*Get more information about these events, view participating employers, and register via your Career Center Account ([www.jhu.edu/careers/students.html](http://www.jhu.edu/careers/students.html)). Check the Career Center calendar ([www.jhu.edu/careers/calendar.html](http://www.jhu.edu/careers/calendar.html)) for off-campus events.*

Survey any group of Hopkins alumni about how they found most of their jobs, and what do you think they will say? Chances are they will come up with many different answers to your question, and that only a few job search methods will play prominently among all those individuals. The reality is that there isn't one way to find a job, there are many. To capitalize on alumni experiences you should take something from each of their stories and use as many strategies as possible. Before you begin identifying strategies, you should think about the steps in the job search process

## The Job Search Process

1. Focus. Be clear on what you want to do, where you want to be geographically, and what type of organization you want to work for. If you aren't sure of the answers to these questions, you have some ground work to do. Meet with a career counselor to begin clarifying your interests.
2. Polish your application materials (resume, cover letter, and interview skills) so that you are putting your best foot forward.
3. Identify the resources that will provide you with the most lucrative job leads and check them frequently. Knowing what employers think is beneficial when identifying resources to devote time to. According to the National Association of Colleges and Employers (NACE), organizations listed the following as the top five places to source entry-level talent.
  - Organization's internship program
  - Organization's co-op program
  - On-campus recruiting
  - Career/job fairs
  - Faculty contacts
4. Network so people know that you are looking and what you want. Multiple people working on your behalf is better than going it alone.
5. Once you find a job listing that peaks your interest, *apply as soon as possible*. Keep track of where you applied, when, and who you communicated with because it will make Step 6 much easier.
6. Always follow up. After you apply, contact the organization within two weeks to ensure that they have received your materials. You can make a second impression and find out about the search timeline. Once you know how the organization plans to proceed, contact them at appropriate intervals to communicate your continued interest.

This process will move you through your job search and ensure that you haven't missed a step. Keep in mind, the search takes time so you may be moving through the steps multiple times. Patience and persistence are the keys to success.

## The Creative Job Search

You may have heard that 70 to 80% of jobs are in "the hidden job market." The hidden job market consists of unpublished sources of information about job opportunities. A creative job search will incorporate both published and unpublished sources for contacting potential employers.

These are a few creative ways to learn about job leads and make sure that the right people know you are looking.

- Use the local and national Chamber of Commerce. The Chamber of Commerce is a body that works to improve the conditions for commerce in an area. Researching the organizations that belong to the Chamber will give you an idea of what type of opportunities may be available in a certain geographic area.
- Read the newspaper. Reading the business section of the local newspaper can give you an idea of the new initiatives being developed in an area. It will also help you begin developing a list of potential employers.
- Attend national, regional, and local conferences and meetings of your professional association. This is the place to be to meet key players in your field and learn where the industry trends are going. Trends mean jobs. If there is something that must be done, people will be needed to get it done.
- Work at career fairs. This gives you the opportunity to speak with employers before the events are open to the public and be of help to organization representatives. They will get to see you in a different light without all of the formal pressure.
- Get contacts from everyone you know including friends, family, internship and research sponsors, and more. The old saying goes, two heads are better than one.
- Get in front of as many potential employers as possible. Go to organization presentations through on-campus recruiting and in classes. This is another way to make a great face-to-face impression. Recruiters have said that the process is easier when you have a relationship with your recruits. Give organizations a chance to get to know you, your interests, and accomplishments. Check on the Career Center website in the On-Campus Recruiting section to see scheduled presentations throughout the year.
- Attend intersession trips to learn more about various fields from the Arts to Finance. Network with alumni and visit many of the leading organizations in the industry. These courses have been described as crash courses in industry. There is no better way to jump start your search.
- Work with the temporary agencies that provide staffing services to the organizations you are most interested in. This will give you the insider's perspective. You can meet the decision makers and gain valuable experience. But do your

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research first. Make sure the agency you work with has a history of converting temporary workers to permanent.

- Volunteer! Get involved in causes that mean something to you. You will interact with interesting people and make potential connections. You will find it true, that you never know where you can find a potential employment opportunity.

These are a few examples, but there is no limit to the strategies you can employ if you put your mind to it.

### **Finally...**

There are many methods you can incorporate into your job search master plan. Use a variety of strategies, and concentrate on those that will deliver the greatest return for your situation. Keep in mind that in order to be successful, *you must take the initiative*. Your search must meet your needs and no one knows those needs better than you do.