Center for Career and Professional Development
Self-Guided Job & Internship Search Strategies Checklist

Website: www.clarion.edu/career    Email: careers@clarion.edu

INTERNSHIP ONLY DETAILS

☐ Identify internship details:
  • Internship Type: ___ Paid ___ Unpaid
  • Semester wanted: ___ Fall ___ Spring ___ Summer ___ Winter
  • Location(s):__________________________________________________________
    • __________________________________________________________
  • For Academic Credit: ___ Yes ___ No (If yes, meet with your Departmental Internship Coordinator)

JOB & INTERNSHIP SEARCH PROCESS

☐ Review Job Search Strategies at http://www.clarion.edu/jobsearch

☐ Identify keywords for position titles or industries to use during your search using employment occupation and outlook sites at www.clarion.edu/explore. Recommended site - O’Net: www.onetonline.org

☐ NOTES: __________________________________________________________________________________________
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☐ Login to your Career Connections account
  • Complete/update personal and academic profiles
  • Jobs tab: Search for positions and campus recruiting interviews
  • Events tab: Find Clarion sponsored career fairs or information tables/sessions
  • Career Calendar: View the global calendar of events
  • OCR tab: Review your campus recruiting interview status

NOTES: __________________________________________________________________________________________
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☐ Visit our Website for other career fairs promoted by Career Development: http://www.clarion.edu/careerevents

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☐ Review internship resources: http://www.clarion.edu/internships

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Review Online Job & Internship Search Engines
- State CareerLink/Job Assistance Centers: PA Job Gateway: https://www.jobgateway.pa.gov/
- State Civil Service sites: www.scsc.state.pa.us
- Federal Jobs: www.USAJobs.gov
- Career specific job search sites

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Research Company websites for opportunities:
- Career/Student events
- Online application procedures
- Networking events/Site Visits
- Recruitment Open Houses/Job Fairs
- Check regional, state and national association websites for online job postings
- Search Newspaper Classified Ads (online and hard copy)
- Create a LinkedIn account to find companies and job postings
- List of job postings and the websites where they are found:

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JOB SEARCH PREPARATION DOCUMENTS AND PROFESSIONAL DEVELOPMENT RESOURCES

- View these resources: http://www.clarion.edu/prepare
  - Resume reviewed (clarion.edu/resumes)
  - References obtained
  - Cover/application letter drafted
  - Portfolio prepared
  - Review Elevator Speech resources
  - Practice interview conducted
  - Interview attire purchased
  - Business etiquette reviewed
  - Review Networking Resources
  - Transcript request process (Registrar’s office)

Need Help? Call 814-393-2323 to meet with a career coach, stop by 419 Becht Hall or contact us by email.

General Questions: careers@clarion.edu Resumes: resumes@clarion.edu
Career Connections: clarioncms@clarion.edu Interviewing: interview@clarion.edu

Connect with us to develop life-long career preparation and job search skills:
- CUcareers
- @ClarionUCareers
- Group: Clarion University Career Services Center

10/2015