

Center for Career and Professional Development

Self-Guided Job Search Strategies Checklist

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

JOB 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 listed at www.clarion.edu/explore. ** Recommended site - O'Net: www.onetonline.org

NOTES: _____

- Login to your Handshake account: www.clarion.edu/handshake
 - Complete your profile (optional)
 - Search for jobs and internships

NOTES: _____

- Review Job & Internship Boards/Search Engines

- State CareerLink/Job Assistance Centers: PA Job Gateway: <https://www.jobgateway.pa.gov/>

NOTES: _____

- State Civil Service sites: www.scsc.state.pa.us

NOTES: _____

- Federal Jobs: www.USAJobs.gov

NOTES: _____

- Career specific job search sites:

Notes: _____

- Visit the CU Website for career fairs sponsored or promoted by CCPD: <http://www.clarion.edu/careerevents>

NOTES: _____

- Research Company websites for opportunities:

- Career/Student events
- Online application procedures
- Networking events/Site Visits
- Recruitment Open Houses/Job Fairs

NOTES: _____

- Check regional, state and national association websites for online job postings**

NOTES: _____

- Search Newspaper Classified Ads (online and hard copy)**

NOTES: _____

- Create a LinkedIn account to follow companies, join groups and find job postings**

NOTES: _____

- Sign-up for Google Job Alerts**

OTHER NOTES:

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 Pitch resources
 - Practice interview conducted
 - Interview attire purchased
 - Business etiquette reviewed
 - Networking resources researched
 - 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
Handshake: clarioncms@clarion.edu

Resumes: resumes@clarion.edu
Interviewing: interview@clarion.edu