Job Search Check-List
CSU East Bay, Academic Advising and Career Education: Connecting Curriculum and Career

When it comes to the job search, it is important that you stay proactive. Using the strategies and techniques outlined in our web site will help guide you through the process. The check-list below will help you get prepared for the search and to stay in control of your process.

**In the Beginning...**
- Obtain a 3-ring notebook or other portfolio to keep copies of your network lists, correspondence, notes on interviews and business cards
- Get a calendar (paper or electronic) to make note of important dates including: interviews, call-back dates and AACE workshops!
- Begin making a list of CSU East Bay alumni to start your network
- Directories of employers by city or occupation – we have a copy of the Book of Lists – Bay Area in the AACE that you can copy.
- Have a supply of stationary for resumes, cover letters, references and follow-up letters – don’t forget the stamps!
- Make sure your answering machine/voice mail has a professional message
- Be sure to have a well-tailored suit/appropriate clothes and shoes for the interview

**In the Middle...**
- Choose a field of interest to pursue compatible with your Values, Interests, Personality and Skills
- Discuss your plan with an AACE Counselor
- Develop a resume and cover letter with the help of an AACE Counselor
- Initiate informational interviews with folks you have added to your network
- Create a business card with your name, field of interest, address, phone, and e-mail
- Attend AACE workshops to help develop your skills
- Search for job postings on CBay
- Attend a Job and Internship Fair, held every quarter on the CSU East Bay campus
- Participate in On-Campus Interviews
- Research websites of employers in the field you are interested in
- Research typical job tasks, skill, knowledge and abilities at O*NET
- Be prepared to be flexible!

**In the End...**
- Send follow-up letters and thank you notes as appropriate
- Be prepared to negotiate your salary and hiring terms – meet with an AACE counselor for tips
- Evaluate the effectiveness of your strategies as you go, and implement alternate strategies if needed
- Be proud of what you accomplished!

This document is available in alternative formats (large print, Braille, audio tape, etc.). Please contact AACE to submit your request.

California State University, East Bay
Academic Advising & Career Education
“Connecting Curriculum and Career”
http://www20.csueastbay.edu/sa/cdc/