

Job Search Checklist

Career Development Center: <http://www.rpi.edu/dept/cdc/>

<p>Red Hawk Job Link: http://www.rpi.edu/dept/cdc/NACELink.html : You must pay the \$5 renewal fee each year to get access to the job search section. This is paid in the Career Development Center by cash or check.</p>	
<p>CDC website Job and Career Sites: www.rpi.edu/dept/cdc/student/careeropps.html In current student section on cdc webpage under Job and Career Research category. Site is broken up into different search categories by major, location interest, minority job sites, etc.</p>	
<p>Research: Look up companies in areas interested in and research. List these companies and check out their websites, job openings, etc. Look on CDC Current student website under Job and Career Research category and choose “Researching Employers” for a handout. Also utilize the library search resource databases to find out more information on companies- look under business management section.</p>	
<p>Local Resources: Check out local newspapers, Chamber of Commerce, and local professional associations. Look at colleges in the area for job postings, public career fairs and activities open to all. If interested in Capital Region look under “locations” on CDC Job and Career Sites link. You can also look for staffing agencies or headhunters in your location of interest to see if you can find someone to help place you in your field of interest.</p>	
<p>Alumni: Go to alumni events and contact Alumni area President to help you find local contacts. Use the Alumni website to see local events and contacts for networking. http://www.alumni.rpi.edu- look under chapters and groups to locate a contact for your area of interest.</p>	
<p>Faculty Connections - Talk with professors who are working in areas that interest you & look at department website for events, activities and job activities.</p>	
<p>Network: Set up informational interviews with professionals in your field. Write down a list of all people you know (family, friends, neighbors, etc.) to see who is in your network and could help you out. Get them a copy of your resume and let them know what you are looking for and ask them to pass your resume on to anyone they think could help you.</p>	
<p>Stay organized: Keep notes and files on all companies interested in or contacts you have met through networking. Always get business cards so you can follow up. Keep notes on all informational interviews and key people. These will be good contacts for future opportunities.</p>	
<p>FOLLOW UP: After all your hard work, make sure to follow up with companies and key contacts you make. Always send a thank you letter to anyone who gives you their time immediately. Follow up calls are a good way to check back if needed and stay on people’s radar.</p>	
<p>Career Development Center: Use the website for tips on job hunting and sites to use. Keep in touch on how things are going and we can continue to make suggestions.</p>	