**Job Search Task Sheet**

TRINITY UNIVERSITY

| Task | Start Date | Finish Date | Notes |
|---|---|---|---|
| ☐ Define/Clarify Job Target<br>• Consultation w/career center staff | | | |
| ☐ Prepare Resume<br>• Drafted<br>• Reviewed/critiqued<br>• Revise<br>• Print/upload | | | |
| ☐ Prepare other Materials as needed<br>• Portfolio<br>• Writing samples<br>• Video | | | |
| ☐ Identify 3 ***Professiona***l References<br>• Meet to ask for permission<br>• Discuss goals | | | |
| ☐ Prepare for Interviews<br>• Review online information/Interview Guide<br>• Participate in Practice Interview w/Career Center Staff<br>• Practice more | | | |
| ☐ Register with **TigerJobs**<br>• Upload resume | | | |
| ☐ Identify Resources for Employment/Employer Information | | | |
| ☐ Research Prospective Employers/Job Openings | | | |
| ☐ Track Job Leads<br>• Create job-tracking cards/spreadsheet, etc.<br>  ○ Organization name<br>  ○ Contact name<br>  ○ Contact information<br>  ○ Source of lead | | | |
| ☐ Draft Cover Letter(s)<br>• Drafted<br>• Reviewed/critiqued<br>• Revise<br>• Print/Upload | | | |
| ☐ Submit ***Targeted*** Resume/Applications | | | |
| ☐ Follow-up on Resume Submissions<br>• Phone call<br>• Email | | | |
| ☐ Schedule Interview Times<br>• Prepare for interviews<br>• Review employer/job information<br>• Review responses to typical questions<br>• Review responses to “difficult” questions | | | |
| ☐ Send Follow-up/Thank You (note, letter, email) | | | |
| ☐ Evaluate Offer<br>• Is it in a field/occupation of interest?<br>• Is the organization a good fit?<br>• Is the salary adequate? | | | |
| • Are benefits adequate?<br>• Is there sufficient training provided?<br>• Is there opportunity to gain experience?<br>• Is there sufficient opportunity to for upward mobility? | | | |