

Job Search Checklist

JOB SEARCH PREPARATION ESSENTIALS	TO DO	DONE	NOTES
JOB/CAREER GOAL <input type="checkbox"/> Do you have a clear and realistic goal? <input type="checkbox"/> Have you research the labour market in your field? https://www.ontario.ca/page/labour-market	<input type="checkbox"/>	<input type="checkbox"/>	
RESUME/COVER LETTER <input type="checkbox"/> Have you tailored your documents to include keywords? <input type="checkbox"/> Have you had your documents reviewed? <ul style="list-style-type: none"> • Book an appointment with the Employment Support Centre any week day at 613-727-4723 ext. 7200 or welcomecentre@algonquincollege.com 	<input type="checkbox"/>	<input type="checkbox"/>	
JOB SEARCH ESSENTIALS	TO DO	DONE	NOTES
HIRE AC <input type="checkbox"/> Login through your ACSIS account to view jobs exclusively posted for AC students and grads: https://hireac.algonquincollege.com/home.htm	<input type="checkbox"/>	<input type="checkbox"/>	
ONLINE JOB BOARDS <input type="checkbox"/> indeed.ca <input type="checkbox"/> charityvillage.com <input type="checkbox"/> jobbank.gc.ca <input type="checkbox"/> jobs-emplois.gc.ca/ <input type="checkbox"/> gojobs.gov.on.ca <input type="checkbox"/> ottawa.ca/en/jobs-city	<input type="checkbox"/>	<input type="checkbox"/>	
RESEARCH EMPLOYERS <input type="checkbox"/> Generate a list of employers <input type="checkbox"/> Visit company websites to see if they have jobs posted that are not advertised on online job boards <input type="checkbox"/> Book of Lists: obj.ca/BOJ	<input type="checkbox"/>	<input type="checkbox"/>	

NETWORKING ESSENTIALS	TO DO	DONE	NOTES
<p>NETWORKING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Brainstorm a list of your contacts <input type="checkbox"/> Keep in contact with previous professors, program coordinators, supervisors and colleagues <input type="checkbox"/> Connect with professionals for informational interviews <input type="checkbox"/> Attend events relevant to your field: Eventbrite.ca <input type="checkbox"/> Expand your network through social groups: Meetup.com 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>ONLINE NETWORKING/SOCIAL MEDIA (LINKEDIN)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete your profile <input type="checkbox"/> Follow companies that relate to your field of interest <input type="checkbox"/> Connect with professional for information interviews 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>JOB FAIRS</p> <ul style="list-style-type: none"> <input type="checkbox"/> HireAC Events Calendar – attend on and off-campus events 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>VOLUNTEER OPPORTUNITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> AC Volunteer Centre/Co-Curricular Record algonquincollege.com/achub/volunteering/ <input type="checkbox"/> Volunteer Ottawa: volunteerottawa.ca 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>COLD CONTACTS (in person, by email, or by phone)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use business directories, business journals and professionals associations to generate a list: yellowpages.ca 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>RECRUITMENT AGENCIES (temp or permanent opportunities)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Register and follow up regularly (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	
INTERVIEW ESSENTIALS	TO DO	DONE	NOTES
<p>INTERVIEW</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have you scheduled a mock interview? 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>REFERNECES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have you contacted your references? 	<input type="checkbox"/>	<input type="checkbox"/>	