Job Seeker's Pre-search Checklist

Job searches are much more efficient and successful when you take these steps to prepare before you start:

❑ **Create a professional email account**

The username on the account should be simple and generic. Offensive usernames with drug/alcohol references or those with sexual innuendos should not be used. Also, if your current email account receives excessive amounts of mail, create a new account that will only receive work-related mail. This will ensure that you don't miss an important message from a potential employer. Check the account daily.

If you do not have an email you can create a free account. Two common email providers are Google or Yahoo! If you need assistance setting up your email please visit the Pima County Public Library.

❑ **Write a résumé and cover letter**

Many online job applications require applicants to attach a résumé in order to complete the application process. While résumés and cover letters should be tailored to each specific job, having a "template" to work from makes this process quick and easy.

❑ **Update your voice mail/answering machine**

The message should be brief and professional. Music or extended messages should be replaced. If you do not have voice mail or an answering machine, be sure to provide a phone number where potential employers can leave a message.

❑ **Coach household members on phone etiquette**

Be sure that everyone answering your phone is well-trained in proper phone etiquette. Have a pencil and notepad next to the phone for messages.

❑ **Locate or replace important documents**

Once you are selected, the hiring process can go quickly. Locate or replace your social security card, birth certificate, and legal photo ID.

❑ **Contact 3 references**

Never use a reference without his/her permission. Notifying your references is a courtesy, but also serves as a form of networking. They may have job leads that fit your skills and interests.

❑ **Google yourself**

Often times, employers will do a Google search of job candidates prior to offering them a job. If you have a Facebook, Twitter, LinkedIn account or any other web page, be sure the content posted is something you would feel comfortable having a potential employer viewing.

❑ **Compile a list of information needed for a job application**

By having job titles, contact information, dates of employment, and other pertinent information at your fingertips, you can make filling out online applications quick and painless.

❑ **Create a journal**

Visiting job sites, posting résumés, and applying online often requires applicants to create multiple usernames and passwords. Major companies post numerous jobs that can only be distinguished by keeping track of individual job numbers. By compiling a record of important job information, you'll be more in control of your job hunt.

Information provided by the Pima County Public Library staff