

EMPLOYMENT SUPPORT CENTRE: JOB SEARCH CHECKLIST

JOB SEARCH PREPARATION ESSENTIALS	TO DO	DONE	NOTES
JOB/CAREER GOAL <ul style="list-style-type: none"> <input type="checkbox"/> Do you have a clear and realistic goal? <input type="checkbox"/> Have you researched the labour market in your field? www.jobbank.gc.ca www.tcu.gov.on.ca/eng/labourmarket <input type="checkbox"/> Keep track of your job search and re-evaluate regularly 			
RESUME/COVER LETTER <ul style="list-style-type: none"> <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 any day of the week at 613-727-4723 ext. 7200 • Visit our drop in hours: Tuesday's 9:00 - 11:00 am, Wednesday's 1:00 - 4:00 pm, Thursday's 9:00 - 11:00 am or 1:00 - 4:00 pm 			
JOB SEARCH ESSENTIALS	TO DO	DONE	NOTES
HIRE AC <ul style="list-style-type: none"> <input type="checkbox"/> Login through your ACSIS account to view jobs exclusively posted for Algonquin College students: www.hireac.algonquincollege.com 			
ONLINE JOB BOARDS <ul style="list-style-type: none"> <input type="checkbox"/> www.indeed.ca <input type="checkbox"/> www.charityvillage.com <input type="checkbox"/> www.jobbank.gc.ca <input type="checkbox"/> www.emploisfp-psjobs.cfp-psc.gc.ca <input type="checkbox"/> www.gojobs.gov.on.ca <input type="checkbox"/> www.ottawa.ca/en/city-hall/jobs-city 			
RESEARCH EMPLOYERS <ul style="list-style-type: none"> <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: www.issuu.com/greatrivermedia/docs/book_of_lists_2018 			
NETWORKING <ul style="list-style-type: none"> <input type="checkbox"/> Create an elevator pitch <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 <input type="checkbox"/> Expand your network through social groups: Eventbrite, www.meetup.com 			
LINKEDIN <ul style="list-style-type: none"> <input type="checkbox"/> Aim for an All-Star profile <input type="checkbox"/> Follow companies that relate to your field of interest <input type="checkbox"/> Connect with professionals for informational interviews <input type="checkbox"/> Update Career Interests and apply to jobs 			
JOB FAIRS <ul style="list-style-type: none"> <input type="checkbox"/> HireAC Events Calendar – attend on and off campus events 			
VOLUNTEER OPPORTUNITIES <ul style="list-style-type: none"> <input type="checkbox"/> AC Volunteer Centre/Co-Curricular Record_ www.algonquincollege.com/achub/volunteering <input type="checkbox"/> Volunteer Ottawa: www.volunteerottawa.ca 			
COLD CONTACTS (in person, by email or by phone) <ul style="list-style-type: none"> <input type="checkbox"/> Use business directories, business journals and professional associations to generate a list 			
RECRUITMENT AGENCIES (temp or permanent opportunities) <ul style="list-style-type: none"> <input type="checkbox"/> Register and follow-up regularly (if applicable) 			
INTERVIEW ESSENTIALS	TO DO	DONE	NOTES
INTERVIEW <ul style="list-style-type: none"> <input type="checkbox"/> Have you scheduled a mock interview? 			
REFERENCES <ul style="list-style-type: none"> <input type="checkbox"/> Have you contacted your references? 			

