



job and internship search checklist

You can take some key steps in your job search to boost your chances of securing a position that meets your career goals. Make sure you start at step one and work all the way through to gain maximum job and internship success. **Preparation** and **persistence** are two critical factors leading to success.

STEP 1 RESUME REVIEW

- Your resume is your golden ticket. It's what gets you the interview.
- It should be professionally reviewed and tailored for your career direction.
- Use the resume checklist and transferable skills guide on starkstate.edu/careerservices/resources to get started.
- Make an appointment to have your resume reviewed by Career Services.

STEP 2 COVER LETTER

- A cover letter is submitted with your application.
- Each cover letter needs to be written so it's unique to the specific job and company.
- Once you've chosen a position to apply for, make a cover letter appointment with Career Services and bring your job description.

STEP 3 ESTABLISH A SEARCH NETWORK

- It's imperative to use SSC's job board, Handshake, and other online resources, but you should also participate in campus events and engage with your personal professional network.
- Create a LinkedIn profile and update it regularly to stay connected to relationships you develop at work, in class and throughout the community.
- Share on social media to let your contacts know what you're looking for.

STEP 6 ACCEPT OFFER

- Know what you're worth. Use resources such as *Career Coach* and *Glassdoor* to get a snapshot of salary information in your area. Negotiate as needed.
- You're hired! After accepting your job offer (full-time, internship, etc.) share information that can help other Stark State students and alumni by watching your email each semester for invitations to complete the experiential learning and graduation surveys. Fill them out.

STEP 5 INTERVIEW AND SEND THANKS

- Mock interview: Schedule a practice interview with a career specialist. Get live feedback and ways to improve in a safe learning setting.
- After your interview, send a hand-written thank you note or email within 48 hours.
- Thank them for their time, reference something specific you learned about the job/company and why you believe you're a good candidate. If you interview with multiple people, you should send each a thank you.
- Preparation: Refer to interview-related resources at starkstate.edu/careerservices.

STEP 4 APPLY AND FOLLOW UP

- Keep one document (preferably in Google sheets) to track where you've applied and how you found the job. Also note title, contact name, date and follow up method.
- Add the Google Sheets app to your phone for easy access while you're on the go.
- This document will allow you to keep track of applications across multiple sites, and give you access to review via mobile device, should a prospective employer reach out to you when you aren't home.

GET CONNECTED TO A SEARCH NETWORK

ONLINE

❑ Handshake

Handshake is Stark State's online job board where all employers seeking to hire Stark State students post their positions. Apply for opportunities and register for career fairs and engaging events virtually and across campus. joinhandshake.com

❑ Career Coach

How much money does a position pay? What's the employment projection for your desired occupation in the next five to ten years? Go to Career Coach at www.starkstate.emsicc.com to learn more.

❑ LinkedIn

Connect with Stark State alumni working in your desired industry – reach out through private messaging to get inside perspective about working in the field or at a specific company. www.linkedin.com

❑ Career Services hot jobs and employer connections email

Each week you receive an email highlighting positions that are immediately hiring, from employers who are specifically seeking SSC students. The email contains ways to connect through career events on-campus and throughout the community.

❑ Employer websites

Identify a list of prospective employers and monitor their sites for potential job openings. It could also be helpful to create an account and upload a resume on these sites.

❑ Ohio and US jobs and internships

www.ohiomeansjobs.com This site has expanded filtering features which allow you to search opportunities in Ohio and throughout the United States by level of education, location, type of position, etc.

❑ Akron and Canton area jobs

www.akronworks.com and strengtheningstarkmeansjobs.com identify local jobs in the greater Akron and Canton areas.

❑ Glassdoor

Use this website to explore company reviews and search for positions nationwide. www.glassdoor.com

❑ Apprenticeships

If you are looking for a long-term opportunity to work while you're attending school in an engineering role, consider an apprenticeship. Often the company will help finance your education. apprentice.ohio.gov/careerseekers/ and apprenticeship.gov

❑ Soft skill development

Visit this website to work through interview strategies, workplace scenarios, growth in communication and additional soft skills. Use Chrome to access: <https://s2sacademy.org/login/> Access code: 04SSss

ON-CAMPUS

❑ Career fairs

SSC career fairs are held both virtually and in-person. Events are held throughout the entire semester. You can register for these events through Handshake. Attend to learn about the job market and careers, find out more about certain companies and hiring needs and build relationships with recruiters.

❑ Employer recruiting tables

You'll find these tables set up across campus each week, indicated by the "We're hiring Stark State students" sign. These employers have immediate job/internship opportunities and are on campus to have conversations with future candidates. Stop by, have a casual conversation and exchange your resume for their business card, so that you can follow-up.

❑ Career exploration events

Take advantage of the opportunity to interact with employers during small scale, more intimate events focused on your major. Engaging in the activity offered, asking insightful questions, and following up with your new employer connections will enhance your job search process.

NETWORK CONNECTION

❑ Career Services Office

Schedule appointments with this team to find out about coming events on campus and learn how to be prepared. main campus: gatewayadvising.as.me/CareerMain
SSC Akron: gatewayadvising.as.me/CareerAkron
Virtual: gatewayadvising.as.me/CareerRemote
Email: careerservices@starkstate.edu
Phone: 330-966-5459

❑ Faculty/staff

Maintain good relationships with faculty and staff members – many of them are contacted directly by employers. They can become an important reference for you in the future.

❑ Organizations

On-campus clubs, community organizations or social service agencies can be excellent opportunities to volunteer, showcase your skills and make excellent network connections. starkstate.edu/student-organizations

❑ Previous managers/employers

These people may be a good source to learn about other job opportunities.

❑ Neighbors/friends of the family

The only people who can help you connect to opportunities are the ones who you tell you're looking. Make sure you've shared your employment interests with your friends, family and neighbors. You never know who you know, that knows someone.