

Job Search Reflection

- ✓ Reflect on your interests and values.
- ✓ What professional values are important to you to have in a career?
- ✓ What interests and skills do you want to work with and utilize in a career?
- ✓ What employers would you like to work for?

Job Search Timeline Questions

- ✓ What current openings are available with employers you want to work for?
- ✓ What are the application timelines for their openings?
- ✓ How do you apply for jobs with those organizations?
- ✓ If applying for jobs out of state, are there licensure requirements? If so, contact the state agency for information on working within the state.

Job Search Organization

- ✓ What jobs did you apply for? Be sure to keep track.
- ✓ Document interview dates and times for each job you apply for; be sure to stay organized so you are prepared to interview for that specific job.
- ✓ Be aware of how you appear in social media accounts, such as Facebook and LinkedIn.

Job Search Worksheet

Job Title:

Company:

Address:

Phone Number:

Email Address:

Hours:

Pay:

Primary Requirements:

Job Duty Highlights:

Where you found the job posting:

How to apply:

Closing Date:

Date Application Submitted:

Date of Interview:

Contact for Interview:

Follow-up Email Sent:

Other notes:

Search for MSUB Career & Employment Services on Social Media



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