Online Job Search Checklist

By Alex Strickland

- ☐ Preparation
  - ☐ Brush up on your job-hunting skills.
  - ☐ Decide what you want to do.
  - ☐ Decide if you want to relocate.
  - ☐ Decide how much you are worth.
  - ☐ Get a professional email account.
  - ☐ Build your online resume.
  - ☐ Prepare references.
  - ☐ Gather job-search resources you can find online.
  - ☐ Protect yourself from identity theft and other frauds.
- ☐ Online Search
  - ☐ Learn all the keywords and categories relevant to the position you're seeking or the special skill set that you offer.
  - ☐ Make sure to put the keywords in the information you upload to the jobs search websites.
  - ☐ Look for the job in the right places.
  - ☐ Go to the major job search websites.
  - ☐ Visit the website for the company you would like to work for.
  - ☐ Vists industry-specific sites on the Web.
  - ☐ Visist 'Meta' online job search sites, which collect listings from numerous other jobs search sites.
  - ☐ Use one of the web services that will send your resume to recruiters.
  - ☐ Apply for a job listing from an employment agency - you might be considered for other jobs that the agency has to fill.