

Job Search Strategy Worksheet

Use this worksheet to identify some organizations and roles that fit your current career goals (either short- or long-term). For more guidance, use the Career Center's *Search Strategies* guide.

Step One: Know what you're looking for.

1. What type of position would you like to secure? *(Circle all that apply.)*

Internship Fellowship Part Time Full Time Gap Year Service Year

2. Where are you interested in living?

Country: _____ Region: _____ State: _____

3. What employment sector seems like the best fit? *(Circle all that apply.)*

Government Public For-profit Non-profit Private Sector

4. In what industries would you like to work? *(E.g. education, engineering, public health, politics, etc.)*

Step Two: Identify your must-haves.

5. What professional values are most important to you? *(E.g. Accountability, teamwork, etc.)*

6. What skills or experience would you like to use in this position? *(E.g. Statistics, assessment, etc.)*

7. What characteristics should your place of work have? *(E.g. Childcare, flexible schedules, etc.)*

Step Three: Design a job scan.

A job scan is an initial search through available positions to help a job seeker discover what types of positions are most relevant to their skills, experience, and career trajectory. The below questions will guide you through the process.

8. List the top three companies or organizations where you would like to work.

9. Note below which career sites might you use to find jobs at these companies or organizations.

10. Define what search terms you can use to locate these positions on various sites. You should think about how employers might be marketing their positions.

For example, you might find a health educator position under "public health" or "higher education."

11. Search the sites listed above using the search terms outlined in item ten. Find 2-3 open positions that fit your must haves. Then, fill out the job requirements in table below.

Position Title & Company	Skills & Experience	Education	Do you meet requirements for hire?

12. Now that you've completed your initial scan, you should have a better understanding of where you can locate various positions of interest. Below, take note of which websites and search terms returned the most relevant positions so that you can streamline your search process for next time.
