

Job Search Checklist

CAREER RESOURCES



ONLINE JOB SEARCH STRATEGY

1. Use a variety of online job boards to identify positions of interest.

	Target	Website(s)
<input type="checkbox"/>	AC Students & Grads	HireAC
<input type="checkbox"/>	General	Talent Egg (Students & recent grads), Indeed, Job Bank, Glassdoor
<input type="checkbox"/>	Non-Profit	Charity Village
<input type="checkbox"/>	Government	Municipal (City), Provincial, Federal, Federal Student Work Experience Program (FSWEP – Student Only)
<input type="checkbox"/>	Global Opportunities & Internships	Various Websites
<input type="checkbox"/>	Industry Specific	Technata (Technology), Goodwork (Environment), HCareers, Accor (Hospitality), Apply to Education (Education) Engineering Careers (Engineering)
<input type="checkbox"/>	Freelance	Fiverr, UpWork
<input type="checkbox"/>	On-Campus	HireAC (Filter by organization), Students Association, Algonquin College Careers, Student Ambassador Application, Peer Tutor Application, Student Navigator Application
<input type="checkbox"/>	Disability & Diversity	Various Websites

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2. Generate a list of potential employers by using company directories, searching associations and visiting company websites to see if they have jobs posted that are not advertised online.

Target		Directories
<input type="checkbox"/>	General Directories	Book of Lists, Yellow Pages, LinkedIn Company Directory
<input type="checkbox"/>	Technology Association	Kanata North Business Association
<input type="checkbox"/>	Community & Social Services	Champlain Healthline, 211 Ontario
<input type="checkbox"/>	Government	Library Guide Complete List of Associations

NETWORKING STRATEGY

<input type="checkbox"/>	Attend job fairs, employer session and networking events: HireAC Events Calendar, Peter's New Jobs Ottawa Job & Career Fairs, Eventbrite, Career Fair Canada, LinkedIn Company websites.
<input type="checkbox"/>	Make new connections by reaching out to other professionals on LinkedIn. Use your elevator pitch when introducing yourself to make a good first impression.
<input type="checkbox"/>	Make cold calls: Cold calls are more useful in some industries than others (i.e. retail, food services, hospitality). Contact companies by phone or email to inquire about potential job opportunities.
<input type="checkbox"/>	Gain volunteer experience: AC Volunteer Centre, Volunteer Ottawa, Charity Village.

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<input type="checkbox"/>	<p>Conduct informational interviews: Meet with industry professionals to gather information for informed career decision-making. Find out more about jobs within your occupation, tips for applying for jobs and skills requested by employers. Here are some questions you could ask:</p> <ul style="list-style-type: none">• What suggestions do you have for someone trying to get a job in this field?• What are the personal qualities of people who are successful in this field?• What are the core skills you look for on a resume?• What education and training is needed?• How would you describe a typical week in terms of percentages spent on different duties?• What do you enjoy most about this position or organization?• What are some tasks or projects that you are currently working on?• What skills can I focus on to help me prepare or excel for work in this field/industry/job?• What advice would you give to someone with my educational/professional background?• What is the work culture like in your organization/industry?• Is there anyone else or any other organizations that you would recommend that I talk to?
<input type="checkbox"/>	<p>Join social groups: Become a member of an industry-related association, join groups on LinkedIn, and/or check out Clubs and Communities through the Students' Association. Other websites where you can join groups include: Meetup and Eventbrite. Follow AC Alumni groups and the Career Development Services LinkedIn pages.</p>
<input type="checkbox"/>	<p>Seek our mentorship opportunities: Look for professionals with industry experience to support you in navigating your career path. Use the script below to guide you when reaching out.</p>
<input type="checkbox"/>	<p>Consider using Recruitment Agencies.</p>

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Hello [Name],

I hope you're having a great week!

My name is [Your name], and I am studying in [Name of Program] at Algonquin College. I became familiar with your work when [how you discovered this person] and wanted to reach out to tell you how much I admire your [skill or specific experience].

If you're open to it, I'd love to [grab coffee/connect on LinkedIn/other opportunity to get to know each other] to [keep in touch/learn more about your experience].

Really looking forward to keeping in touch, [Name]!

[Your name]