

Using Job Boards Checklist



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Checklists are intended to be used as a guide. The actions and items listed are “reminders” – things you need to consider at particular stages of your job search. The checklists are by no means absolute so don’t feel you have to check off every item on the list in order to proceed. They are also not exhaustive, so there are likely “other” items and actions you need to consider that are not on the list depending on your particular situation and requirements.

THINGS TO KEEP IN MIND	
<input type="checkbox"/> Features/ How They Work	I have researched the features of the job boards I want to use and have learned how they work.
<input type="checkbox"/> Posting My Resume	I understand how posting my resume works on various websites and I have considered confidentiality issues.
<input type="checkbox"/> Creating a Job Agent	I understand how using online job agents works for various websites.
<input type="checkbox"/> Confidentiality	I understand confidentiality issues associated with posting my resume online, and I have taken appropriate precautions.
<input type="checkbox"/> Research Tool	I am using job boards as a research tool to learn about industry trends, as well as about companies and recruiters that are in the market.
JOB BOARD TYPES	
<input type="checkbox"/> National	Large, commercial sites with wide-ranging opportunities.
<input type="checkbox"/> Regional	Local market sites, often city-specific.
<input type="checkbox"/> Niche Market	Sites with a specific industry or job focus.
<input type="checkbox"/> Association Websites	Professional association websites (eg. engineering, accounting, etc.) with a section for advertised jobs.
<input type="checkbox"/> Company Career Websites	Company website with a section advertising their available opportunities.
<input type="checkbox"/> Career Center Websites	Job postings listed on college and university career center websites
OTHER	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	