Career Planning Checklist:
Achieving Success in the Virtual World
A Resource for Juniors and Seniors

This list of actions is designed to help you advance your career planning and find opportunities for your path after Lake Forest.

Polish your resume
- Is your resume ready for applications? Send your resume to your career advisor (see a list of advisors and emails here) for review, and they can provide input and help you enhance your resume to stand out.
- Don’t have an updated resume yet? Use our resume resources to get started, or make an appointment on Handshake to discuss resumes with a career advisor.

Use LinkedIn to your advantage
- Search for alumni on LinkedIn who have careers you are interested in or who have similar interests.
- Build your profile and list any recent experiences. Then make LinkedIn your new social media platform! Post relevant articles, “like” posts, and connect with people. Read “30 Things College Students Should be Doing on LinkedIn Right Now.”

Develop a job search strategy
- Identify opportunities based on your preferences utilizing Handshake, Indeed, LinkedIn, Glassdoor, and WayUp. Keep your mind open and cast a wide net.
- Search smarter by applying to positions highlighted by the Career Advancement Center! Find the best jobs and internships in your email in Career Pathway Newsletters and filter for jobs in Handshake that are labeled "cac employer connection" to apply for jobs that have hired Foresters.
- Build a Job Search and Networking Log to document the opportunities you have applied to and track your contacts.
- Apply to positions as frequently as you are able (preferably at least five a week) and follow up with recruiters if allowed.
Network, Network, Network

- **Network** your way into the companies you are interested in. Try to find three points of contact at every employer (consider alumni who work there or personal connections in addition to the hiring manager or human resources department.)
- Let those in your network know that you are seeking a job. Even if those you know are not hiring, they may know of open positions in the future.
- Use technology to connect. Ask people to meet with you for informational interviews via Facetime, Zoom, Skype, and/or phone calls. Ask for advice for your job search and communicate the types of roles you are looking for.

Take a look at your social media presence

- Employers often look up candidates’ social media accounts when hiring. What will they see when they visit yours? Read this [blog post from Ladders](https://www.ladders.co/how-to-prepare-your-social-media-accounts-for-a-job-search/) about how to prepare your social media accounts for a job search.

Interviewing

- Be prepared to participate in phone and video interviews, either live on platforms like Skype and Zoom, or recorded interviews. Check out LaSalle Network’s [8 Tips to Ace Your Virtual Interview](https://www.lasalle-network.com/blog/8-tips-to-ace-your-virtual-interview/).
- Employers often use recorded interviews to pre-screen candidates. [Watch this video](https://www.hirevue.com/blog/what-employers-look-for-and-how-to-prep/) from the popular recorded interview platform HireVue for tips.
- Develop your [professional introduction](https://www.lasalle-network.com/blog/professional-introduction) to answer the question “Tell me about yourself”, consider responses to [common interview questions](https://www.lasalle-network.com/blog/common-interview-questions-and-how-to-answer/), and check out [our resources for preparing for an interview](https://www.lasalle-network.com/blog/employees-preparing-for-an-interview/).
- Practice! Set up a virtual mock interview with your advisor on [Handshake](https://www.handshake.com). Use the [mock interview platform StandOut](https://www.standout.com/) to record responses to interview questions, review and evaluate your answers. You can also meet with your advisor to review your responses.

Have you accepted an internship or job?

- [Post it on LinkedIn](https://www.linkedin.com/) to continue building your professional presence online. Don’t forget to @mention the company and Lake Forest College. Let the CAC know the good news about your job by [filling out this form](https://www.lasalle-network.com/blog/employees-preparing-for-an-interview/).
ADDITIONAL SEARCH RESOURCES

All Career Pathways

- **GoinGlobal**: Can be used to identify employers who have a pattern of seeking to hire international professionals in the US and a database of current job opportunities.
- **MYVISAJOBS**: Offers the most current listing of employers that offer H1-B visas and you can use the search function based on company name or location.

Creative Arts and Communication

- **American Alliance of Museums**
- **Chicago Artist Coalition**
- **Idealist.org**
- **Midwest Museums Association**
- **NPO.net**

Law and Public Service

- **American Alliance of Museums**
- **Idealist.org**
- **Midwest Museums Association**
- **NPO.net**
- **USAJOBS.gov**

Science and Health Care

- **American Association of Medical Colleges - Summer Enrichment Programs Database**
- **American Association of Medical Colleges - Summer Undergraduate Research Programs**
- **American Chemical Society Internships**
- **American Physics Society Internships**
- **American Psychological Association Research Experiences for Undergraduates**
- **BioSpace.com**
- **Chicago Environmental Network**
- **EnvironmentalScience.Org Internships**
- **National Science Foundation Database Research Experiences for Undergraduates**

Business, Finance, and Data Science

- **Built in Chicago**
- **The Balance Careers-Finance**
- **American Marketing Association**
- **Society of Human Resources Management (SHRM)**
- **IHireAccounting**
- **Simply Hired-Data Science**
- **Github Jobs**
- **StackOverflow Jobs**
- **Ripplermatch.com**