

Job search checklist

1. Identify career goals.
2. Be organized, stay focused and try not to get discouraged.
3. Determine your salary expectations – include your living expenses, savings and lifestyle allowance.
4. Research potential companies – their policies, culture and benefits, work-life balance. Interview with clinics that might not check all your boxes at first glance. Sometimes things are not as they appear. It's important to get a complete picture of the veterinary landscape in your area.
 - Network with current team members.
 - Gather feedback from past and current employees – it's okay that every job is not for everyone; decide what works for you.
5. Connect with people in similar positions.
6. Reach out to your references for their support.
7. Research job search words.
8. Register with job sites.
9. Configure alerts e.g., Google.
10. Update junk folder rules so potential emails from employers don't end up in the trash.
11. Create and/or update LinkedIn profile: be active; add connections; join professional groups; find out about LinkedIn as a job search tool.
12. Look at your social media accounts and clean up if need be.
13. Record a professional voicemail and make sure your email address is professional.
14. Investigate options outside your "selection." Visiting other hospitals could help you to learn what specifics work for you.
 - Consider traveling to attend interviews to expand your knowledge and interview experiences.
 - Request working interview opportunities, even those that just allow you to watch. These are super valuable to see how the team works together, how they deliver veterinary medicine, and they give a view of their client-patient relationships.
15. Always be ready for the call.
16. Always interview for more than one opportunity!