

**Candidate Checklist for March 2018 RVA CAREER EXPO**  
 From <http://career-prospectors.com/index.html> Resources Tab

Activities that will complement the Job Search	Date /Goal
Identify your career path and positions (10 plus job titles) Use <a href="https://www.onetonline.org/">https://www.onetonline.org/</a>	
Find and use your key words in documents and introductions	
Create and continue to update a list of Target Employers	
Create a <a href="#">Job Search or Marketing Plan</a> and use it.	
Know your accomplishments and which are important for your position	
<a href="#">Create a professional Name-Badge with your key words</a>	
Get Business Cards with contact info and key words	
Develop a Resume	
Review or Develop your LinkedIn profile and ensure it is up-to-date and clearly communicates your career objectives.	
Developed and internalized an introduction for networking and employers	
For peer support <a href="#">Register on Meetup for the RVA Career Expo</a>	
Register for the <a href="#">RVA Career Expo</a> & upload resume and link to LI Profile	
Watch the RVA Career Expo <a href="#">Video</a>	
Review the continuously updated list of employers as they register	
Review the list of jobs	
Research and develop relationships with Employers (Face to face and using social media) LinkedIn and Twitter	
Searched connections on LinkedIn, Twitter, etc.	
Get 1 on 1's or info meeting with individuals who know your target employers	
Follow and post jobs in groups: <a href="#">Career Prospectors</a> , <a href="#">JAM</a> , Other	
Follow Career Prospectors LinkedIn company page <a href="https://www.linkedin.com/company/career-prospectors?trk=biz-companies-cym">https://www.linkedin.com/company/career-prospectors?trk=biz-companies-cym</a>	
Follow <a href="#">@RVACareerExpo</a> on Twitter	
Subscribe to <a href="#">RVA Career Expo Employer List 3.18</a>	
Subscribe to <a href="#">RVA Career Expo Volunteer Twitter List 3.18</a>	
Join Accountability and Round Table Group. <a href="#">Details here</a>	
Reviewed targeted jobs with peers and accountability and round-table groups	
Talk to people you know	