

Job Search Time Table

12-48 months prior to employment:

- Attend any applicable orientations/workshops offered by Career Services.
- Begin to define career goals by determining the types, sizes, and geographic locations of employers in which you have an interest.
- Explore the services Career Services has to offer.

11-10 months prior to employment:

- Begin to identify references and ask them for permission to use their names as references in your job search
- Make an appointment with Career Services to discuss your job search plans.
- Check out the Occupational Outlook Handbook to get job titles, occupational descriptions, wages and growth projections.
- Begin networking by contacting family, friends, faculty, etc., to inform them of your career plans. If possible, give them a copy of your resume.

8-9 months prior to employment:

- Finalize your resume and have it critiqued by Career Services.
- Make plans to have your resume reproduced on high-quality paper.
- Use the resources at Career Services to develop a list of employers for which you are interested working.
- Contact employers to request application materials/procedures.

7 months prior to employment:

- Send completed applications to employers with a resume and cover letter.
- Inquire about employers who will be recruiting at Career Services, and the procedures for interviewing with them.
- Make arrangements to conduct informational interviews with individuals in your field in order to make sure your job search is on the right track.

5-6 months prior to employment:

- Research employers with whom you will be interviewing.
- Prepare to start interviewing: Rehearse typical interview questions, purchase proper interview clothing, make an appointment with Career Services to discuss interviewing.
- Interview on campus and follow-up with thank you letters.
- Continue to follow up by phone with employers of interest.
- Begin monitoring the job vacancy listings available in Career Services.

1-4 months prior to employment:

- Maintain communication with your network of contacts.
- Revise your resume and cover letter if necessary.
- Interview off campus and follow up with thank you letters.
- Continue to monitor job vacancy listings and apply when qualified and interested.
- Begin considering job offers.
- Accept the best job offer and write acceptance/thank you letter.
- Write thank you letters to inform all those associated with your job search of your new position.