

Second Year - Spring Semester
Get *Interview Ready* with Career Management

Overview

Career Management serves as the primary resource for students (and alumni!) in their job search. Career Management connects students with the larger business community using staff, faculty and alumni to provide the tools to create opportunities for career growth.

The Job Search

The purpose of this document is to provide a checklist of things that need done in order to begin a job search. This list is comprehensive but not exclusive so students should add additional activities that fit their needs.

<p>Prep work (Ideally completed by Sept 1)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Update resume and cover letter <input type="checkbox"/> Update your LinkedIn profile <input type="checkbox"/> Upload your current resume to Handshake and sign up for Career Shift <input type="checkbox"/> Turn on LinkedIn job notifications and the Open Candidate feature <input type="checkbox"/> Search for jobs on LinkedIn, Handshake, mba-exchange.com, and transparentcareer.com <input type="checkbox"/> Search for alumni who work in your area of interest on LinkedIn
<p>International Students</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend OPT workshop <input type="checkbox"/> Submit your OPT application OR let Career Management know what your plans are by February 14
<p>Attend Job Fairs</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in Career CloseUp (February 15, 2019) <input type="checkbox"/> Sign up for additional career fairs. Events can be sponsored by industries, professional associations, networking/affinity groups, and some larger employers.
<p>Network</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review the list of people you've already met with and determine who you should reach out to again <input type="checkbox"/> Develop a list of questions you still need answered to make decisions <input type="checkbox"/> Develop a list of people/companies you



	<ul style="list-style-type: none">❑ want to meet with❑ Reach out and ask for a meeting and/or ask Career Management for an introduction
In Person Help	<ul style="list-style-type: none">❑ Set up a one on one meeting with Career Management to review any topic related to your job search❑ Attend the group workshops to problem solve with your peers and hold yourself accountable
Strategize	<ul style="list-style-type: none">❑ Update the list of companies your interested in❑ Submit applications for positions that are open NOW. Do not wait until graduation.❑ Update your list of networking contacts and determine what information you still need to know about your industry/field❑ Not sure what you want to do? Meet with Career Management to help with your strategy
Interview	<ul style="list-style-type: none">❑ Review information about the company on sites like Glassdoor❑ Practice, practice, practice by setting up a mock interview with Career Management or with someone else.❑ Schedule a time to meet with Career Management to talk through any possible questions to complete a mock interview❑ Follow up with a thank you and restate your interest/value
Negotiate	<ul style="list-style-type: none">❑ Know what you are worth with insights from GlassDoor, NACE (https://www.jobsearchintelligence.com/etc/job_seeker_salary_calculators.php), and salary.com❑ Keep in mind the value of intangible benefits such as travel time, work/life balance, culture, etc.
Report	<ul style="list-style-type: none">❑ Report your success to Career Management via the official form on Handshake. Your data is confidential and will only be used in aggregate.

