SENIOR CHECKLIST

Target and research employers of interest. Develop and implement a job search or gap year plan.
Share this checklist with your academic advisor.

Act!

☐ Clarify your post-graduation trajectory (employment, grad school, gap year) and identify necessary steps to assure your post-TU success!

☐ Develop a list of at least 25 employers that you will research proactively and submit applications for employment

☐ Organize your job search early; meet with a career counselor to develop a job search strategy, gap year plan or grad school application and timeline

☐ Develop proficiency in writing targeted resumes and cover letters or personal statements and grad school applications; have your documents critiqued at the Career Center

☐ Attend career development, job search or grad school process workshops and participate in mock interviews

☐ Register for and participate in on-campus recruiting

☐ Ask faculty and employers for letters of recommendation (at least three)

☐ Review job listings on Hire@TU and the Internet; find discipline-specific Web sites on the major pages of the Career Center’s Web site

☐ Attend career fairs; network with professionals and alumni in your field about your job search strategies and opportunities

☐ Continue to meet with a career counselor regularly; discuss how to highlight your strengths in job interviews

☐ Attend a workshop on accepting a job offer, negotiating a salary, and transitioning to the world of work

☐ Revise/hone your personal brand documents (LinkedIn profile, resume, networking cards)

☐ Demonstrate your career readiness skills in every conversation with a professional!

☐ Focus on the position you want; go for it!

☐ Let the Career Center know when you have accepted a job offer or graduate school admission invitation OR complete the Graduating Senior Survey