SENIOR CHECKLIST

Target and research employers of interest. Develop and implement a job search plan.

☐ Share this checklist with your academic advisor.

☐ Confirm that you have met all requirements for graduation with your advisor.

☐ Apply for graduation before the start of your final semester.

☐ Use the Career Center’s resource library to identify employment opportunities, company literature and salary information.

☐ 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.

☐ Develop proficiency in writing targeted resumes and cover letters.

☐ Have your resume critiqued at the Career Center.

☐ Attend career development and job search workshops and participate in mock interviews.

☐ Register for and participate in on-campus recruiting.

☐ Review job listings on Handshake and the Internet.

☐ Attend career fairs, make contact with employers and learn more about various career fields.

☐ Network with professionals and alumni in your field about your job search strategies and opportunities.

☐ Ask for letters of recommendation (at least three).

☐ Continue to meet with a career counselor regularly.

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

☐ Focus on the position you want and 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