

Job Search Checklist

When Should I Start Looking for a Post-Grad Position?

It is recommended that you begin the job search process at least six months before you plan to graduate. Many companies and organizations will begin recruiting for new entry-level hires several months prior to the intended start date. The earlier you start your search, the more opportunities you will find available.

Opportunities can be found through Internet search engines and job posting sites, including the Center for Career Development's HuskyCareerLink site (www.huskycareerlink.uconn.edu). Company websites, professional associations, and personal networking are also viable resources. Give yourself enough time to locate the best options, and visit the Center for Career Development in WCB 201 to discuss steps to begin your search.

The following checklist will also help, and it can serve as a general guide as you plan your job search strategy.

1. Prepare for the Search

- Determine the career field, industry, and/or geographic region in which you would like to work.
- Consider the type of position you would like to pursue: part-time, full-time, post-grad internship.
- Inform individuals within your personal network, including family, friends, neighbors, advisors, mentors, supervisors, and faculty members, that you are seeking career-related work.
- Identify and join a professional association and/or club associated with your intended career field.
- Attend the Center for Career Development's presentations related to job searches, or watch several of our online workshops at www.career.uconn.edu.
- Update your profile and job search criteria on HuskyCareerLink.

2. Gather application materials

- Begin collecting application materials that may be required by companies and organizations. These might include a résumé, cover letter, references, official or unofficial transcripts, and writing samples.
- Create a first-draft résumé using the Center for Career Development's résumé-writing resources.
- Bring the résumé to the Center for Career Development for initial review and subsequent critiques.
- Upload a copy of your revised résumé to HuskyCareerLink and add it to any relevant résumé books in the system. Employers often search the résumé books for potential candidates.
- Create a first-draft cover letter and have it reviewed at the Center for Career Development.
- Identify and ask individuals to serve as positive references for you, and create a reference page to accompany your résumé. Send references an updated copy of your résumé.

3. Identifying opportunities

- Attend career fairs sponsored by the Center for Career Development and other UConn departments. Connect with employers at these events to learn about open positions and company hiring needs.
- Participate in On-Campus Interviewing Program. Companies from the northeast region of the country come to UConn to interview students for open positions. Job postings and interview sign-up are managed through HuskyCareerLink.
- Identify and evaluate multiple full-time, part-time, and internship opportunities on HuskyCareerLink, Internet search engines, job posting sites, company websites, and professional association websites.
- Reach out to individuals in your personal network for job leads and hidden opportunities. Utilize the UConn Alumni Network to gather information about job trends in your field and areas where opportunities might exist.

- Utilize the Center for Career Development's company locator tools, such as Career Search, to identify potential employers based on industry and/or geographic location.
- Contact organizations via e-mail or telephone to inquire about opportunities and the preferred process for applying.

6. Apply for Positions

- Once you have identified potential opportunities, make note of application materials that will be required, application deadlines, and the method by which each company would prefer you apply.
- Research in depth the organizations to which you plan to apply.
- Update your résumé to reflect new experiences, activities, and current coursework.
- Gather the necessary materials required for each position and submit them via U.S. mail, e-mail, or by applying online at the company website.
- Create a job search notebook, both hard copy and electronic, in order to keep detailed notes on where you applied, with whom you spoke, when you sent your application, and any applicable follow-up.
- Follow up with organizations via e-mail or telephone approximately two weeks after applying. You can ensure that your application was received and convey your continued interest in the position.
- Begin preparing for interviews by researching interviewing strategies and participating in a mock interview at the Center for Career Development

6. Moving Forward

- Continue sending out application materials to companies for positions in which you are interested.
- Continue contacting and following up with employers and organizations in your areas of interest.
- Stay in contact with your personal and professional networks and keep them informed of your job search progress. Notify them when you get an interview and send them a description of the job.
- Work with the Center for Career Development as needed to fine-tune the job search process and receive support.
- Evaluate positions, and when you receive an offer, give careful thought to it before accepting or declining.
- Work with professionals in the field, the Center for Career Development, friends, and family to evaluate the parameters of a job offer. Participate in UConn's Senior Year Experience program to help prepare for living in the world of work.
- Send acceptance letters and/or decline offers in a timely manner.
- Begin planning for relocation and your first day on the job.

How Can the Center for Career Development Help with Your Job Search?

- The Center for Career Development can help you discover full-time, part-time, or post-grad internship opportunities related to your career interests, prepare you for the search process, and assist you in evaluating quality employment experiences. Our staff provides assistance by way of the following services :
 - One-on-one career coaching
 - Career fairs and workshops
 - Résumé and cover letter critiques
 - Mock interviews and interview preparation
 - Job search assistance
 - On-campus interviews
 - Electronic job postings
 - Guidance evaluating offers