

## JOB-SEARCH TIMETABLE CHECKLIST 2007-08

Presented below is a job-search timetable checklist designed to help graduating Miamians organize and conduct an effective job search. For December graduates, the amount of time allotted to job-search activities will need to be compressed. August graduates may expand the timetable. Utilized in conjunction with our Career Resource Center, workshops, individual career advising appointments, and other services, this timetable will help you to plan and conduct an effective job search. For additional information about the Office of Career Services, please refer to our Web site at: [www.muohio.edu/careers/](http://www.muohio.edu/careers/)

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| AUGUST –<br>SEPTEMBER  | <input type="checkbox"/> Register (or reregister) online with the Office of Career Services using Miami CAREERlink.<br><input type="checkbox"/> Use OptimalResume (login required) to help you develop your resume. Go to <a href="http://www.muohio.edu/careers/students">www.muohio.edu/careers/students</a> , select “overview of services” and click on the OptimalResume link.<br><input type="checkbox"/> Make sure your resume is free of errors.<br><input type="checkbox"/> Attend our workshops on resume writing, interviewing, and job searching.<br><input type="checkbox"/> Develop and finalize a resume and basic cover letter for use in your job search. Update your resume on Miami CAREERlink.<br><input type="checkbox"/> Attend Career Fair 2007 at Millett Hall on September 19.<br><input type="checkbox"/> Participate in Mock Interview Day at the Office of Career Services on September 20. Online sign-up is required by September 18.<br><input type="checkbox"/> Make an appointment with a career advisor to discuss and plan your job search. |
| OCTOBER                | <input type="checkbox"/> Begin interviewing at the Office of Career Services. Don’t miss the opportunity to interview with potential employers recruiting early for Miami graduates. Don’t wait until second semester!<br><input type="checkbox"/> Send typed thank-you letters immediately following each of your interviews.<br><input type="checkbox"/> Research potential employers by referring to Career Resource Center directories and resources, and online resources ( <a href="http://www.muohio.edu/careers/">www.muohio.edu/careers/</a> ) such as Vault and WetFeet.   |
| NOVEMBER –<br>DECEMBER | <input type="checkbox"/> Start to “network” by contacting faculty, family, former employers, and friends to inform them of your career interests. Identify at least three individuals and ask them if they will serve as references. Provide each of them with a copy of your resume.<br><input type="checkbox"/> Begin making direct contact with potential employers. Send “targeted” cover letters and resumes to the appropriate hiring officials. Use the Career Resource Center and CareerSearch, the online employment research database available through our Web site.<br><input type="checkbox"/> Follow up with potential employers by telephone to discuss your candidacy and a possible interview.<br><input type="checkbox"/> Continue to interview and attend Office of Career Services programs.   |
| WINTER<br>BREAK        | <input type="checkbox"/> Continue to network and inform contacts of your job-search plans.<br><input type="checkbox"/> Set up “informational interviews” with employers to learn more about career opportunities in which you have an interest.  |
| JANUARY –<br>FEBRUARY  | <input type="checkbox"/> Update your Miami CAREERlink account and revise your resume if necessary.<br><input type="checkbox"/> Continue to interview on campus and attend Office of Career Services workshops and programs.<br><input type="checkbox"/> Maintain contact with your network for possible job leads and continue to make direct contact with additional employers.<br><input type="checkbox"/> Continue to follow up with potential employers.<br><input type="checkbox"/> Attend Spring Internship & Career Expo (Spring ICE) at Millett Hall on February 20.   |
| MARCH                  | <input type="checkbox"/> Review your resume and cover letter for effectiveness. Revise as necessary.<br><input type="checkbox"/> See a career advisor to discuss your off-campus job search. Tip: Spring Break is a good time to schedule off-campus interviews.<br><input type="checkbox"/> Regularly check the online <i>Job Listings</i> on Miami CAREERlink.   |
| APRIL –<br>MAY         | <input type="checkbox"/> Begin evaluating job offers. Ask for more time to consider offers if necessary.<br><input type="checkbox"/> Select the best job offer and notify the Office of Career Services and all employers who made offers. Also be sure to thank your references for their assistance.<br><p style="text-align: center;"><i>If still available for employment upon graduation:</i></p> <input type="checkbox"/> Contact the Office of Career Services regarding Alumni Career Services.<br><input type="checkbox"/> Continue to network and make direct contact with employers.  |