

## JOB-SEARCH TIMETABLE CHECKLIST 2011-12

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 Career Services, please refer to our website at: [www.muohio.edu/careers/](http://www.muohio.edu/careers/)

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- AUGUST –  
SEPTEMBER
- Register (or reregister) online with Career Services using Miami CAREERlink.
  - If you have not already attended *Career Services 101* (formerly Orientation–required), check our program schedule for dates. Anyone who intends to interview on campus or participate in a mock interview must attend one of these programs during their time at Miami.
  - Use OptimalResume (login required) to help you develop your resume. Go to [www.muohio.edu/careers/students/](http://www.muohio.edu/careers/students/), select “overview of services” and click on the OptimalResume link.
  - Make sure your resume is free of errors.
  - Attend our workshops on resume writing, interviewing, social media, and networking.
  - Develop and finalize a resume and basic cover letter for use in your job search. Update your resume on Miami CAREERlink.
  - Attend one of our Career Fair Training Sessions to prepare for the Fair: Mon., September 12, or Tuesday, September 13 (Arts & Science Majors).
  - Attend Career Fair 2011 at Millett Hall on Wed., September 21, 2–6 p.m.
  - Make a career advising appointment to discuss and plan your job search.
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- OCTOBER
- Attend “Social Media & the Job Search,” Mon., October 10, 6–7 p.m., Shriver MPR-C to learn how to utilize social networking sites as part of your overall job-search strategies.
  - Begin interviewing at Career Services. Don’t miss the opportunity to interview with potential employers recruiting early for Miami graduates. Don’t wait until second semester!
  - Send typed or hand-written thank-you letters immediately following each of your interviews.
  - Research potential employers by referring to Career Resource Center directories and resources, and online resources ([www.muohio.edu/careers/](http://www.muohio.edu/careers/)) such as WetFeet and Hoovers.
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- NOVEMBER –  
DECEMBER
- 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.
  - Begin making direct contact with potential employers. Send “targeted” cover letters and resumes to the appropriate hiring officials. Use the Career Resource Center and online resources.
  - Follow up with potential employers by telephone to discuss your candidacy and a possible interview.
  - Continue to interview and attend Career Services programs.
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- WINTER  
BREAK
- Continue to network and inform contacts of your job-search plans.
  - Set up “informational interviews” with employers to learn more about career opportunities in which you have an interest.
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- JANUARY –  
FEBRUARY
- Update your Miami CAREERlink account and revise your resume if necessary.
  - Continue to interview on campus and attend Career Services workshops and programs.
  - Maintain contact with your network for possible job leads and continue to make direct contact with additional employers.
  - Continue to follow up with potential employers.
  - Attend Spring Internship & Career Expo (Spring ICE) at Millett Hall on either Wed., February 8, or Tues., February 7, 2–6 p.m. (TBD).
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- MARCH
- Review your resume and cover letter for effectiveness. Revise as necessary.
  - Arrange an advising appointment to discuss your off-campus job search. Tip: Spring Break is a good time to schedule off-campus interviews.
  - Regularly check the “Job Postings” webpage (<http://www.units.muohio.edu/careers/students/jobpostings.shtml>).
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- APRIL –  
MAY
- Begin evaluating job offers. Ask for more time to consider offers if necessary.
  - Select the best job offer and notify Career Services and all employers who made offers. Also be sure to thank your references for their assistance.  
*If still available for employment upon graduation:*
  - Contact Career Services regarding Alumni Career Services.
  - Continue to network and make direct contact with employers.