6 STAGES OF THE SENIOR JOB SEARCH

Stage One: Develop a Plan of Action and Start Researching
- Develop a timeline (the job search is generally 3–9 months) and block off time on your calendar for the job search.
- Take an assessment through CCE to determine your strengths, values, skills and interests.
- Use Vault, Wetfeet, O*NET, industry resources, and LionSHARE through the CCE website to identify and research career fields.
- Talk to a career counselor, professors, former supervisors, family, and classmates to learn more about fields that are of interest to you or uncover fields you might not have considered.
- Make a list of your top 20 organizations at which you would like to work using resources like LionSHARE, Going Global, UniWorld, Indeed, and professional association websites.
- Create an Excel spreadsheet or other tracking document to record contacts you have or will meet with, positions you will apply for, and organizations you want to target.
- If you’re an international student and plan to work in the U.S., learn about the requirements of your visa.

Stage Two: Refine Your Professional Image
- Create polished and error-free resumes and cover letters. Have them reviewed by a counselor. Be ready to tailor your materials to specific jobs.
- Ensure that your LionSHARE profile is complete and accurate. Sign up for On-Campus Interviewing Access through the On-Campus Interviews tab.
- Clean up your online presence. Google your name and images and keep your social media profiles appropriate.
- Join and be proactive in using LinkedIn to connect with alumni and other contacts.
- Develop and practice your 30-second introduction.

Stage Three: Get Involved and Build Relationships
- Set up informational interviews with alumni or other contacts in your current network to learn about careers and organizations that are of interest to you.
- Actively participate in and attend career fairs, panels, information sessions, networking events and workshops offered through CCE.
- Join a professional association and attend their membership meetings. Many have student rates.

Stage Four: Apply to Jobs
- Stay in touch with contacts you’ve made through networking to uncover “hidden” job opportunities that are not posted but rather will be filled through referrals.
- Create a job agent on LionSHARE to receive jobs meeting your criteria via email daily, and apply to positions.
- Regularly check the Careers websites of your top target companies, follow their blogs and Twitter feeds, and sign up for their job newsletters.
- Pay attention to your academic department emails, find out if they offer a department-specific job board or alumni networking opportunities.
- Apply to jobs on industry-specific job boards like MediaBistro.com and USAJobs.gov and general aggregate job boards such as Indeed.com and Simplyhired.com.

Stage Five: Interview and Follow-up
- Schedule a mock interview at CCE to build interviewing confidence. Set up a mock case interview to prepare for case-specific interviews (typical of fields like consulting), if you anticipate receiving one.
- Dress for success. Don’t forget that CCE has a Clothing Closet from which you can borrow a professional suit.
- Research the company and reflect on your experiences before each interview.
- Ask your interviewers for business cards and send a thank-you note to each person with whom you interviewed.
- Ask your interviewer or recruiter for next steps in the process and when you can expect to hear back; follow up if you don’t hear back by the time they indicated they would reach their decision.

Stage Six: Evaluate and Respond to Offers
- If you receive an offer, let the employer know you are grateful, and ask when a decision is needed. Be sure that you have all the details: job description, salary, benefits, start date, etc.
- See the Career Planning Guide or work with a counselor to evaluate, negotiate, and respond to offers. Congratulations!