







## SENIOR JOB SEARCH TIMELINE

The length of a job search will vary, but the average job search can take six months for recent graduates. Use this sample timeline and CEC website resources to set goals and manage your job search.

| MONTH   | TASK   | RESOURCE  |
|---|--|---|
| <b>September</b><br><br> | <ol style="list-style-type: none"> <li>1. Clarify your career direction and options. It's difficult to conduct a job search if you don't have a career plan.</li> <li>2. Edit and update resume and create your "final" draft.</li> <li>3. Establish a weekly timeline for your job search. Approach your search like you would a class and devote several hours a week to it.</li> <li>4. Track your job search and stay organized. Develop a system to keep track of all the information involved in a job search: job postings, important deadlines, applications, employer information and networking contacts.</li> </ol> | <ol style="list-style-type: none"> <li>1. If you are unsure: <ul style="list-style-type: none"> <li>• Go to the Career Toolkit on <a href="http://www.simmons.edu/cec">www.simmons.edu/cec</a>.</li> <li>• Begin with <a href="#">Assess Who You Are</a> and discover your VIPs: values, interests, personality preferences and skills. Then follow up with exploring possible career options by reviewing <a href="#">Explore Majors and Careers</a>.</li> <li>• Meet with a Career Coach if you need assistance.</li> </ul> </li> <li>2. Review the information and sample resumes on <a href="#">Write a Resume</a> on the Career Toolkit. Evaluate your resume using the Resume Checklist.<br/><br/>Bring your final draft resume to Drop-in Hours at the Career Education Center for a 15 minute critique.</li> <li>3. Check out <a href="#">Manage Your Job Search</a>, on the Career Toolkit.</li> <li>4. Option 1: Use a spreadsheet for your data, and save other documents in named folders. Excel has a <b>job search spreadsheet</b> already created for this. Open Excel, go to file and select "new", and enter "job search" in the search bar. Then download the spreadsheet with its separate sheets for job applications, interviews, and networking.<br/><br/>Option 2: Use an app like the <b>Evernote.com app</b>, to help you organize and "remember everything". It's accessible by both computer and smart phone.</li> </ol> |
| <b>October</b><br><br> | <ol style="list-style-type: none"> <li>1. Begin researching organizations at which you would like to work. Create a list of target companies/ organizations you will pursue; add and delete targets going forward.</li> <li>2. Begin market research to determine job market trends for your particular field.</li> <li>3. Make a list of already known contacts and people in your potential network.</li> <li>4. Develop your elevator speech.</li> <li>5. Learn how to conduct an Informational Interview and begin meeting with your contacts.</li> </ol>  | <ol style="list-style-type: none"> <li>1. Review the extensive career information and databases available through the <a href="#">Beatley Library Career Guides</a> Make an appointment with the Career Liaison Librarian for assistance.<br/><br/>Set up a <i>Job Agent</i> on <a href="#">CareerLink</a> and have job alerts emailed to you.</li> <li>2. Find job market trends in the <i>Occupational Outlook Handbook</i>, on <a href="#">Explore Majors and Careers</a></li> <li>3. Read about how to recognize and build your network on <a href="#">Optimize Your Networking</a></li> <li>4. Use the elevator speech template on to get started <a href="#">Optimize Your Networking</a>.</li> <li>5. Watch the <i>Informational Interview webinar</i> and read more about this important skill on <a href="#">Optimize Your Networking</a></li> </ol>   |

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| <p><b>November</b></p>        | <p>6. Attend alumni networking events, company information sessions and career events sponsored by academic departments or the CEC. Follow-up with contacts to schedule informational interviews or networking meetings.</p> <hr/> <ol style="list-style-type: none"> <li>1. Determine a focused job search and develop a self-marketing plan.</li> <li>2. Prepare draft cover letters (for job applications).</li> <li>3. Create or update your LinkedIn profile</li> <li>4. Become aware of hiring timelines for different industries and apply accordingly.</li> <li>5. Continue networking and conducting informational interviews, following up with thank you notes within 24 hours after meeting.</li> </ol> | <p>6. Check out the <a href="#">Events</a> tab on the CEC website. Read the monthly <b>CEC Newsletter</b>.</p> <hr/> <ol style="list-style-type: none"> <li>1. Review the <i>Self-Marketing Plan</i> on <a href="#">Manage Your Job Search</a>.</li> <li>2. Look at the information and sample letters on <a href="#">Write a Job Search Letter</a> on the Career Toolkit. Bring your final draft letter to Drop-in Hours at the Career Education Center for a 15 minute critique.</li> <li>3. Review the Beatley Library <a href="#">LinkedIn Resource Guide</a> for ideas.</li> <li>4. Recruiting for finance, accounting, consulting and management training programs begins in the fall. New grad nurse residency programs also have early spring deadlines for applicants.</li> <li>5. Read <i>Writing a Thank You Letter</i> on <a href="#">Write a Job Search Letter</a> on the Career Toolkit.</li> </ol> |
| <p><b>December</b></p>       | <ol style="list-style-type: none"> <li>1. Practice your interviewing skills and learn how to present yourself professionally.</li> <li>2. Secure 3 references and prepare your References document for your job search.</li> <li>3. Network at informal gatherings and holiday parties over winter break.</li> </ol>  | <ol style="list-style-type: none"> <li>1. Watch the <i>Interviewing webinar</i>, and review the information on <a href="#">Prepare to Interview</a>. Make an appointment with a Career Coach to practice interviewing.</li> <li>2. Review the information about References and the sample document on <a href="#">Prepare to Interview</a></li> </ol>   |
| <p><b>Jan/Feb</b></p>       | <ol style="list-style-type: none"> <li>1. Repeat job search activities from the fall.</li> <li>2. Register and attend career fairs. Register and attend Senior focused career events.</li> <li>3. Check online job boards to find positions.</li> <li>4. Apply for positions which have early deadlines.</li> </ol>   | <ol style="list-style-type: none"> <li>1. Access Information about all aspects of job search on <a href="http://www.simmons.edu/cec">www.simmons.edu/cec</a></li> <li>2. Check the <a href="#">Events</a> tab on the CEC website. Read the monthly <b>CEC Newsletter</b>.</li> <li>3. Consult the Beatley Library Career Guide, <a href="#">Job Hunting Online</a>.</li> </ol>  |
| <p><b>March/ April</b></p>  | <ol style="list-style-type: none"> <li>1. Attend the <i>Spring Career and Internship Fair</i>.</li> <li>2. Do a practice interview at the CEC.</li> <li>3. Continue networking and repeat job search activities. Apply for positions.</li> <li>4. Work your job search plan until you receive an offer.</li> <li>5. Accept offer and inform your network of your job selection.</li> </ol>  | <ol style="list-style-type: none"> <li>1. Check the <a href="#">Events</a> tab on CEC website for date and time. Dress professionally.</li> <li>2. Participate in <b>Mock Interview Day</b></li> </ol> <p><b>Meet with a Career Coach throughout the year to seek additional assistance on any aspect of job search.</b></p>  |