



College-to-Career Transition Calendar

If your goal is to graduate with a job offer, it's time to start preparing for your job search. Using this calendar, you'll know what to do, when, and how. Completing each weekly task will keep you on track for applying and interviewing this spring.

Discussion of each week's activities will be posted on Interview2work's [Tips for Excellence Group](#) on Facebook. Individual support is available when you join CCTC at www.interview2work.com.

OCTOBER 2016

EXPLORE CAMPUS RESOURCES

Week of October 10: Find your campus career center and discover the job-search support it provides. Does it offer workshops? Career counseling? How do you register for them? Does the staff help students secure internships? Will there be career fairs during the year? If so, find out when, and the rules for participating. Commit to using one the services offered. Add the dates of career fairs to your calendar.

CREATE AN INTERVIEW-WINNING RÉSUMÉ

Week of October 17: Develop a system for capturing information you will need for your résumé. In a journal, document or spreadsheet, create the following sections: Work Experience, Internships, Academic Coursework, Awards/Honors, Community Service, and Other.

Week of October 24: List all paid experience in the Work Experience section of your résumé journal/spreadsheet. Include name of company or person who paid you, the company's location (city and state), your job title, the day you started the job, day you ended the job, and three to five job-related accomplishments.

Week of October 31: In the Internship section of your résumé journal, record the same information you did for employment. If you have not done an internship, spend your time this week exploring internship options. Check with your career center for opportunities.

– Interview2work is committed to assisting new graduates prepare for interviews, salary negotiations, and the first 30 days on the job. Visit interview2work.com to view all available resources and coaching services.

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NOVEMBER 2016

CREATE AN INTERVIEW-WINNING RÉSUMÉ, Cont.

Week of November 7: Record your volunteer activities, starting with high school. List the organization, what you did, and the years you were a volunteer. This is a great time of year to find short-term volunteer opportunities to use your organization, leadership and communication skills, and enhance your résumé.

Week of November 14: List your college extracurricular activities. Include clubs, athletic activities and organizations. Include the name of the organization, and relevant leadership roles and projects. If you have not been involved in any extracurricular activities, consider joining a campus club for students in your major. It is a good way to expand your professional network.

Week of November 21: Record the upper-division courses you have taken in your major. List major assignments you did for these classes, including research papers, team projects and presentations.

Week of November 28: Record the honors and awards you've earned, starting with high school.

DECEMBER 2016

CREATE AN INTERVIEW-WINNING RÉSUMÉ, Cont.

Week of December 5: Start the first draft of your résumé, using the information in your résumé journal. Use an online template, resources from your career center, or a professional résumé writer to develop the first draft. You want your résumé ready to send out by Jan. 1.

Week of December 12: Take another look at your résumé draft. Make changes, then ask someone to review it for you.

WORK ON THAT FIRST IMPRESSION

Week of December 19: Do you have interview-appropriate clothes in your closet? Spend your time this week taking stock of what you have, and developing a list of what you need. Winter break will give you time to shop.

Week of December 26: Develop your "30-Second Me" speech. Practice developing a statement that can be delivered in 30 seconds. Include your name, major, career goal, strengths, and the type of position you seek.

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JANUARY 2017

NETWORK AND DO RESEARCH

Week of January 2: Keep building your professional network, and make sure your LinkedIn profile is up to date. If you don't have a LinkedIn account, start one. Read our [free tip sheet on how to start a LinkedIn profile](#).

Week of January 9: Start a new journal or spreadsheet tab to track company research. Include columns for company names, employees to connect with, contact information, salary for the position you want, the company's website, and a place for notes.

Week of January 16: Develop a list of 40-plus companies where you would like to work. Use the search feature in LinkedIn, and ask for advice from faculty and career center staff.

Week of January 23: Use LinkedIn to find people working for the companies you listed. Read their profile to see if you have anything in common. Ask them to be part of your network, and mention any common interests like your field of study, schools, or volunteer activities. If they accept, let them know you are graduating soon, and looking for your first professional job. Ask for suggestions on how to find available jobs with their company.

PRACTICE FOR INTERVIEWS

Week of January 30: Download and review Interview2work's [free interview preparation tip sheet](#). Develop answers for the most commonly asked questions. Continue to develop your LinkedIn network. Consider joining a LinkedIn group.

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FEBRUARY 2017

PRACTICE FOR INTERVIEWS, Cont.

Week of February 6: Prepare for phone interviews. These are designed to eliminate candidates who falsified application information, would not work for the salary, are not interested in the job, or not willing to relocate. Ask a friend to call and interview you on the phone. Have your friend rate you on the clarity and enthusiasm of your answers.

Week of February 13: Prepare for one-on-one, in-person interviews. Recruit a friend to ask you the most common interview questions, so you can practice your answers. Check out Interview2work.com to discover the [mock interview options](#) we offer.

Week of February 20: Prepare for panel interviews. In addition to the skills required for success in one-on-one interviews, panel interviews require an understanding of how to engage panel members. Practice by putting sticky notes (or pictures of people) around the room, and look from one sticky note/picture to the next as you answer the most common interview questions.

Week of February 27: Prepare for group interviews where several candidates are interviewed together. Your goal is to showcase your skills, just as you would in a one-on-one interview, while showing how well you work with others. Recruit a group of friends to role play a group interview.

MARCH 2017

PREPARE FOR SALARY NEGOTIATIONS

Week of March 6: Start preparing for salary/benefit negotiations. Read and review, Interview2work's [free salary negotiation tip sheet](#).

Week of March 13: Develop an after-college/live-on-your own budget to identify your minimum salary requirements for your chosen geographic areas. Estimate the cost of rent, food, utilities, student loan payments, transportation (car payments), insurance (car and health), sports/activities/travel/fun.

Week of March 20: Drill down on the benefits you want (medical, dental, vision). Determine the cost of each, so you are prepared to compare offers.

Week of March 27: Practice salary negotiation. Read, [Are you prepared to negotiate a salary offer?](#)

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APRIL 2017

APPLY FOR JOBS

Week of April 3: Create a job search spreadsheet with columns for company name, contact, jobs you apply for, and the date you applied. Also, develop a paper or electronic folder system for storing copies of the résumé you submitted for each job, along with that job description. You will need these documents to prepare for interviews.

Week of April 10: Return to the list of 40 companies you created. If possible, set up automatic job notification for each company. (Notification options are usually on the page displaying job opportunities). Make sure you know the dates of on-campus recruiting events.

Week of April 17: Total up the number of job openings you are qualified for in the 40 companies on your list. If the number is less than 10, add more companies to your list. Apply for jobs that are of interest to you.

Week of April 24: Use LinkedIn to connect with people in the companies on your list. If the company has a job you are interested in or have applied for, mention it, and ask if the person has any advice for you.

MAY 2017

APPLY FOR JOBS, Cont.

Week of May 1: Use your time to apply for jobs. Stay in contact with members of your LinkedIn network. Continue to practice your interview skills.

Week of May 8: Continue to apply for jobs. Do not stop applying for jobs until you have an offer. Stay in contact with members of your LinkedIn network. Continue to practice your interview skills.

Week of May 15: Continue to apply for jobs. Do not stop applying for jobs until you have an offer. Stay in contact with members of your LinkedIn network. Continue to practice your interview skills.

DON'T LEAVE CAMPUS WITHOUT THESE

Week of May 22: Order copies of your transcript to be sent as soon as your degree is posted. Collect faculty and classmate contact information. Download copies of projects and papers. Find out what type of alumni services your career center offers, and how to access them.