

---

---

# JOB SEARCH TIMELINES

---

---

One aspect of the job search that most students don't realize is that it can take, depending on the field, between 3 – 6 months of active searching (more than 15 hours per week) to find and obtain the job they want. It can be even longer in a tight job market. With that in mind, here is one way to plan your time:

## **One year from graduation** – *experience stage*

- ❑ Concentrate on gaining related experience through internships, part-time jobs, service learning, volunteering, or involvement in the student club related to your field.
- ❑ Start building your network and developing your references (from supervisors and faculty.)

## **Six months from graduation** – *preparation and research stage*

- ❑ Get all your job search materials in order. Have your resume and a version of your cover letter reviewed by Career Development Services staff. Develop your interviewing skills, one of the most important elements of the job search.
- ❑ Determine your job search strategy based on the type you are pursuing.
- ❑ Conduct research on the industry and on all the companies you are interested in.
- ❑ If you are considering moving to another city, conduct web research on the companies in that city.
- ❑ Talk to people in the field to learn the most effective ways to break into it. Keep building your network

## **Three months from graduation** – *application stage*

- ❑ Ensure you have professional business attire for the interview process.
- ❑ Start applying to active job postings and as well as sending out prospecting letters.
- ❑ Start using and keep building your network.
- ❑ Put a professional sounding message on your phone voicemail that includes your name. Use a conservative, easy-to-use email address. As for your Facebook page, consider removing all inappropriate content and/or adjust your Privacy Setting to “Only my friends.” Also, make sure your profile picture is professional!

The job search strategy you utilize may depend heavily on the career or field you are pursuing. Every field – whether it is public relations, hospitality, education, health care, law enforcement, or sales – has aspects of the recruitment process that are *specific to that industry*. Part of your preparation for the job search will be to become more knowledgeable in your field's recruitment process. Also, if you are conducting out-of-area job searches, your strategy will likely have to rely on more web-based resources than in-person networking. Overall, the most effective job searches usually involve utilizing a combination of strategies and resources.