2013-2014
Student Job Search Timeline

AUGUST

- Update your resume with current GPA, relevant internship experience, etc. and have it reviewed by the Business Career Center (BCC), Helmerich Hall 215
- Register with Golden OpporTUnities and upload your resume
- Make sure you have appropriate interview attire for upcoming career fairs and job interviews
- Monitor your email and campus announcements for upcoming career events and networking opportunities
- Create business cards in the Business Career Center; FREE

SEPTEMBER

- Take advantage of recruiters on campus to submit your resume, inquire about their company and to begin building your network
- Attend career fairs and inquire about summer internships and/or full-time positions:
    - September 4 – Part-Time Job Fair
    - September 23 – November 18 – Campus Interviews
    - September 11 – Engineering & Technology Job Fair
    - September 18 – Business Job Fair
- Visit BCC office to conduct a mock interview in preparation for upcoming job interviews
- Attend relevant information sessions and career workshops
- Join a student organization relevant to your major or future career
- Make sure you have secured three professional references – check with them prior to giving out their contact information to a potential employer
- Monitor your email and campus announcements for upcoming career events and networking opportunities

OCTOBER

- Take advantage of recruiters on campus to submit your resume, inquire about their company and to begin building your network
- Attend the Advertising Job Fair on October 23rd to inquire about summer internships and/or full-time positions
- Send thank you cards within 24 hours of the career fair and recruiting events
- Attend relevant Information sessions and career workshops
- Participate in job interviews for positions that interest you
- Follow-up with employers after interviews
- Monitor your email and campus announcements for upcoming career events and networking opportunities

NOVEMBER

- Attend relevant Information sessions and career workshops
- Participate in job interviews for positions that interest you
- Follow-up with employers after interviews
- Companies generally begin making job offers – seek advice from BCC concerning appropriate negotiation techniques and how to professionally decline a job offer
- Monitor your email and campus announcements for upcoming career events and networking opportunities

DECEMBER

- Continue to apply for positions through Golden OpporTUnities and other job search sites
- Visit companies to get an idea of their corporate culture
- Network with professionals within your industry
- Congratulations if you are graduating! Please remember to report your success in finding a job by filling out the employment survey on the Career Services homepage and the Survey Monkey link sent by email from BCC
- Monitor your email and campus announcements for upcoming career events and networking opportunities

(Continued on reverse)

JANUARY

- Make sure your resume and cover letter are up-to-date
- Have your resume reviewed by BCC and then upload your updated resume on Golden OpporTUnities
- Monitor your email and campus announcements for upcoming career events and networking opportunities
- If you have not done so already, begin deciding what you will do during the summer. Will you take summer school? Get an internship? Decide what is best for you and begin taking action to make your plans a reality.
- Utilize your network to find out about possible internship or job openings
- Continue to apply for positions through Golden OpporTUnities and other job search sites
- Attend the Petroleum Internship Fair in January if you are interested in energy management or a career with a petroleum company
- Monitor your email and campus announcements for upcoming career events and networking opportunities

FEBRUARY

- Take advantage of recruiters on campus to submit your resume, inquire about their company and to begin building your network
- Continue applying for summer positions and/or internships
- Conduct a mock interview with BCC in preparation for upcoming interviews
- Monitor your email and campus announcements for upcoming career events and networking opportunities

MARCH

- Continue applying for summer positions and/or internships
- Attend the business etiquette dinner in March and other career workshops available through BCC and Career Services
- Participate in job interviews for positions that interest you
- Follow-up with employers after interviews
- Network with professionals within your industry
- Monitor your email and campus announcements for upcoming career events and networking opportunities

APRIL

- Attend the Collegiate Job Fair in April to secure last-minute internships or to begin networking for the fall
- Continue applying for summer positions and/or internships
- Participate in job interviews for positions that interest you
- Follow-up with employers after interviews
- Companies generally begin making job/internship offers – seek advice from BCC concerning appropriate negotiation techniques and how to professionally decline a job offer
- Monitor your email and campus announcements for upcoming career events and networking opportunities

MAY

- Congratulations if you are graduating! Please remember to report your success in finding a job by completing the employment survey on the Career Services homepage and the Survey Monkey link sent by the BCC office
- If you received an internship offer for the summer please take a few minutes to fill out the internship survey, which will be emailed to your utulsa.edu email address
- If you will be returning to TU in the fall, continue to build your professional network over the summer and gain experience relevant to your area of study
- Monitor your email and campus announcements for upcoming career events and networking opportunities