



STEPS FOR A SUCCESSFUL JOB SEARCH

- ❑ **Step 1:** Set up an appointment with the Business Career Center
Helmerich Hall 215
918.631.2216
bus-career@utulsa.edu
www.utulsa.edu/business-careers

- ❑ **Step 2:** Register on Golden OpporTunities and get familiar with web site
 - www.utulsa.edu/business-careers - Click on LOGIN to Golden OpporTunities under Student Resources
 - OR www.hireTUgrads.com
 - Additional Resources Tab: Going Global – International and larger city job search engines, Internships.com

- ❑ **Step 3:** Create Resume and Cover Letter
 - Utilize Word and create your own unique resume
 - Set up an appointment with Business Career Center to review before you upload your resume
 - Create business cards – Business Career Center will make them for you

- ❑ **Step 4:** Apply for internships and full-time positions
 - Review employers coming on campus and sign up on Golden OpporTunities – campus interviews and information sessions
 - Review positions posted in Golden OpporTunities and apply
 - Review other web pages for resources – get a list of major specific search engines from Business Career Center
 - Attend career fairs, information sessions, meetings, workshops and student organizations
 - Visit TU Career Services to become familiar with the facilities, Holmes Hall, Room 17, 918.631.2549, www.hireTUgrads.com
 - Volunteer on campus, alumni events, in the community – Tulsa Young Professionals
 - Create a list of employers to target

- ❑ **Step 5:** Set up an appointment for a mock interview with Business Career Center
 - Practice interviewing
 - Dress for success in every event that you attend
 - Send thank you notes

- ❑ **Step 6:** Negotiating salary and accepting an offer
 - Knowing what you are worth

- ❑ **Step 7:** Fill out employment survey or internship survey

Other Resources:

- Visiting with faculty members
- Visiting with family and friends

The top 5 personal qualities/skills employers seek, according to NACE's *Job Outlook 2011* survey, are:

1. Verbal communication skills
2. Strong work ethic
3. Teamwork skills (works well with others)
4. Analytical skills
5. Initiative