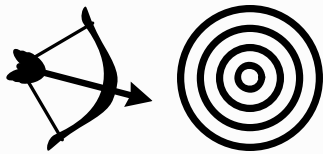


JOB HUNT



Getting Started with the Career & Professional Development Center (CPDC)

9 Months Prior to Graduation

- Ensure that your resume is up to date and reviewed by the CPDC.
- Update your Handshake, LinkedIn, and other professional networking profiles.

7 Months Prior

- Narrow down your job preferences by exploring candid career, job sites such as Handshake and Indeed, company websites, etc.
- For assistance, schedule a career coaching appointment with the CPDC!

5 Months Prior

- Prepare for interviews by researching common questions that may be asked. Sample questions are available at iup.edu/career.
- Study the job description for each application. Prepare to speak about your experiences that line up with the job.
- Identify and ask for professional references using the CPDC's References Handout.

3 Months Prior

- Consider your ideal geographic location, job description, potential to move up, salary, etc. for each job offer that you receive and each interview that you go on.
- Research salary data on Glassdoor.com.
- Use the CPDC's Negotiation handout to prepare for those tough salary discussions.
- Avoid discussing salary before an offer is on the table!

1 Month Prior

- Give notice of leave to places of current employment.

8 Months Prior

- Check your professional attire wardrobe and shop for additional items if needed.
- Practice your elevator speech!
- Attend networking events & job fairs.
- Consult the CPDC's event calendar to see if they are offering events that can help you!

6 Months Prior

- Begin applying to jobs. Create cover letters for each job to which you apply.
- Track your job applications using our job application tracker template (on reverse side). ➡
- Schedule an appointment with the CPDC to review cover letters.

4 Months Prior

- Amp up the search efforts!
- Continue to apply for positions, follow up with employers after interviews, and go on site visits.
- Be sure to ask about the decision-making timeline* and begin to consider your options.
- Identify a professional mentor to talk to about your options.

2 Months Prior

- Accept your top choice.
- Withdraw any other employment applications or candidacies once you accept a position.
- Begin to make moving arrangements if necessary.
- Inform your references of your progress.
- Inform the IUP CPDC where you have landed!

*Note that this timeline is a general overview. Certain industries may have different timelines. It is best to consult a faculty member in your field or to schedule an appointment with the CPDC if unsure about your job search timeline. Visit our website: iup.edu/career to view career resources for more detailed information.

SAMPLE JOB TRACKER TABLE

Job Title	Company	Location	Link to Job Description	App Due Date	Heard Back?	Interview Date, Time, & Location	References Used	Additional Interviews	Job Offer?	Start Date	Salary Offer	Deadline to Decide
Data Analyst	Google	Mtn View, CA	indeed.com/googlejob	11/14/17	12/1/17	12/17/17 9:30 am Zoom	Parvati Rob Sandra		No			
Data Miner	Video Mining	State College, PA	https://videomining.com/jobs	11/17/17	1/3/18	None			No			
Reporting Analyst	Creative Werks	Chicago, IL	Indeed.com/reportinganalystjob	11/22/17	11/29/17	1/9/18 2:30 pm Phone: (111-222-3333)	Kim Parvati Rob	2/19/18 11:00 am - 3:00 pm Site Visit (see email)	YES!!	6/1/18	TBD	3/31/18
Junior Data Analyst	American Cybersystems	Pittsburgh, PA	Monster.com/junioranalystjob	12/1/17	1/24/18	1/31/18 1:00 pm Site Visit (see email)	Jeremy Sandra Tyson		YES!!	TBD	40k-42k	TBD