

Career Timeline

- I. Freshman, Sophomore and Junior Years -- Don't Procrastinate. It's never too early to begin your job search!
 - a. This a key time to sharpen skills, develop working relationships for possible references, and maintain or boost your GPA
 - b. Networking
 - i. Start talking to people within and outside of your family about your future career ideas.
 - c. Research Companies and Job Information in Fields of Interest (links to job opps)
 - i. Company locations
 - ii. Salaries
 - iii. Application Information (deadlines, GPA requirements, internship requirements, etc.)
 - iv. Worked days and Vacations
 - v. Potential scholarships?
 - d. Internships – A Crucial Step! Some of these opportunities might lead directly to a job offer. (link to internship page)

- II. Senior Year
 - a. Fall – YES...you should start now!
 - i. Before October Break
 1. Prepare / update your resume including GPA, new relevant courses and experiences (link)
 - a. Have your resume reviewed by your advisor, other professors in your department, and/or professionals employed in your field of interest before sending it out.
 2. Research job opportunities (link Check “Top Economic Jobs & Internships” List for more information on companies also Link to Hartwick’s basic job search engines <http://www.hartwick.edu/x3313.xml>)
 3. Create a list of jobs to which you intend to apply. Remember, you can apply to a company even if no current positions are available.
 - ii. Before Thanksgiving Break
 1. Send out application material.

- a. Most competitive job opportunities have early application deadlines.
 - 2. Purchase / gather interview clothes from home
 - iii. Before the Christmas Break
 - 1. Attend job fairs
 - 2. Attend career services employer sessions, network training sessions, and on-campus interviews
 - 3. Participate in a mock interview
 - 4. Attend relevant workshops
 - 5. Schedule job interviews.
 - a. Application Interviews – at the request of the employer.
 - b. Informational Interviews and Networking: At your request.
 - i. Even if a job is not open, schedule informational meetings with employers to make contacts. If you impress one individual, they may refer you to other employers who are hiring.
- b. Spring – Be ***PROACTIVE*** and not reactive
 - i. Update your resume with your new GPA, relevant academic projects, coursework, etc
 - 1. ***Have your resume reviewed by your career advisor and other professors again***
 - ii. Continue interviewing
 - iii. Continue Networking
 - iv. Continue sending resumes
 - v. Follow up on Resumes that you sent
 - vi. Make companies aware that you remain interested
 - 1. Nobody is going to look for you
 - 2. Them knowing your desire for this job will only help you, but don't overdo it
 - vii. Follow up on interviews
 - 1. Thank you notes
 - viii. Job Confirmation
 - 1. If you have selected a job, professionally let your other job opportunities know of this
 - a. **DON'T BURN ANY BRIDGES**
 - 2. Get a start date and paperwork done ASAP

Different Time line Graduate School

- ix. Must take GRE Test as early as possible in senior year
- x. Most Graduate School application deadlines are in December or January
 - 1. Check Schools for exact deadlines
- xi. For more information go to “Graduate” on the website
- c. Summer
 - i. Graduate