

JOB SEARCH CHECKLIST

- ☐ **MONITOR YOUR EMAIL FOR EOC CAREER CENTER AND EMPLOYER EMAILS**
 - Important information will be sent to you on a regular basis
 - Keep your eye on your spam/junk mail folder in case legitimate emails go to spam
- ☐ **UPDATE YOUR RESUME AND HAVE IT CRITIQUED EVERY SEMESTER**
 - Use the recommended format and tips found in Job Grid's Resource Library
 - Take advantage of walk-in critiques in the EOC every semester
- ☐ **KEEP YOUR JOB GRID ACCOUNT UPDATED AND MONITOR IT REGULARLY**
 - Upload your resume and update your GPA on your profile every semester
 - Apply to job postings and RSVP for events throughout each semester
 - Add your resume to applicable Resume Books at the beginning of each semester
- ☐ **ATTEND CAREERS WORKSHOPS (COMPANY-HOSTED AND EOC-HOSTED)**
- ☐ **ATTEND JOB FAIR EVERY SEMESTER FOR AS LONG AS POSSIBLE**
- ☐ **ATTEND EMPLOYER INFO SESSIONS AND STAY AFTER TO TALK TO REPRESENTATIVES**
- ☐ **TAKE ADVANTAGE OF OTHER WALK-IN CRITIQUES IN THE EOC LIKE COVER LETTER CRITIQUES**
- ☐ **SET UP A MOCK INTERVIEW TO GET CONSTRUCTIVE FEEDBACK ON YOUR INTERVIEWING SKILLS:
COE.CAREERS@TTU.EDU**
- ☐ **TALK TO YOUR EXISTING NETWORK FOR IDEAS/LEADS/ADVICE**
 - Family & Friends
 - Contacts in industry (through former employment, student orgs, etc.)
- ☐ **USE LINKEDIN TO REACH OUT TO NEW CONTACTS BY SEARCHING "*COMPANY NAME* 'TEXAS TECH'" TO FIND ALUMNI AND "*COMPANY NAME* RECRUITER" TO FIND HR PROFESSIONALS**
 - Send a thoughtful, personalized note with your connection request
- ☐ **USE CAREER SHIFT (LINK ON YOUR JOB GRID ACCOUNT) TO LOOK AT POSTINGS AND FIND CONTACTS**
- ☐ **MONITOR AND APPLY TO JOBS ON POSTING SITES AND COMPANY JOB SITES**
- ☐ **STAY INVOLVED IN PROFESSIONAL STUDENT ORGANIZATIONS AND NETWORK IN PERSON AND VIA LINKEDIN GROUPS/CONTACTS**
- ☐ **REVIEW MATERIALS ON THE EOC CAREER RESOURCES PAGE AND ON JOB GRID'S RESOURCE LIBRARY**
- ☐ **KNOW YOUR GOALS, BUT CONSIDER BROADENING YOUR SEARCH IF YOU AREN'T GETTING INTERVIEWS**
 - Consider smaller firms, alternate locations, related industries, etc.
- ☐ **CLEAN UP YOUR SOCIAL MEDIA ACCOUNTS IF NEEDED**
 - Especially if applying to the government/government contractors
- ☐ **INTERNATIONAL STUDENTS: CHECK OUT ADDITIONAL RESOURCES ON THE EOC CAREER RESOURCES PAGE TO ASSIST IN YOUR SEARCH**
- ☐ **EMAIL COE.CAREERS@TTU.EDU WITH ANY CAREERS-RELATED QUESTIONS**
- ☐ **STAY POSITIVE AND FOCUS ON WHAT YOU CAN CONTROL!**