Job Search Checklist

☐ Monitor your email for EOC Career Center and employer emails
  ☐ 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
  ☐ Check the recommended format and tips on Job Grid’s Resource Library
  ☐ Get at least one resume critique in the EOC (more info on Job Grid)

☐ Keep your Job Grid account updated and monitor it regularly
  ☐ Upload your resume and update your GPA each semester on your profile
  ☐ Apply to job postings and RSVP for events
  ☐ Add your resume to applicable Resume Books

☐ Attend careers workshops (company-hosted and EOC-hosted)

☐ Attend job fair: research companies beforehand, talk to companies, and follow up

☐ Attend info sessions, stay after to talk to representatives, and follow up

☐ Get cover letter, elevator pitch, and LinkedIn Profile critiques in the EOC.

☐ 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

☐ Email coe.careers@ttu.edu with any careers-related questions

☐ Stay positive and focus on what you can control!