

New Bradley University students should establish an eRecruiting account via the Smith Career Center upon entering the university. eRecruiting allows registered users to locate campus, part-time, internship/co-op, and full-time job opportunities, submit resumes for the Web Resume Book, and participate in campus interviews. Registration is restricted to currently enrolled students. To register visit <http://explore.bradley.edu/scc>.

Freshmen:

- Attend the Part-Time Employment Expo.
- Visit the Smith Career Center (SCC) on the first floor of Burgess Hall (weekdays, 8:00am to 5:00pm).
- Log in to your SCC eRecruiting account using MyBU.
- Meet with your Career Advisor to begin identifying your career goals.
- Check out the SCC website at: <http://explore.bradley.edu/scc>.
- Attend career seminars, workshops and career fairs to explore career options.
- Begin writing a resume, use OptimalResume to help design and write high-impact resumes, use the Overnight Review Service as an additional resource, and publish your resume to your SCC eRecruiting account.
- Investigate "What Can I Do With This Major/Degree?" on the SCC website in the Student section.
- Obtain career-related work experience for the summer.

Sophomores and Juniors:

- Visit the Pardieck Memorial Career Library for resources. Items can be checked out.
- Participate in campus activities to gain leadership experience.
- Attend Cooperative Education and Internship info sessions, apply for jobs and register for Co-op/Intern courses.
- Attend SCC workshops to gain career information and job search tips.
- Frequently review eRecruiting listings for part-time, internship and summer jobs.
- Enroll in ELH 301 - Planning Employment Strategies (BUS 220 for FCBA students).
- Investigate Internet job search resources.
- Make career networking contacts with Bradley alumni, parents, faculty and friends using the Alumni Online Community or LinkedIn.
- Assemble a professional interviewing wardrobe.
- Use online resources available on the SCC website including eRecruiting, OptimalResume, InterviewStream, and Going Global software.
- Attend the Graduate & Professional School Fair to learn about post graduation opportunities.
- Continue gaining career-related work experience.

Seniors:

- Attend Bradley University job fairs and the graduate school fair on campus.
- Maintain regular contact with your Career Advisor; finalize plans for your individualized job search.
- Attend all possible SCC job search workshops and special events.
- Utilize the Overnight Review Service to polish your resume and cover letters/correspondence.
- Attend additional off-campus job fairs near your desired city.
- Complete your final career-related work experience.
- Obtain leadership roles within activities/organizations on and off campus.
- Sign-up for all appropriate campus interviews.
- Review eRecruiting listings daily. Apply for all positions of interest. Update your account information.
- Use online job search resources; familiarize yourself with the SCC website and list of links.

10/8/2010

Job/Internship Search Checklist

The job search can feel overwhelming, so it is helpful to break it into manageable steps. The good news is you do not have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

You can receive assistance for every one of these steps through the SCC. Call (309) 677-2510 to make an appointment with your Career Advisor. And you do not have to do it all during business hours – start by checking our website <http://explore.bradley.edu/scc> for lots of links and helpful information.

Step 1: Know yourself.

- I have made a list of possible job titles/fields of interest.
- I can name two or three careers/jobs I plan to pursue.

Step 2: Know where you want to work.

- I have researched organizations or companies that might hire someone with my skills, interests, and background.
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
- I have identified the top three geographic areas where I'd like to live and work.
- I have identified 10 potential employers for the type of work I'm seeking.

Step 3: Get ready for the search.

- I have logged in to MyBU to access my eRecruiting account.
- I have had my resume(s) and cover letter(s) reviewed by a professional in the field or a staff member at SCC, or used OptimalResume for help.
- I have prepared a portfolio, work samples or a website to highlight my experience, skills, and talent.
- I have developed my "30-second speech" for short encounters with employers.
- I have analyzed my education and developed my "story" for employers.
- I have identified three individuals who will serve as references.
- I have developed my interview skills.
- I have prepared for interviews by practicing my responses to typical questions, using InterviewStream and/or doing a mock interview.
- I have professional interview attire that is appropriate for the field in which I plan to work.
- I have a professional-sounding voice mail message in case an employer calls.
- I have a neutral/professional e-mail address to give to employers.
- I have looked into or enrolled in ELH 301- *Career Planning Strategies* (BUS 220 for students in the Foster College of Business Administration)

Step 4: Start searching.

- I have uploaded and published my resume(s) to eRecruiting.
- I regularly check the eRecruiting website for career opportunities.
- I have researched the additional websites available on the SCC website and online resources available including Going Global for jobs/internships at home and abroad.
- I read the career center newsletter for appropriate job-search resources for my field(s) of interest.
- I have attended the annual job fairs.
- I have a system for keeping track of my contacts, interviews, and other job-search activities.
- I follow up on every interesting job lead immediately.
- I have developed a list of potential networking contacts and keep in touch with them.
- I keep a copy of my resume next to my phone in case I receive a call from an employer.
- I follow-up each cover letter with a phone call or email to the employer requesting a job interview.
- I send thank you letters or emails to every person who interviews me.

Adapted with permission from Liberal Arts Career Services/UT Austin.