

## Job Search Timetable

Start of Job Search	6 months	5 months	4 months	3 months	2 months	1 month
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**Timing a job search is a very individual matter** taking into account when you want begin a job, the amount of time you can devote to your search, and the field/location you've targeted. Most employers don't interview on college campuses, so you must research and apply to them closer to the time you want to be employed.

**Employers' hiring processes differ widely.** They may list jobs and conduct interviews several months in advance or begin the hiring process just weeks before they want an employee to start.

**Allow at least six months for your job search.** Set goals for yourself—daily, weekly, monthly—whatever works for you. Your job search timetable may be very different than that of other students—this is OK.

**The following is a very general time frame, not an absolute.** Use it to pace the steps of your job search and make it more manageable.

### √ At least six months from the time you want to be employed:

- Meet with a career advisor now (or any time) to discuss your search
- Begin researching fields, entry-level jobs, salary ranges, and locations—read online and in our resource library
- Start to arrange informational interviews—this will build your network and is critical
- Revise your resume—gear it to your field of interest. We can help!

### √ Five months before:

- Conduct more in-depth research of fields that interest you
- Increase your informational interviewing and networking
- Develop a list of organizations where you'd like to work; bookmark their career/employment pages
- Develop a list of field-specific and association job sites; bookmark these, too—you'll be checking them often!
- You may try to arrange a short-term internship or shadow someone whose career interests you—this might during be a school break, with an alum, or someone else you've met networking

### √ Four months before:

- You guessed it—more networking!
- Do you need to tweak your resume? Practice your interview skills? Now's the time.
- Have your cover letters reviewed during drop-in hours; customize letters for each employer
- Check organization and field-specific websites for openings—some employers have a longer hiring process than others, so you need to stay on top of things

### √ Three months before:

- Many employers post jobs 2-3 months before the start date—your application activity should pick up
- Regularly check your bookmarked websites for job posts
- Get back in touch with contacts with whom you had informational interviews; tell them you're actively searching for a job; ask if they'd be willing to keep you in mind if they hear of opportunities

### √ Two months before:

- Some of the employers you've applied to will be interviewing—have a practice session with a career advisor
- Keep applying—check your favorite websites regularly
- Continue networking—you can contact organizations even when there are no jobs posted

### √ One month before:

- Some employers are just posting jobs, others already doing follow-up interviews—stay organized
- Stay focused—keep actively applying, interviewing, and networking
- You may be getting offers—if not, don't be discouraged. It takes time and persistence to find a job and you will succeed.