

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.