

IDEAL JOB SEARCH SCHEDULE FOR A JUNE GRADUATE

The summer before graduation

Investing 8—24 hours this summer will give you a great head start on a successful job search!

- ◆ Make a list of your top skills (and supporting examples to discuss in interviews).
- ◆ Use the “scanner-friendly” format developed by ECS to prepare a final draft of your resume. Schedule a professional consultation with ECS.
- ◆ Prepare your interview strategy: make a list of questions to ask; practice your answers; prepare or purchase interview clothing.
- ◆ Compile an initial employer prospect list; if time permits, start to send letters and resumes.
- ◆ **Register with ECS, or transfer your ECIP account, well before fall quarter (August 1 is ideal).** Some employers start looking for candidates even before classes begin in the fall. **The majority of on-campus interviewing takes place in fall quarter.**



Before fall classes start

- ◆ Attend an ECS job search session to **become an expert user of ECS services and the on-line system.** Know ECS procedures and how to navigate the software so you won't miss employers who are looking for you!
- ◆ **Update your on-line profile and upload the latest version of your resume(s).** Your on-line profile provides data for the ECS candidate database. Upgrade that old resume! If you have not done so in the past six months, it's a good idea to **schedule a resume consultation.**
- ◆ **Make sure your account is active.** Submitting the Quarterly Activation Form after August 1st will activate your account until December 15. Don't wait until the first week of classes to do this: not only will you miss early pre-fall referrals, you might miss the first round of on-campus interviews, since activation can take up to 3 working days during the fall rush.

From September onward...

Finding the right job to start your full-time career is a unique, often daunting, experience. ECS can help you manage your search efficiently and effectively.

- ◆ **Capitalize on the professional resources available to you through ECS to upgrade your interview and job search skills.**
- ◆ **Submit your resume for pre-selection every week, starting the first week of classes.** Log on to the system at least twice a week (one day should be Friday, when many windows open). Note your deadlines and keep watch for new companies, new openings on interview schedules, and new job postings. **Sign up for as many interviews as possible.** Many companies will only come to campus once. (Yes, employers do start recruiting June and August grads in October!)
- ◆ **Make the most of career fairs.** Get your registration packet ahead of time so you can head directly to the companies you fit. Check out employers you've never heard of, not just the better-known employers with long lines at their booths! Employers go to **EXPO (October) and the February Engineering Career Fair** to promote their opportunities and encourage students to interview later through ECS. You will need an active account to use the ECS system to schedule interviews.
- ◆ **Check the ECS on-line job postings weekly** and apply for every job that fits you. Employers use this free service to target OSU engineers; many hire exclusively through these listings.
- ◆ **Prepare for and attend second interviews.** Ideally, you'll have invitations by December.
- ◆ **Check your progress November 1st.** If your results are disappointing, make an appointment to review your strategy.
- ◆ **Report your job offers to ECS.** We are responsible for tallying the employment statistics needed to keep the College rankings up. **Congratulations!** We wish you a bright future and look forward to the day you return to campus to recruit more OSU engineers!