

Time Frame*	Key Steps	Length
Prior to Graduating Year	<ul style="list-style-type: none"> Collect information about your work experience and campus and community involvement. Draft your resume and a list of potential references. 	2-4 weeks
	<ul style="list-style-type: none"> Build your ePortfolio. 	ongoing
	<ul style="list-style-type: none"> Research and identify job opportunities related to your major, abilities, and interests. 	ongoing
	<ul style="list-style-type: none"> Network with recruiters through campus interviewing visits, recruiting events, Career Central, and other contact opportunities 	ongoing
Graduating Year	<ul style="list-style-type: none"> Polish your resume & list of references <i>at the start of the year</i>. Finalize your ePortfolio for future interviews and include a URL on your resume. Draft your cover letter and tailor it to each employer and application. 	1-2 weeks
	<ul style="list-style-type: none"> Fine-tune your networking efforts with recruiters to identify preferred jobs and employers. 	ongoing
	<ul style="list-style-type: none"> Use your ePortfolio documents to apply and prepare for an interview for each desired opportunity. 	1-2 weeks
	<ul style="list-style-type: none"> Complete the interview process, which may include 2 or more of the following: <ul style="list-style-type: none"> Get-acquainted contact (general information; telephone call; career fair meeting) Official interview (ePortfolio document skills; potential fit; on-campus or on-site) <ul style="list-style-type: none"> Follow-up panel and/or manager interview (top candidates; on-site) Final interview (CEO and/or HR; review offer and salary package) 	1-2 months
	<ul style="list-style-type: none"> Wait to hear of the employer's decision and consider other opportunities until your most preferred choice is confirmed. Follow up in one week to express interest. 	1 week-3 months
	<ul style="list-style-type: none"> Make final decision and share with other potential employers, your advisor, and Career Services 	1-2 weeks

*Reference the [Career Action Plan](#) for more details to address.