



As with any goal, you should have a specific timeline for your job search (internship or permanent).

The guidelines below are by no means comprehensive, but they do suggest what you should be working on and when you should be doing it. Adapt them to your own schedule, but use them. They make your search more pleasant – and more productive.

## August/September

- ☐ If you haven't already done so, register for HireFresnoState by visiting your MyFresnoState portal, selecting "Campus Systems" from the middle drop-down menu and then clicking the "**HireFresnoState**" square title item to search for job and internship opportunities for Fresno State students and alumni.
- ☐ Schedule an appointment with your Career Liaison [careercenter.fresnostate.edu/staff/](https://careercenter.fresnostate.edu/staff/) to discuss your career objective and job search plan. Make sure you've updated your Career Development Center Newsletter preferences by visiting [careercenter.fresnostate.edu/account/content-preferences/](https://careercenter.fresnostate.edu/account/content-preferences/).
- ☐ Download the Career Success Guide available on the home page of Career Development Center's website located at [careercenter.fresnostate.edu/](https://careercenter.fresnostate.edu/) and review the section on resume writing and revise/write your resume.
- ☐ **FORMULATE YOUR JOB SEARCH STRATEGY.**
- ☐ Attend any workshops, panels, and employer sessions offered.
- ☐ Visit the Career Development Center's Career Café in USU 306 to learn what services and new resources are available.
- ☐ Register to take the GRE (or any other graduate or professional school exam) if you are planning to attend graduate school.
- ☐ Visit the Money Management Center site at [fresnostate.edu/moneycenter](https://fresnostate.edu/moneycenter) to learn about our program and resources.
- ☐ Please visit the Money Management Center Calendar of Events to register for financial literacy webinars at [fresnostate.edu/moneycenter](https://fresnostate.edu/moneycenter).

## October

- ☐ Begin to develop networks and research organizations.
- ☐ Determine your professional goals.

- ☐ Schedule Career Conversations – Visit [careercenter.fresnostate.edu/channels/build-your-network-linkedin/](https://careercenter.fresnostate.edu/channels/build-your-network-linkedin/) to learn why and how to do this important step in your career search.
- ☐ Ask your Career Liaison to critique your resume and ask how Quinncia can help you.
- ☐ Review information on writing cover and other employment letters in the Career Success Guide.
- ☐ Attend any workshops, networking events or career fairs offered.
- ☐ Take GRE (or any other graduate or professional school exam) if you are planning to attend graduate school.
- ☐ Place your resume on HireFresnoState.
- ☐ Join Professional Associations at the student rate.
  - ☐ [careeronestop.org/Toolkit/Training/find-professional-associations.aspx](https://careeronestop.org/Toolkit/Training/find-professional-associations.aspx) or [directoryofassociations.com](https://directoryofassociations.com).
- ☐ Log into Unleashed Money Portal by creating an account by visiting [fresnostate.edu/moneycenter/unleashed/](https://fresnostate.edu/moneycenter/unleashed/), then click the link “Access Unleashed Here”, then log in by using your Fresno State Username and Password.

## November

- ☐ Learn what the most commonly asked questions are during the interview and the appropriate answers to them - located in our Career Success Guide [careercenter.fresnostate.edu/](https://careercenter.fresnostate.edu/).
- ☐ Schedule a mock interview with your Career Liaison.
- ☐ Reach out to prospective company recruiters or professionals in your field of interest to schedule career conversations during the Winter break.
- ☐ Build your interview wardrobe by visiting the Clothing Closet in the Career Development Center in University Student Union 306.
- ☐ Schedule Career Conversations – Visit [careercenter.fresnostate.edu/channels/build-your-network-linkedin/](https://careercenter.fresnostate.edu/channels/build-your-network-linkedin/) to learn why and how to do this important step in your career search.
- ☐ Ask your Career Liaison to critique your resume and ask how Quinncia can help you.
- ☐ Apply to Graduate School (deadlines vary from October to June so plan ahead).
- ☐ Visit our Money Management website at [fresnostate.edu/moneycenter](https://fresnostate.edu/moneycenter) to view their YouTube channel on various financial wellness topics.

## December

- ☐ Check with your Faculty and the Alumni Relations office to find the names of Fresno State graduates working in fields and/or geographic areas that interest you. Also check out Fresno State Alumni on LinkedIn. One you've located people to contact, email/call them for advice.
- ☐ Contact others in your network (faculty, parents of friends, etc.).
- ☐ Conduct Career Conversations and Job Shadowing during the Winter break.

## January

- ☐ Write follow-up/thank you letters to anyone with whom you spoke during break.
- ☐ Submit resume to organizations in HireFresnoState, and from other job posting websites and sources.
- ☐ Evaluate your job search activities.
- ☐ Attend any career fairs, networking events or employer information sessions available. If you need time off from work to attend, make those arrangements now.

## February

- ☐ Begin to narrow the focus of your search.
- ☐ Target specific organizations.
- ☐ Read professional journals and newsletters for your particular field to determine hiring trends and how you fit within them (this will help you during the interview).
- ☐ Plan out-of-town trips you need to make for site interviews.
- ☐ Prepare to attend the career fair – make copies of your polished resume, research the organizations ahead of time, make a plan for who you want to speak with, and practice answering common interview questions. (Review Interview preparation tips by visiting [careercenter.fresnostate.edu/channels/prepare-for-an-interview/](https://careercenter.fresnostate.edu/channels/prepare-for-an-interview/).)

## March

- ☐ Write follow-up/thank you emails to all employers with whom you spoke, including those at career fairs and networking events and follow through on submitting any information you promised.
- ☐ Explore opportunities beyond the career fair through local job boards, Internet searches, etc.
- ☐ Utilize LinkedIn Alumni feature ([careercenter.fresnostate.edu/channels/build-your-network-linkedin/](https://careercenter.fresnostate.edu/channels/build-your-network-linkedin/)) and the Career Development Center's Major and Job Outlook reports at [bit.ly/FSMajors](https://bit.ly/FSMajors) to discover where Fresno State graduates are working. Reach out via LinkedIn or by email for advice.

## April

- ☐ Target specific organizations/employers to conduct career conversations and job shadowing during Spring break.
- ☐ Submit resume to organizations in HireFresnoState, and from other job posting websites and sources.
- ☐ Read professional journals and newsletters for your particular field to determine hiring trends and how you fit within them.
- ☐ Plan out-of-town trips you need to make for site interviews.

## May

- ☐ Evaluate your job search activities. If all has gone well, accept one of several offers. If no offer, check HireFresnoState often.
- ☐ Visit with your Career Liaison to learn more about offers, negotiations and acceptances. Also, visit our on-line resources at [careercenter.fresnostate.edu/channels/negotiate-an-offer/](https://careercenter.fresnostate.edu/channels/negotiate-an-offer/).
- ☐ Be open to exploring opportunities beyond the Central Valley and outside of California using Buzzfile at [buzzfile.com/Major/Employers-by-Major](https://buzzfile.com/Major/Employers-by-Major).
- ☐ Know your loan service and repayment information. Make sure to complete the Exit Loan Counseling and Loan Repayment plan.

## Post-Graduation

- ☐ Continue to utilize the Career Development Center's resources and workshops to continue with your personal career development. You can schedule an appointment with your Career Liaison to strategize your next career move.