

## Senior Checklist: *Am I On Track?*

Secure and prepare for your post-graduation career!

Complete these items and check out other tips and resources to ensure you are ready for your first step beyond CSU and the College of Business!



### Senior Year Items to Complete

- Meet with the CMC** to discuss job search strategies and refine resumes & cover letters.
- Understand the Job Search Timeline** for your field or concentration.
- Attend the Job & Internship Expo** to discuss post-graduation job opportunities.
- Construct a list of target companies** that match your career interests and values.
- Establish professional connections** for info and opportunities. Connect and engage on LinkedIn.
- Apply to micro-internships** to enhance your experience before graduating.
- Join the Flash Mentoring Program** to gain career advice from a professional. [csu.bz/flashmentoring](https://csu.bz/flashmentoring)
- Schedule a Mock Interview** to polish skills for job interviews. [csu.bz/cmc-mock-interview](https://csu.bz/cmc-mock-interview)
- Prepare to evaluate job offers** and negotiate.
- Join a Professional Association** as a student.
- Create compelling graduate school application materials** (if relevant).
- Prepare for your transition** from CSU and the College of Business. Visit places on campus and around town one last time as a student!


### Key Resources

Visit the CMC Career Website ([bizcareers.colostate.edu](https://bizcareers.colostate.edu)) "Build Career Skills" for guidance on these topics & more:

- **Sample Resumes:** [csu.bz/resume-samples](https://csu.bz/resume-samples)
- **Career Insight Videos:** [csu.bz/candid-career](https://csu.bz/candid-career)
- **Interview Practice:** [colostate.BigInterview.com](https://colostate.BigInterview.com)
- **Virtual Job Simulations:** [csu.bz/cmc-forage](https://csu.bz/cmc-forage)
- **Career Fairs & Events:** [csu.bz/cmc-events](https://csu.bz/cmc-events)
- **Professional Clothing Fund:** [csu.bz/cmc-pdf](https://csu.bz/cmc-pdf)
- **Job Market Trends:** [csu.bz/market-trends](https://csu.bz/market-trends)



### Skills and knowledge employers are looking for from CSU Rams.



**CRITICAL THINKING / PROBLEM SOLVING**  
Gather, analyze, and evaluate information from various resources to form a strategy, decision or opinion.

**LEADERSHIP**  
Recognize and capitalize on personal and team strengths to achieve organizational goals and work toward a shared vision.

**INCLUSIVE TEAMWORK**  
Pursue common goal by forming diverse teams. Often requires negotiating and conflict

**VERBAL & WRITTEN COMMUNICATION**  
Respond to needs of diverse audiences through flexible writing and speaking methods.

**CREATIVITY**  
Challenge existing ideas in creative ways to develop new possibilities.

**PERSONAL ACCOUNTABILITY**  
Demonstrate responsibility and integrity; develop effective work habits.

**SELF-REFLECTION**  
Evaluate, understand, and communicate personal skills; learn from past mistakes to gain new insights

**GLOBAL CONTEXT**  
Understand diverse cultures and systems and understand actions have local and global implications.

**DIGITAL PROFICIENCY**  
Use technology to communicate, problem-solve, and complete tasks in a responsible manner.

**CAREER DEVELOPMENT**  
Continual professional learning, navigation of career opportunities, and building professional relationships.

### Strategize Your Job Search

Securing a post-graduation job may take longer than you expect. Start early and incorporate multiple tools for success!

#### Helpful Job Posting Websites

- [Colostate.JoinHandshake.com](https://Colostate.JoinHandshake.com) (*national*)
- [BuiltinColorado.com](https://BuiltinColorado.com) (*Colorado*)
- [AndrewHudsonsJobsList.com](https://AndrewHudsonsJobsList.com) (*Colorado*)
- [Builtin.com](https://Builtin.com) (*national*)
- [LinkedIn.com](https://LinkedIn.com) (*national*)
- Career Pages on Target Company Websites

**Did you know?** Only 20% of jobs are found through job posting websites.

Try reaching out to people from your target company list for informational interviews!

