

Industry Job Search Timeline

The typical hiring cycle for industry jobs is year-round. The steps that follow are all important to include in your plan but may be re-ordered based on your industry-specific needs. The following is a general timeline of what to do one year prior to graduation from your program.

To begin, first reflect!

Before the job search, consider the types of roles and organizations that best fit your career interests and values. Make a list of your non-negotiables and items on which you are willing to be flexible. Where would you prefer to work? Do you prefer to work for a government, nonprofit or corporate company? Large or small? What is your ideal location?

Prior to the job search

- Update your LinkedIn Profile to include your new graduate school experience
- Create a plan to build your network throughout your time a graduate student
- Research trends within your industry and create a personal "Get Hired" plan. Find out when your industry typically recruits potential hires and when they expect to receive your application
- Begin reading job descriptions for ideal roles to learn how your skills and experience relate to position of interest

One year before graduation

- Update or create your exhaustive resume and plan to tailor it for each application
- Create a cover letter draft that can be tailored for each application
- Reflect upon your time in graduate school and your current career interests. Use this self-assessment to guide you as you begin researching potential employers and roles
- Use networking and [informational interviewing](#) to further research your top options
- Attend events with employers. These events can include the Fall and Spring UGA Career Fairs, conferences specific to your industry, and events held by professional associations within your industry.

Final semester before graduation

- Organize your computer files and create a spreadsheet or document to track the companies and positions to which you have or will apply. You can add contact information and direct links for each application, the deadline to apply and upcoming interview dates.
- Prepare for interviews by reviewing the [Guide to Interviews](#) and login to [Big Interview](#) to
- Evaluate your offers and consult the [Guide to Accepting the Job](#) as well as all [Offers & Negotiation resources](#).