



## Getting a job in 10 “Easy” Steps

### Step 1: Planning (Summer 2017)

- Prepare basic resume
- Familiarize yourself with career resources available at UTSA
- Register on Handshake
- Build LinkedIn profile
- Purchase a suit and other business professional clothing
- Consider what work experience (internships) to pursue
- Apply for Fall and Spring internships

### Step 2: Reflection (early Fall 2017)

- Review personal strengths, abilities, and interests
- Consider what positions would be of interest
- Consider what industries would be of interest
- Set personal career goals

### Step 3: Networking (mid Fall 2017 and ongoing)

- Craft elevator speech
- Participate in UTSA networking events
  - Graduate network event Tuesday, September 18
  - All Majors Career Fair Wednesday, September 19
- Attend CSPD Graduate Workshops
  - Job Search Basics
  - Customizing your Resume
  - Personal Branding and Digital Portfolios
- Connect with industry professionals through LinkedIn
- Connect with UTSA and undergrad university alumni
- Join local business organizations

### Step 4: Researching (late Fall 2017)

- Research positions
- Research companies
- Send information requests to LinkedIn connections
- Set up informational interviews

Step 5: Applying (late Fall 2017, early Spring 2018)

- Create job search tracking document
- Establish SMART goals for application target
- Customize resume and cover letter for each position
- Submit 1-3 applications per week

Step 6: Interviewing (Spring 2018)

- Attend CSPD Graduate In-Depth Interviewing workshops
- Participate in mock interviews and workshops
- Prepare answers to common questions
- Practice in front of mirror, video, or friends
- Take notes on interview experiences

Step 7: Negotiating (Spring 2018)

- Set personal priorities in terms of salary, benefits, career path
- Conduct industry research on salaries
- Attend CSPD Graduate Negotiating a Job Offer workshop
- Prepare a list of questions to discuss during negotiation

Step 8: Accepting offer

- Receive offer letter
- Accept offer
- Report information to COB Graduate Services and CSPD
- Haven't reached this point by March 1? Job Search SWAT over Spring Break!

Step 9: Preparing for new career

- Participate in professional development offered by COB and UTSA
- Review wardrobe requirements

Step 10: Celebrate!