

FULL-TIME EMPLOYMENT CHECKLIST

Clemson University Michelin[®] Career Center

When searching for full-time employment, use your time management skills for best results. You can use this checklist to help make the job search easier and to prepare you for your future. Good Luck!

Some things to decide 6 to 9 months prior to graduating:

- What type of industry in which you want to work (such as manufacturing, healthcare, banking, construction, insurance and etc.)
- What area of your field is best for you considering your skills, abilities, and values
- What area of the country in which you want to live. Are you willing to relocate?
- Where you can obtain networking opportunities
- Finalize your resume and have it critiqued at the Michelin[®] Career Center (656-0440), a professor, and/or someone in your field of interest
- Make an appointment for talking with a career counselor to go over job search strategies (656-0440) and/or review various handouts on resumes, job searching, and networking. You can locate this information in our career library located in the Michelin[®] Career Center or at our website: <http://career.clemson.edu>

Some things to do 3 to 6 months prior to graduating

- Fill out your profile and put your updated resume in the career center's online recruiting system, [ClemsonJobLink](#)
- Search [ClemsonJobLink](#) for job postings and on-campus interviewing opportunities daily
- Submit your resume on [ClemsonJobLink](#) and sign up for on-campus interviews—pay special attention to dates and the calendar in [ClemsonJobLink](#)
- Make an appointment for a mock interview at the career center to get feedback on how your interview skills are
- Attend career fairs, various events and employer information sessions
- Research the employers for whom you are most interested in working
- Interview with employers

Some things to do after receiving a job offer

- Make sure you get it in writing and notify all other potential employers that you have accepted an offer from another employer
- At graduation—fill out the salary survey information given to you from the career center. Be as honest and thorough as possible paying special attention to major and salary. This information is kept confidential.

For more information:

- Visit <http://career.clemson.edu>
- Call the career center library for appointments: 864-656-0440
- Call the career center for general information: 864-656-6000