



TEXAS TECH UNIVERSITY

University Career Center™

## CAREER DEVELOPMENT CHECKLIST

This checklist is your guide to the job search process. The activities within each category do not need to be done in order. Just save this checklist to your computer and check them off as you go!

### ONGOING ACTIVITIES

- Find a part-time job (on- or off-campus)
- Join us for various webinars on career development
- Attend UCC fairs and events
- Get involved in student organizations
- Gain volunteer experience
- Periodically check the internet and your social media accounts for comments or photos that could harm your job search
- Note that internet information is cached and can be found even it is removed
- Be aware that many employers will require a drug test

### FIRST YEAR & SOPHOMORE YEARS

- Create your account on Hire Red Raiders, our online job board at [www.hireredraiders.ttu.edu](http://www.hireredraiders.ttu.edu)
- Take the FOCUS and/ or Strong Interest Inventory career assessments
- Visit with a career counselor as you research occupations you may be interested in
- Declare a major
- Start developing a resume

### JUNIOR & SENIOR YEARS

- Schedule a meeting with a career counselor to have your resume critiqued and discuss job search strategies
- Check Hire Red Raiders periodically for job postings in your field of interest
- Find an internship
- Select 3-5 references for job applications and request permission to use them
- Participate in mock interviews with a career counselor
- Research employers
- Create a LinkedIn profile, providing additional information that will not fit on the resume
- Update your resume regularly and keep the most updated version on Hire Red Raiders and LinkedIn
- Order a free credit report from Equifax, Experian, or TransUnion to know your credit status
- Make sure your outgoing voicemail message is professional
- Create or maintain a professional email address to use in correspondence with employers

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**HIREDRAIDERS**