

SENIOR: COMMITMENT

"I do not think there is any other quality so essential to success of any kind as the quality of perseverance. It overcomes almost everything, even nature."

– John D. Rockefeller

1. Make it Happen

- Develop a plan for senior year, including rewards for reaching career milestones.
- Develop a job search schedule for senior year – allotting time each day for job search activities.
- Be proactive. Start early. Stay on track and up-to-date on job market, salary ranges, long-range opportunities, and skills required.
- Learn job offer evaluation and negotiation strategies and skills. Check out <http://www.business.umt.edu/career/Handouts.htm> for tips on evaluating job offers.

2. Take Action

- Research options: current employment trends and changes. Obtain **three letters of recommendation**.
- Take a position of leadership in a campus club or community organization. Contact the Center for Leadership Development to ask about leadership programs. Volunteer. Get involved, develop and hone new skills and meet potential networking contacts and employers.
- Complete another internship. Add new skills and experience to your resume, job search documents, and portfolio.
- Join and become an active member in professional organization related to career pursuits.
- Job search ethics: see <http://www.tcnj.edu/~career/guidance/ethics.htm> for an in-depth discussion about staying honest during the job search process.

3. Network Continually and Job Search Effectively

- Discuss career opportunities and plans with faculty, advisors, mentors, counselors and professionals in the field. Network, Network, Network!
- Select and ask faculty, administrators and current/former employers to act as references; discuss interests, skills, personal strengths as related to the positions being sought.
- Join Missoula Greenhorns Networking Group. Find out more information at <http://www.matr.net/article-25386.html>.
- Complete your Marketing Portfolio of career related projects and electronic Career Portfolio: define your personal "brand." (See the 5P's of Marketing on the Junior Checklist).
- Conduct your self-directed job search, concentrating on networking.
- Stay organized; keep a log of contacts, jobs applied for, interviews, and follow-up activities.
- Career preparation: read about transitioning to career and workplace realities and how to succeed during this transition.
- Attend career and part-time job fairs, networking events, and employer information sessions. Learn as much as you can about as many employers as possible.
- Attend SoBA Career Development workshops, employer panel discussions and recent alum presentations. You'll find the complete schedule for each semester at www.business.umt.edu/career.
- Read and complete the checklist for **Juniors**. Submit your updated resume on-line with Griz eRecruiting. Through this service you are able to participate in on-campus interviews, electronic resume referral system, and access the online job postings for full-time and internship opportunities.
- Remember, a career counselor is available through UM Career Services to assist you if you are having trouble or getting frustrated with your job search process. Make an appointment to review your career search strategy by calling 406.243.2022.
- Read at least one book on the job search process and familiarize yourself with the information available in the Career Resource Library.
- Let your faculty and other mentors, along with the Office of Career Services know that you have successfully found a job. Celebrate that your years of hard work and career preparations have finally paid off. Congratulations!