



JOB & INTERNSHIP CHECKLIST

Preparation and participation are keys to your success. No one said this search was easy. In fact, it's likely to take more time and creativity than you anticipate. Work at it one step at a time ... over time. Commit yourself to the process and remember, we are here to help.

Preparation

- ___ Start a job search notebook or spreadsheet to track all activity with employers.
- ___ Identify personal strengths, skills, and interests. You will communicate these to an employer through your job search correspondence and during an interview.
- ___ Create an outstanding resume and cover letter. Have them critiqued by UCC staff or a professional of your choice.
- ___ Create your ePACK account, www.ncsu.edu/epack.
Employers who hire NC State students for jobs/internships use ePACK.
 - Create or update your profile.
 - Upload your up-to-date resume.
 - Watch the "quick start tutorial."
- ___ Protect your on-line presence by being selective about photos and postings for possible outside viewing. Secure your sites with appropriate privacy settings.
- ___ Research potential employers; know basic products/services and locations before applying or interviewing.
- ___ Prepare for interviews.
 - Review sample interview questions and develop strong answers.
 - Prepare questions to ask employers.
- ___ Assemble supporting documents – unofficial transcript (all students), list of references (graduating students), work sample of a project (if appropriate for your field).
- ___ Select professional interview attire.
- ___ Purchase a professional portfolio (or use a simple dark color folder) to carry your job search documents to an interview or career fair.

Participation

- ___ Use multiple strategies simultaneously – since employers recruit in different ways!
- ___ Check ePACK regularly.
 - Create a job agent and opt for email notification of job/internship matches
 - Apply for posted jobs/internships.
 - Apply for on-campus interviews.
 - Attend employer information sessions.
 - Use the employer directory; contact employers on your own.
- ___ Attend career fairs; these employers hire NC State students for jobs/internships.
- ___ Attend company presentations arranged through your department and student organizations.
- ___ Let faculty, classmates, family, friends, and co-workers know about your search; they may have valuable leads and suggestions.
- ___ Use resources and contacts available through professional and honor societies as well as social organizations.
- ___ Use the helpful search tools and links found on the UCC website. Do not wait for positions to be posted; contact employers of interest directly.
- ___ Apply directly through company websites; it is often required by employers.
- ___ Limit use of general job sites such as careerbuilder and monster. Students report limited success.
- ___ Email thank you notes within 24 hours of interviews or assistance you receive from others.

Our assistance

- ___ UCC website: www.ncsu.edu/career
- ___ Job & Internship Guide: www.ncsu.edu/career/jobinternguide
- ___ Career Counselors (1:1 meeting)
 - Make an appointment, 919.515.2396
 - Come by during drop-in hours M-F, 11am-2pm.
- ___ Career Ambassadors (group presentations)
 - www.ncsu.edu/career/ambassadors/index.php

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