**Standard Grad Interactions with Career Services**

1. **Intake Session**- 60 Minute call
   1. Send completed prework prior
   2. Review prework and Confirm where grad is headed
   3. Discuss how to find target opportunities/companies
   4. Networking overview
   5. Resume/LinkedIn profile review
   6. Homework:
      1. Update resume and LinkedIn.
      2. Watch Nathan Perez presentation in Handshake Career Center Resources
      3. Schedule 30-minute Zoom call with career counselor for session #2
      4. Optional - buy and start reading “The 20-Minute Networking Meeting” by Nathan Perez
      5. Develop Elevator Pitch (Your goals and value in 1 minute or less.)
      6. Get started with Korn Ferry in parallel.
2. **Preparing to Network and Launching Networking** (30 minute Zoom)
   1. Review Resume and LinkedIn profile updates
   2. Review value of networking
   3. How to use LinkedIn to find
      1. Targeted Jobs and Companies
      2. Grads for networking
   4. How to connect with grads
   5. Prioritizing contacts
   6. Asking for the 20-minute zoom/phone call/cup of coffee/drink after work
   7. Scheduling and making the call.
   8. Homework for grad
      1. Add XX 1st grad connections on LinkedIn
      2. Schedule and complete YY networking calls
      3. Schedule 15-30-minute meeting when completed
3. **Azimuth Check** – (Schedule 15-30-minute follow-up Zoom)
   1. Networking progress/issues
   2. Ongoing fine tuning of LinkedIn/resume
   3. Homework
      1. ongoing networking
      2. project manage network, thank you to those in the process
4. **Interview Prep** – when needed
   1. Schedule 15-30-minute call to project manage interview process
   2. Prep for interviews –
      1. Virtual and in person
5. **Review and negotiate offers** – as needed
6. **Job Fairs** – SACC, Corporate Gray,
   1. Advance Prep
   2. Day of
   3. Follow-up

**References, Tip Sheets and Training Material**

1. **Books to read if you are not sure what’s next**
   1. Designing Your Life, Burnett and Evans
   2. What Color is Your Parachute -Richard Bolles – updated annually
   3. So Good they Can’t Ignore you – Cal Newport
   4. Mission Transition – Matt Louis ‘91
2. **Finding target opportunities/companies (but Don’t apply) Network with grads at these companies**
   1. Clearancejobs.com (if clearance is currently active)
   2. USAJobs (for federal government jobs)
   3. LinkedIn
   4. Glassdoor
   5. Indeed
   6. ExecThread (Director level and above jobs)
   7. Carmen.co (Uses AI to grade your resume versus a specific job)
3. **Preparing to Network**
   1. Resume Prep - See -Resume Writing Guide & Samples in Handshake Resource Library
   2. How to use LinkedIn to find fellow grads by company, class, location for networking, connecting and prioritizing – See Handshake Resources – Educational videos - Advanced LinkedIn Searching
   3. Customizing your LinkedIn Profile URL - Handshake, Career Center. Resources
   4. Networking Tips - Handshake, Career Center. Resources
   5. Nathan Perez presentation – Handshake, Career Center. Resources. Educational Webinar Recordings or buy and read “The 20-Minute Networking Meeting” by Nathan Perez
4. **Networking**
   1. Grad Link <https://sallyport.westpointaog.org/people>
   2. Facebook Pages

USMA Careers & Networking (13K grads in very active discussions) <https://buff.ly/2JABJy3>

Service Academy Business Mastermind (entrepreneurs, Job board) <https://buff.ly/2CwQFxa>

USMA Grads w/ Early Medical Separations <https://www.facebook.com/groups/1189572591184086/>

Do More Together (WPAOG Black/African American Alumni Org) also at <https://www.domore2gether.org/>

Knights Out (USMA LGBTQ page) <https://www.facebook.com/USMAKnightsOut/>

West Pointers in the Arts <https://www.facebook.com/groups/185673118554819/>

USMA Investing <https://www.facebook.com/groups/1251975221487829/>

MacArthur Varsity Club (corps squad) <https://www.athletenetwork.com/cn/MacArthurVarsityClub/>

* 1. LinkedIn Groups
     1. West Point Association of Graduates LI Discussion Group <https://www.linkedin.com/groups/45457/>
     2. Service Academy Society <https://www.linkedin.com/groups/989/>
     3. Eagles' Group (Eagles' Executive Transition Assistance Network) <https://www.linkedin.com/groups/3386723/>

1. **Interview Prep** – when needed - Interview Tip Sheet in Handshake Resource Library
2. **Review and negotiate offers** – as needed
3. **Job Fair Prep** – SACC, Corporate Gray,
   1. Advance Prep in Handshake – Educational Webinar Recordings