

Senior

Career Development Checklist



Search, interview, accept - Success!

- Do one last review of the class checklists.
- Visit the Academic Center for a degree check. Be sure you have not overlooked any graduation requirements.
- Follow-up on graduation Chapel requirements. Meet with the Dean of Students if falling behind.
- Visit the Career Development Office as needed.
- Update your résumé and have it critiqued. (Optimal Resume)
- Review and update your LinkedIn profile.
- Attend the annual LinkedIn Seminar.
- Connect with employers that interest you, watch for job postings and attend hiring events they are hosting.
- Update your OBU Career Portal profile along with a current resume.
- Research job descriptions posted on the OBU Career Portal to find skills that employers seek.
- Identify skills you have that meet employers' needs. Read the job descriptions.
- Prepare for interviews by using the internet, contacts from within the organization, and other resources to research employers and the position for which you are interviewing.
- If considering graduate school, take the appropriate admissions tests.
- Add to your professional wardrobe by attending a JC Penney SuitUp Event.
- Participate in mock interviews to fine tune your interviewing skills.
- Participate in career fairs, networking receptions, employer information sessions, and on-campus interviews.
- Draft a cover letter that can be adapted for a variety of employers and have it critiqued. (Optimal Resume)
- Write letters of inquiry to employers, send follow-up letters, and make phone calls.
- Use your school breaks to conduct prospective informational interviews, Career Fair visits and employer visits.
- Send thank-you letters after each interview.
- Follow up on all applications and keep record of the status of each.
- Go on second interviews. Evaluate job offers and accept one.
- Report all job offers and your acceptance to the OBU Career Development office.