

**NORTH DAKOTA STATE UNIVERSITY
DEPARTMENT OF PSYCHOLOGY**

Job-Search Strategies and Time-Line

JUNIOR YEAR

1. Begin to identify your career interests and preferences. Analyze your skills and values as they relate to potential career choices. Talk with a counselor in the Counseling and Personal Growth Center if you'd like help here.
2. Talk with your advisor about your plans so that he or she can make suggestions.
3. Familiarize yourself with the information in the following handouts available in the wall files outside the Psychology Department Office.
 - "Books on Employment/Careers for Psychology Majors"
 - "Types of Entry level Positions Obtained by Psychology Majors"
 - "Selected Salary Offer Comparisons by Undergraduate Major"
 - "Skills Employers Seek"
 - "Suggested Courses to Develop Skills that Prospective Employers Want"
 - "On-Campus Career/Employment Resources"
4. Review materials on job search suggestions in the Career Center.
5. Make use of the employment/career resources offered by various on-campus offices (see hand-out entitled, "On-Campus Career/Employment Resources for Psychology Majors").
6. Begin gathering information about your occupational options:
 - Read relevant articles in sections 1-4 of Is Psychology the Major for You? (check out from Psychology Department office).
 - Read about various careers in the Occupational Outlook Handbook (check out from Psychology Department office).
 - Develop a list of personal and professional contacts that will enable you to gather information about specific career areas. Conduct informal interviews with these contacts to learn about the nature of the work they do.
7. Work with your faculty advisor to select major, minor, and/or elective courses in areas that are relevant to your career interests. (See handout, "Suggested Courses to Develop Skills that Prospective Employers Want.") Use Psychology Department COOLS to guide your choice of courses. Make tentative plans about when you will take these courses.
8. Investigate opportunities for summer jobs, Cooperative Education (Ceres), Field Experience (see the hand-out), or volunteer work that will give you job-relevant experience.

SUMMER BETWEEN JUNIOR AND SENIOR YEAR

1. Work on further clarifying your career interests and preferences.
2. Continue to conduct informational interviews and begin to make preliminary decisions about career options.

SENIOR YEAR

September:

1. Review/revise/reaffirm your appraisal of your skills, needs, interests, and values as these relate to career choices.
2. Continue to gather information about potential career areas.
3. Enroll in the Field Experience course if you think this would be helpful to you.
4. Consider doing volunteer work that will allow you to develop job-relevant skills.
5. Pick up handouts in the Career Center on writing cover letters and resumes and on job interviewing.
6. Develop a draft copy of your resume. Show it to your advisor and get his/her feedback. Revise your resume accordingly.

October/November:

1. Establish a credentials file at the Career Center, Ceres Hall, Room 211. Request letters of recommendation from appropriate contacts (faculty, past employer, field experience supervisor, etc.) to be kept on file in the Career Center.
2. Develop an off-campus job search strategy. Focus on several career options and establish a list of job leads (derived from a variety of sources: personal/professional contacts, employer directories, want ads, job listing services, etc.).
3. Register for on-campus interviewing and submit resumes for positions that interest you. Research company literature to prepare for interviews for which you have been pre-selected.

December:

1. Continue to develop job leads.
2. Send out cover letters and resumes. Follow up within 10 days with phone calls. Attempt to schedule job interviews during Christmas break for off-campus contacts.
3. Go to interviews as appropriate. Write thank you notes and send within one week after visit.

January-June

1. Attend Career Center Fall or Spring Semester orientation Session for seniors if you have not already done so. (Look for announcements of date/time, which is posted in the Career Center Library, located in Ceres Hall 205.)
2. Enroll in the Field Experience course, if you think this would be helpful to you, if you haven't already done so.
3. Continue your job searching. Remember: assertiveness and perseverance will pay off. Good luck!