

# FOURTH YEAR CHECKLIST

### CONNECT WITH YOUR CAREER COUNSELOR TO...

- Polish your resume, cover letter, and/or graduate school application
- Finalize a job search and networking plan, including targeted informational interviews; target timing is 3–6 months before graduation
- Attend job fairs and participate in on-campus recruiting events
- Schedule a final mock interview or participate in Mock Madness
- Attend a workshop on interviewing and salary negotiation
- Prepare to join the Widener Alumni Association and consider paying it forward to new students

### ON YOUR OWN...

Check out these online resources:

- Complete a final update of your *Inside Track Map*
- For career resources: *MyWidener*
- Check out *salary resources*
- For job searching: *LinkedIn*, *Quad Jobs*, and *Handshake*
- For interview preparation: *Big Interview*

Professional Development:

- Continue to gain experience through a part-time job, volunteering, or an internship
- Prepare for and complete testing and applications for graduate programs
- Compile a list of references
- Build your network through LinkedIn, Widener Alumni, and attending networking events
- Create job search agents on *LinkedIn*, *Handshake*, and other job search engines you are using
- Keep records of your job search and follow up with employers



# 24/7 TECH TOOLS

## START CONNECTING – Job and Internship Search Resources

### Handshake

Students can connect with employers, apply for jobs and internships, and register for university and external professional development events.

### QUADJOBS

Looking for a flexible part-time job opportunity while you're in school? Quadjobs connects students with opportunities communities surrounding campus – and beyond.

### LinkedIn

Manage your professional identity. Build and engage your professional network. Access knowledge insights and opportunities.

## DESIGN YOUR CAREER – Career Exploration Resources

### Focus<sup>2</sup>

Identify your interest themes to uncover potential career paths with this free tool available to all Widener students. Scroll down to access assessment.



WHAT CAN I DO  
WITH THIS MAJOR?

Explore the many career paths within different majors in addition to employers, professional associations, specialized jobs, and graduate programs.

## DEVELOP PROFESSIONAL SKILLS – Professional Branding, Salary Negotiation & Interviewing, and Networking

### Jobscan

Jobscan gives job seekers an instant analysis of how well their resume is tailored for a particular job and how it can be even better optimized for an ATS.

### biginterview

Whether this is your shot to work at your dream company, attend your favorite graduate program, or if you are tired of going on dozens of interviews but never getting job offers, you can use Big Interview to help you prepare and practice industry specific interview strategies and techniques.

### PayScale

Largest on demand salary database to help job seekers understand their earning potential.