



Job Search: General Action-Oriented Timeline

Creating an action-oriented timeline is a great way to organize your job search. To get started, determine the number of weeks/months before you need to start the new job. It's best to start early. It can also be helpful to treat your job search as a job itself. You should set up a work space that has easy access to all your job search materials including a copy of your most recent résumé and a notepad and pen—you never know when a future employer may call you, and you'll want to be as prepared as possible. The following is a recommendation of how to organize your time and break down the job search process into easily manageable segments with specific goals in mind.

First Segment:

1. Determine employment desires.
2. Identify career transition services (Your college alumni office, TurboTAP, Corporate Gray Online).
3. Make a list of friends and colleagues whom you believe would be willing to talk about their experiences in the corporate world.
4. Think about what professional attire you will need to buy for interviews.

Second Segment:

1. Prepare your résumé.
2. Research employment fields.
3. Start informational interviews.
4. Join an association in your field of interest. For example if you're interested in a career in Human Resources, joining the Society for Human Resource Management would be a great way to make connections and talk with others in your field. These associations may also post jobs available only to members.

Third Segment:

1. Contact some placement agencies (Orion International, Recruit Military).

2. Continue informational interviewing.
3. Join another association in your desired career field; network with members.
4. Attend local job fairs and career conferences.
5. Apply to positions and companies of interest.

Final Segment:

1. Follow up on all employment leads.
2. Stay in touch with your contacts and references. If you do obtain a job, be sure to thank your references and keep them abreast of your new employment status.

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