**Getting Started with the Career & Professional Development Center (CPDC)**

### 9 Months Prior to Graduation
- Ensure that your resume is up to date and reviewed by the CPDC.
- Update your Handshake, LinkedIn, and other professional networking profiles.

### 8 Months Prior
- Check your professional attire wardrobe and shop for additional items if needed.
- Practice your elevator speech!
- Attend networking events & job fairs.
- Consult the CPDC’s event calendar to see if they are offering events that can help you!

### 7 Months Prior
- Narrow down your job preferences by exploring candid career, job sites such as Handshake and Indeed, company websites, etc.
- For assistance, schedule a career coaching appointment with the CPDC!

### 6 Months Prior
- Begin applying to jobs. Create cover letters for each job to which you apply.
- Track your job applications using our job application tracker template (on reverse side).
- Schedule an appointment with the CPDC to review cover letters.

### 5 Months Prior
- Prepare for interviews by researching common questions that may be asked. Sample questions are available at iup.edu/career.
- Study the job description for each application. Prepare to speak about your experiences that line up with the job.
- Identify and ask for professional references using the CPDC’s References Handout.

### 4 Months Prior
- Amp up the search efforts!
- Continue to apply for positions, follow up with employers after interviews, and go on site visits.
- Be sure to ask about the decision-making timeline* and begin to consider your options.
- Identify a professional mentor to talk to about your options.

### 3 Months Prior
- Consider your ideal geographic location, job description, potential to move up, salary, etc. for each job offer that you receive and each interview that you go on.
- Research salary data on Glassdoor.com.
- Use the CPDC’s Negotiation handout to prepare for those tough salary discussions.
- Avoid discussing salary before an offer is on the table!

### 2 Months Prior
- Accept your top choice.
- Withdraw any other employment applications or candidacies once you accept a position.
- Begin to make moving arrangements if necessary.
- Inform your references of your progress.
- Inform the IUP CPDC where you have landed!

### 1 Month Prior
- Give notice of leave to places of current employment.

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*Note that this timeline is a general overview. Certain industries may have different timelines. It is best to consult a faculty member in your field or to schedule an appointment with the CPDC if unsure about your job search timeline. Visit our website: iup.edu/career to view career resources for more detailed information.*
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Company</th>
<th>Location</th>
<th>Link to Job Description</th>
<th>App Due Date</th>
<th>Heard Back?</th>
<th>Interview Date, Time, &amp; Location</th>
<th>References Used</th>
<th>Additional Interviews</th>
<th>Job Offer?</th>
<th>Start Date</th>
<th>Salary Offer</th>
<th>Deadline to Decide</th>
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<tbody>
<tr>
<td>Data Analyst</td>
<td>Google</td>
<td>Mtn View, CA</td>
<td>indeed.com/googlejob</td>
<td>11/14/17</td>
<td>12/1/17</td>
<td>12/17/17 9:30 am Zoom</td>
<td>Parvati Rob Sandra</td>
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<td>No</td>
<td></td>
<td></td>
<td></td>
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<td><a href="https://video.mining.com/jobs">https://video.mining.com/jobs</a></td>
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<td>1/3/18</td>
<td>None</td>
<td>Kim Parvati Rob</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reporting Analyst</td>
<td>Creative Werks</td>
<td>Chicago, IL</td>
<td>Indeed.com/reportinganalystjob</td>
<td>11/22/17</td>
<td>11/29/17</td>
<td>1/9/18 2:30 pm Phone: (111-222-3333)</td>
<td>Kim Parvati Rob</td>
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<td>6/1/18</td>
<td>TBD</td>
<td>TBD</td>
<td>3/31/18</td>
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<td>American Cybersystems</td>
<td>Pittsburgh, PA</td>
<td>Monster.com/junioranalystjob</td>
<td>12/1/17</td>
<td>1/24/18</td>
<td>1/31/18 1:00 pm Site Visit (see email)</td>
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<td>40k-42k</td>
<td>TBD</td>
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