



Career Development Center

# Job Search Timeline

*Master's Degree Student in a 2+ Year Program or PhD Student Seeking a Non-Academic Position*

## First Year

### Fall/Winter Quarter

- Register with Beaver Careers to gain access to OSU's on-line job postings, general positions, and on-campus recruiting positions
- Explore career fields and companies that might be of interest to you
- Begin thinking about summer internships or research opportunities - some organizations have mid-fall application deadlines for summer positions so it is important to start this process early
- Attend career fairs, seminars, career panels, and company presentations to gain more information about different fields (calendar of events at [oregonstate.edu/career](http://oregonstate.edu/career))
- Create or update your resume/CV and have it reviewed by Career Development staff during Drop-In Hours, Monday-Thursday, 1-4pm
- Begin networking within your field (talk with professors and people in the industry) and more generally with family, friends, and colleagues
- Join professional associations associated with your field and attend a conference if possible to continue building your network and your experience
- Conduct Informational Interviews to become familiar with professional options in your field
- Meet with a career counselor to begin a conversation about your career plans and preparatory steps

### Spring Quarter

- Begin researching companies and organizations - especially typical job postings, hiring processes, and expectations of applicants
- Apply for summer internships and/or research opportunities if you haven't already
- Attend a seminar about interviewing and set up a mock (practice) interview with a counselor
- If you are having trouble identifying internships or summer research positions that interest you, set up a meeting with a career counselor
- Consider presenting at a conference - oftentimes there are opportunities for speakers, poster presentations, and hosting round table discussions at regional conferences and/or scholarships available to reduce costs



**beaver.careers**

M-F, 8-5 | B008 Kerr Admin | 541-737-4085



Career Development Center

# Job Search Timeline

*Master's Degree Student in a 2+ Year Program or PhD Student Seeking a Non-Academic Position*

## Final Year

### Fall/Winter Quarter

- Check the Career Development calendar for employer presentations, workshops, career panels, & career fairs
- Make sure your resume/CV is up-to-date; Remember to review it every 6 months and get feedback from a career counselor as well as others in your field
- Make a list of faculty members, advisors, and others from whom you are planning to request a letter of recommendation or ask to be a reference; set up meetings with your references to discuss your application process
- Remember that many recruiters hire in the fall so be sure to apply for positions and attend the Fall Career Fair (end of October)
- Meet with a career counselor to review and plan your career search in greater detail
- Continue networking with alumni, faculty, and industry contacts as well as with family and friends
- Conduct informational interviews to learn from people who work in your field
- Set up a mock (practice) interview with a career counselor, discuss effective interviewing strategies
- If you haven't already, join professional organizations in your field

### Spring Quarter

- Continue researching opportunities, organizations, and applying for jobs (in some fields, you may only be starting the job hunt process in the spring)
- Tailor your resume/CV for specific positions and fields based on your research; Remember to have your resume/CV and job search materials checked by a career counselor and others in your field
- If you are having trouble identifying positions that interest you, set up an appointment with a career counselor to strategize
- Schedule additional mock interviews with a counselor or with InterviewStream as necessary
- Continue to attend company presentations, career panels, career fairs, and seminars
- Continue networking (remember that this is typically the most productive and successful way of identifying and obtaining positions)
- Develop strategies and support systems that keep your momentum moving through your job search process!



**beaver.careers**

M-F, 8-5 | B008 Kerr Admin | 541-737-4085