

Graduate Student & Supervisor Job Search Curriculum (8 Month)

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	Graduate Student	Supervisor
September	<ul style="list-style-type: none"> • Big Questions to Discuss: <ul style="list-style-type: none"> ○ What do you want from a job? ○ What do you expect from your career? <ul style="list-style-type: none"> ▪ Aspirations ▪ Non-Negotiables ▪ Geography ▪ Salary ▪ Etc. ○ What are some of your work and personal values? ○ Ask yourself: Do I want to attend TPE (or any other placement conference)? 	<ul style="list-style-type: none"> • Set up flexible meetings/one-on-one schedules with student for the term (year if possible) • Go over expectations/responsibilities of position • Discuss ACPA/NASPA Professional Competencies <ul style="list-style-type: none"> ○ What projects/tasks/experiences can be offered up to the student that will build knowledge/skill in competencies of interest/importance? • Big Questions to Discuss: <ul style="list-style-type: none"> ○ What are your professional goals? ○ What are your personal goals? ○ What are some of your work and personal values? • Set up a plan for student to meet other professionals in different functional areas
October	<ul style="list-style-type: none"> • Continue talking about Big Questions to Discuss (see above) • Look up job descriptions (HigherEdJobs, Inside HigherEd, Student Affairs Jobs, school specific sites, etc.) <ul style="list-style-type: none"> ○ Set up “search agents” and job alerts as necessary 	<ul style="list-style-type: none"> • Continue talking about Big Questions to Discuss (see above) • Help student process through work and personal values • Discuss your experience when you were job searching (positive) and also those things that hindered you in your job search (areas to improve)
November	<ul style="list-style-type: none"> • Update resume • Create/Update LinkedIn Profile • Create a mock cover letter (use a job position you liked from looking up job descriptions form last month) • Big Questions to Discuss: <ul style="list-style-type: none"> ○ Do I want to attend TPE (or any other placement conference)? <ul style="list-style-type: none"> ▪ If so, visit the TPE Website (or other placement conference website) and learn about costs 	<ul style="list-style-type: none"> • Offer your resume as a reference point/example • Help student set up meetings with Career Services or related assistance • Big Questions to Discuss: <ul style="list-style-type: none"> ○ Do you want to attend TPE (or any other placement conference)? <ul style="list-style-type: none"> ▪ If so, help student navigate the process
December	<ul style="list-style-type: none"> • Work on work/life balance while the academic term winds down • Finalize resume • Create/Update LinkedIn Profile 	<ul style="list-style-type: none"> • Offer up tips on how to work on work/life balance and wellness
January	<ul style="list-style-type: none"> • Mock Interview (and specific placement conference interviews) • Begin to apply for jobs as they open up (especially for those on TPE) • Get resume critiqued and edited • Create/Update LinkedIn Profile 	<ul style="list-style-type: none"> • Perform mock interview(s) with student • Send job postings to students
February	<ul style="list-style-type: none"> • Apply to jobs • Create a spread sheet: <ul style="list-style-type: none"> ○ Jobs ○ Application Due Dates ○ Application Status 	<ul style="list-style-type: none"> • Check in with student • Continue sending job postings • Discuss TPE and/or other placement conference expectations, experience, etc.
March	<ul style="list-style-type: none"> • Interview Month (primarily TPE) <ul style="list-style-type: none"> ○ If not interviewing, apply to jobs outside TPE <ul style="list-style-type: none"> ○ Prepare for phone interviews ○ Prepare for on-campus interviews 	<ul style="list-style-type: none"> • Provide job search support to student/check in • Send job postings to student • Talk about any contacts you may have at institutions student is applying at
April	<ul style="list-style-type: none"> • On-campus interviews • Follow-up on interviews • Continue applying to positions 	<ul style="list-style-type: none"> • Check in with student about job search • Continue to provide support and encouragement to student • Remind student that jobs continue to get posted throughout the summer