

Fall Recruitment Checklist

2021 - 2022

Created by the Information School Career Services Office, for iSchool student reference

Fall recruitment preparation starts now!

This list is for incoming and current iSchool students to prepare for Fall recruitment. Advising appointments and access to Handshake will be available to incoming students in Fall.

The Essentials

- ❑ Watch [Fall Recruiting 101 Workshop](#) and review our [Recruitment Policy for Students](#)
- ❑ Set up a complete [Handshake](#) profile ([Getting Started](#) | [Build Profile from Resume](#))
- ❑ Update resume and LinkedIn
 - Reference our [resume templates](#) when crafting your resume
 - Watch our [Standing Out in Resumes and Cover Letters Workshop](#)
 - Watch our [LinkedIn Lab Workshop](#) for tips on creating your LinkedIn
 - Current students* may [schedule an appointment](#) with a career advisor on Handshake; and can receive feedback on their resume and LinkedIn by emailing iCareers@uw.edu
- ❑ Network with iSchool alumni
 - Watch our [Networking for People Who Hate Networking Workshop](#) to learn how to reach out, schedule informational interviews, and connect with professionals
 - Learn [what iSchool alumni are now doing](#) and utilize [LinkedIn to connect with iSchool alumni](#) for informational interviews
 - Sign-up for [Husky Landing](#), a networking tool to connect with UW alumni and mentors
 - Bookmark and sign-up for [Huskies@Work](#) in Fall when applications open to be matched with a UW alumni
 - See the end of this document for more networking and recruitment events to bookmark and sign-up for

*Advising appointments and feedback requests will be available to incoming students in Fall

What else can I do to prepare?

- ❑ Practice interviewing and storytelling
 - Learn the [STAR Method](#) and craft an [elevator pitch](#)
 - Watch our [Virtual and Technical Interviewing Workshop](#)
 - Watch our [Technical Interview Prep Panel](#) if preparing for whiteboard and/or technical interviews

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- Practice answering [common interview questions](#) using the STAR Method
- ❑ Start applying to jobs and internships (many internship applications open during the summer)
 - Organize your job and internship search with our [Job Search Tracker](#)
 - Check that you are tailoring your resume with keywords from the job description using [Resume Worded](#) (sign in with Google using your UW email)
 - Suggestions for places to begin applying:
 - Prioritize the company/organization's own internship/career website, many only post internship program opportunities there
 - [UW Handshake](#)** (please note that incoming students will all have access by Fall)
 - [LinkedIn](#) (remember to update your LinkedIn profile!)
 - [Internships.com](#)
 - [BuiltinSeattle](#) (focused on small-medium sized companies in 'tech hub' cities)
 - For more job boards, check our [List of Job Boards](#)

**Access to Handshake will be available to incoming students in Fall

- ❑ Bookmark these pages and mark your calendars for networking and recruitment events
 - Check the [UW Career & Internship Center events](#) for career fair dates
 - Watch our [Virtual Career Fair Prep Workshop](#)
 - Check the [iSchool Events Calendar](#) for iSchool career events
 - Early Winter quarter - Sign-up for the iMentorship (for senior INFO & 2nd year MSIM) and iStamp (for MLIS) to be matched with an iSchool alumni