

Job Readiness Checklist for New Graduates

1. Self-Assessment & Career Goals

- ☐ Identify target roles by researching industries, functions, and career levels of interest.
- ☐ Assess current skills against entry-level job requirements and identify gaps.
- ☐ Define short-term career goals (e.g., internships, first role, certifications).
- ☐ Reflect on academic projects, internships, or volunteer work that demonstrate career interests.

2. Resume & LinkedIn Profile

- ☐ Develop a tailored one-page resume that highlights academic achievements, projects, and internships.
- ☐ Emphasize transferable skills such as teamwork, communication, and problem-solving.
- ☐ Optimize LinkedIn: Create a compelling headline and summary showcasing potential and interests.
- ☐ Request recommendations from professors, mentors, or supervisors of internships.

3. Skills Development

- ☐ Review job postings to identify core skills and technologies for entry-level roles.
- ☐ Complete online courses, certifications, or bootcamps to build foundational skills.
- ☐ Develop a portfolio with class projects, GitHub contributions, or freelance work.
- ☐ Focus on enhancing soft skills such as adaptability, communication, and time management.

4. Networking & Personal Branding

- ☐ Attend career fairs, university alumni events, and industry meetups.
- ☐ Request informational interviews with professionals in your desired field.
- ☐ Join LinkedIn and student professional associations relevant to your industry.
- ☐ Post about projects, coursework, or achievements to demonstrate enthusiasm and initiative.

5. Application Strategy

- ☐ Apply to internships and entry-level positions with tailored resumes and cover letters.
- ☐ Track applications in a spreadsheet to manage deadlines and follow-ups.
- ☐ Seek employee referrals from alumni and professional contacts.
- ☐ Set weekly goals for applications submitted and networking activities.

6. Interview Preparation

- ☐ Research the company's mission, values, and products.
- ☐ Practice STAR (Situation, Task, Action, Result) stories using academic or internship experiences.
- ☐ Prepare answers for common behavioral questions (e.g., teamwork, challenges).
- ☐ Practice technical/role-specific questions using online resources.
- ☐ Conduct mock interviews with career services or peers. We have volunteers at the ISC2 Chapter that can help with conducting a mock interview.
- ☐ Do a 5 minute presentation Infront of ISC Chapter members

7. Job Offer & Negotiation

- ☐ Research typical entry-level salaries on Glassdoor, Payscale, and Levels.fyi.
- ☐ Evaluate benefits such as health insurance, vacation time, and growth opportunities.
- ☐ Practice polite negotiation for salary or signing bonuses, if possible.
- ☐ Focus on roles offering strong mentorship, training, and growth.

8. Continuous Career Growth

- ☐ Update resume and LinkedIn regularly as you gain experience.
- ☐ Seek out mentors to guide your career development.
- ☐ Continue learning through certifications and workshops.
- ☐ Reflect annually on career goals and progress.