

# Career Services

The earlier you start these steps, the better prepared you will be to find a job! We have resources to help you with all of these steps, so schedule an appointment and get a conversation started!!

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## **IDENTIFY YOUR PLAN:**

- What type of opportunity are you looking for? (Full Time, Part Time, Internship)
- Do you have a resume? If yes, has it been updated recently? If not, schedule a Career Services appointment ASAP!

## **TAKE STEPS TO AVOID POSSIBLE OBSTACLES TO EMPLOYMENT:**

- Voicemail Greetings** – Setup a professional greeting and make sure your inbox is not full, so employers know who they're calling and can leave a message.
- Professional References** – Request instructors/supervisors as professional references and create a document listing 2-3 with relationship and contact info.
- Social Media Accounts** – Adjust your privacy settings and monitor content posted by both you and friends – Facebook, Instagram, Twitter, Snap Chat, etc.
- Drug Testing** – All technical industries drug test! Companies are moving from the standard 30-day urine sample test to the 90-day hair follicle test.
- Driver's License** – Get your license ASAP and know your driving record! Go to [www.massrmv.com](http://www.massrmv.com) to obtain a copy and take steps to reduce points, if needed. *A license and clean driving record is essential for employment if in Automotive, Electrical, & HVAC&R. If you are in other programs, a license and car will expand the employment opportunities you can consider.*
- Background/CORI Checks** – Many employers do background checks. Have you ever been arrested? If yes, check ASAP to see if you have an open case, seek advice to understand your CORI rights, and take steps within your control to limit any impact on your employability. Schedule a Career Services appointment to get advice and be directed to resources, like <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/> and <http://www.masslegalhelp.org/cori>.

**BRING THIS CHECKLIST TO YOUR 1<sup>st</sup> CAREER SERVICES APPOINTMENT**