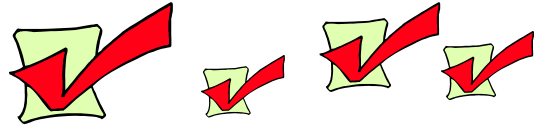


SENIOR CHECKLIST



To ensure that your senior year is exciting and fun, complete all the activities listed on the checklist below that are related to graduation and to your transition to the career or graduate school of your choice.

ACADEMIC and GRADUATION REQUIREMENTS

- Sign up for graduation in Registrar's Office.
- Go to GU Express and complete an Academic Evaluation for your major to ensure you meet course requirements and double check your transcript. Complete "Repeat Course Form" in Registrar's Office if necessary.
- Meet with advisor to review your transcript and make sure you meet all requirements for graduation.
- If you have a student loan, meet with Financial Aid Office to complete an exit interview. This is a federal requirement.
- Contact Finance Office to make sure your accounts are in good standing.
- Order a student copy of your college transcript.
- Return library books and pay any outstanding fines.
- Attend Senior Salute.
- Order your cap and gown.



CAREER REQUIREMENTS

- Complete Senior Registration in Career Development and Employment Services (CDES) to receive targeted career and employment emails/notices, free career/employment magazine (valued at over \$20.00), and become eligible to win prize drawings throughout the year.
- Pay particular attention to all bulletins, post cards, emails, and phone calls from CDES as they will contain important information to help you find employment.
- Write a professional resume and cover letter with the assistance of a CDES counselor. There are a lot of good resumes and cover letters out there. The CDES staff can make good resumes great.
- Participate in the fall Graduate and Professional School Fair as well as local and regional job fairs in both the fall and spring.
- Develop professional interviewing skills by completing an interview assessment and videotaped mock interview with the CDES staff.
- Get assistance completing professional and graduate school applications, personal statements, and essays.
- Check out the resources available through the CDES web site (www.gannon.edu/depts/cdes) and career library.
- Check with The Center for Experiential Education (EXED) (www.gannon.edu/depts/exed) for potential internship and co-op opportunities in your senior year.
- Work with a CDES career counselor to develop an effective career or graduate school plan for your senior year --- learn about job opportunities/employers, salaries, hiring trends, graduate school testing dates, visit potential graduate schools, research available scholarships, and know application deadlines.
- Identify potential people to serve as professional references and ask their permission to use their name.
- Begin networking with faculty, family, friends, relatives, former employers, and neighbors about career and employment information.
- Six months before graduation, complete your online Job Locator System (JLS) application at www.gannon.edu/depts/cdes/jls.asp and submit an approved resume. JLS is a free resume referral service in which we will send your resume to employers looking for a candidate like you.
- Watch for On Campus Recruiting opportunities and sign up to interview with participating employers.