

# Panther Recruiting: After the Orientation

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## What should I be doing now?

### Get your transcript sent to Career Services

- You received a blue transcript release form during your orientation. Fill it out and take it, along with \$5, to the Records office (Located at 1220 Old Main, or call 581-3511)

### Upload a Resume

- See “The Basics” instructions.

### Get 3-5 Letters of Recommendation from your professors and employers

- Bring your completed letters of recommendation to Career Services yourself, or have your employer or professor send the document to the office in the mail.

### Edit your Profile information on your E-Recruiting account

- Don't forget to keep your profile up-to-date!
  - Employers may search the database for candidates that fit certain criteria—the criteria you fill out in your profile. If your profile is not up-to-date it will be more difficult for potential employers to see you and you become less marketable.

### Job search!

- See “The Job Search” instructions

### Check for On-Campus Interviews

- Do any of the jobs you are interested in have on-campus interviews? See “The Job Search” instructions for information about how to sign up for one!

### Did you find a job you're interested in? Find out what you need to submit to apply for that job.

- Research the company to learn more about them
- If the position requires an application form, fill it out!
- Upload your cover letter for that specific job
- Don't just wait for a response! Follow up with the employer and see how the application process is moving.

### Need any help?

- If you have any questions, call Career Services at 217-581-2412.