

Graduate Career Services

The Graduate School and Division of Student Affairs

#IrishReady Checklist



Check the checkbox with a when a task is completed.

I have viewed the GCS website (gradcareers.nd.edu).

ENGAGE

I have completed a self-assessment of my professional skills and abilities.

I have outlined my career, professional, and personal goals.

I have created a FULL profile on LinkedIn and invited people to connect with me.

I have had a professional head shot taken and have uploaded to social media (LinkedIn, Research Gate, etc.).

I have registered on Go IRISH and have updated my profile information.

I have created a CV and have had it reviewed by my Graduate Career Consultant.

DEVELOP

I have created a resume and have had it reviewed by my Graduate Career Consultant.

I have created a cover letter and have had it reviewed by my Graduate Career Consultant.

My professional documents have been uploaded to the Go IRISH system.

I have had my LinkedIn profile reviewed by my Graduate Career Consultant.

I have reviewed and updated my social media profiles and have eliminated any content that may affect my professional brand.

I have joined professional organizations and have become an active member through initiating internal and external networking opportunities.

I have found leadership and service opportunities within my department, college, and/or the greater Notre Dame community.

EMPOWER

I have created a system for keeping track of my contacts, interviews, job sites and other job-search activities so that I can remember who I talked to, emailed, phoned and followed up with (maybe a Word doc, Excel, Google calendar, etc.).

I have developed a list of people who have jobs or work in organizations that I like and am conducting informational interviews with them.

I have identified and reached out to potential networking contacts through ND Alumni on LinkedIn and IrishCompass.

I have identified potential references and have specifically asked permission to use them as such.

I have attended at least one 3MT Qualifying event as a spectator and/or I have participated in at least one 3MT event.

I have conducted a practice interview with my Graduate Career Consultant and/or someone from my department.

I have determined my value and calculated my salary expectations.