**Agenda**

**Welcome**
Terri Burnett, Assistant Director, Career Services

**Additional Comments**
Patricia Komuniecki, Vice Provost for Graduate Studies, and, Dean, College of Graduate Studies

**Panel members’ introductions**
- Michael Dowd, Associate Professor and Chair, Department of Economics
- Rupali Chandar, Assistant Professor, Department of Astronomy
- Jean Baker, Assistant Director, Career Services
- Jim Lee, UT Alum, Displaced worker and job seeker
- Peter Thomas, Interim Senior Director, International Student Services and Director of Immigration Services

**Discussion**
The panelists will make a few key points about various job search topics (see list on right), followed by the opportunity to present questions verbally or via note cards.

**Networking**
Panelists will be available for networking or questions for a short time immediately following the program.

**Notes**
Please be sure to complete your evaluation before leaving.

Much of the basic information presented can be found in Career Services’ Career Guide, located on each table. Also, at the end of the booklet is a place for notes.

**Topics**

**The Job Search**
- Preparation – understanding yourself and skills
- The resume or curriculum vitae
- Timeline
- Effective job search strategies
- Networking
- Resources
- Business protocol
- Marketing your skills
- Internet social networking
- Differences in academic search
- International Students – Visas etc.

**The Interview**
- Preparation
- Before the interview
- Interview tips
- Types of interviews
- Dress and nonverbal behavior
- Common questions asked by employers
- Questions you can ask
- After the interview

**The Job Offer**
- The offer
- Negotiating salary
- Benefits
- What should you consider
- Responding to an offer
- Accepting or declining an offer

**Considerations & Potential Challenges**
- Realistic expectations
- Financial
- Back up plans - alternatives
- Relocation: Looking beyond Northwest Ohio
- Family and dual professional careers
- Gaps or lack of relevant experience in work history
- Challenges for International Students