Important Senior Information

Graduation Requirements

Students must earn the correct number of credits in each category to graduate. Student must earn 25 credits overall or 24 credits for Vo-Tech students. Categories include:

English (4) Social Studies (4, 3 for Vo-Tech) Math (3) Science (3) Wellness Ed (4) Freshmen Seminar (1) Humanity (1) Electives (5)

Important Dates for Seniors

- Thursday, October 19, 2023 ASVAB test for interested seniors who need to retake the exam, sign up with Mrs. Donovan in the School Counseling Office to participate (Periods 1-4)
- <u>Tuesday, October 31, 2023</u> ACT Test at THS, deadline to apply online is 9/7/23. Saturday test dates at other locations can be found online (www.act.org)
- <u>Tuesday, November 7, 2023</u> Financial Aid Night in THS auditorium at 6pm (\$250 scholarship given to one senior student)
- Wednesday, November 15, 2023 College in the High School application deadline
- TBD in December FAFSA Completion Night (more information will be provided at a later date)
- January 2024 Scholarship booklet is released
- Wednesday, March 6, 2024 SAT Test at THS during the school day (no Saturday test date at THS)
- Monday, April 15, 2024 Most local scholarships are due (unless otherwise stated)
- <u>Wednesday, May 1, 2024</u> Deadline to file FAFSA form to be eligible to received PHEAA grants (studentaid.gov) Please note that some schools may have an earlier deadline
- Thursday, May 2, 2024 Career Day
- Tuesday, May 21, 2024 Seniors' last day
 - If you are in danger of not passing/graduating, you will be expected to work during the last 10 days of school to make up/complete work
 - o If you are not passing your courses to graduate by this date, you are in jeopardy of not participating in the senior banquet and graduation (can still earn diploma)
- <u>Tuesday, May 28 Friday, May 31, 2024</u> Tentative finals week (you will come in for scheduled finals)
- Thursday, May 30, 2024 Vo-Tech graduation at 12:30pm*
- Thursday, May 30, 2024 Senior Academic Awards at 5pm*
- Thursday, May 30, 2024 Athletic Awards at 6pm*
- <u>Tuesday</u>, <u>June 4</u>, <u>2024</u> Graduation Practice at 7:55am*
- <u>Tuesday, June 4, 2024</u> –Senior Banquet at 6pm*
- Thursday, June 6, 2024 Baccalaureate at 7pm*
- <u>Friday, June 7, 2024</u> GRADUATION AT 7pm!

*Date is tentative, and further information will be provided in the future

- Make sure you check college application due dates, some majors may have different deadlines
- November 1 is often the deadline for most schools for Early Admission/Early Decision

- Check SAT & ACT registration dates (listed in packet)
 - Remember you must have a photo ID and admission ticket with you to be admitted
 - o If you don't have a photo ID, please see Mrs. Donovan in the School Counseling office in advance, and she will make one for you
 - Take a calculator and a #2 pencil (no mechanical pencils)
 - Snacks and drinks are permitted during break times
 - o ACT www.act.org
 - o SAT www.collegeboard.com
 - o SAT practice khanacademy.org, can be linked with PSAT test results for personalized practice
- Letters of reference/recommendation Complete form with Mr. Albright, and it will be stored in a binder
 - o College applications, scholarship, employment, organization
 - Students are expected to request recommendation a minimum of 2 weeks prior to the date that the recommendation is needed
 - o You can get a copy of the personal data sheet you filled out to give to the person writing the recommendation, sheets can be updated as often as necessary
 - Be sure to notify Mrs. Donovan if your letters are to be sent with your high school transcripts, college applications, or scholarship applications
- Transcript requests See Mrs. Donovan to complete transcript request release to send transcripts to future schools (if under 18, need parent signature)
- Final transcript requests For students furthering their education, final transcripts <u>MUST</u> be requested by the last day of school and approved by student signature (signs ups toward end of year)
- Future requests for transcript or diplomas, contact Mrs. Donovan

Senior Interviews

Mr. Albright will meet with students to discuss graduation requirements, post-high school plans, financial aid, etc. during the fall months. A letter will be sent home to your parent(s)/guardian(s) summarizing the information discussed.

Senior Mock Interviews

- November 16th, 2023 in the morning from 8-11am, students will participate in one of three interview waves (8-9am, 9-10am, 10-11am)
- Students who have English class in the afternoon will have interviews in the morning
- Each student will complete **TWO** interviews
- Mock interviews will be held with two local employers, and they may or may not be related to your career goal
- Students will submit a resume, cover letter, and application to their English teacher
- There will need to be 3 copies of each, in three packets paper clipped together
- The interview will be included as a grade for Q2 senior English classes
- Dress appropriately for an interview (you will be graded on appearance!)
 - o Ladies: dress pants or skirt with a nice shirt, dresses are also appropriate
 - o Gentlemen: dress pants and dress shirt with or without a tie
 - If having appropriate clothing to wear is an issue, please let Mr. Albright know ASAP

Career Information Websites

- www.careercruising.com Career information, scholarship and college search used in classroom presentations
- www.march2success.com Practice ASVAB, military info, practice SAT and ACT, career information, college search
- www.jobgateway.pa.gov Virtual job shadows
- www.educationplanner.com career information, scholarship and college search

College Applications

Make sure you meet the deadlines for the college and major (certain majors may have earlier deadlines)

4 Year Colleges look at:

2 year Colleges look at:

Cumulative GPA

Cumulative GPA

Class Rank

High School Curriculum

SAT or ACT Score High School Curriculum

Extracurricular Activities

- If you need a recommendation letter, give the person writing it a couple of weeks to complete it (more info above)
- Students should apply to 3-4 postsecondary options with one of those being a "safe" school that is affordable along with their "dream" school
- Final decisions about which school you will attend don't need to be made until May, unless noted elsewhere
- The high school code is 394-820 (also may be referred to as CEEB code)
- Students are permitted to meet with postsecondary representatives who come to the school, listen to the
 announcements to hear about these opportunities and make sure you get a slip signed by your teacher to
 attend
- Students can use up to 3 trip forms to visit postsecondary schools, and make sure to use a trip form submitted to Mr. Knapp at least 3 days prior to your visit
- Research your schools to see when they have an open house to visit, and some will waive application fees
- It is a good idea to take an unofficial copy of your transcript with you to discuss with an admission counselor

Scholarships

- www.careercruising.com
- www.fastweb.com
- Local scholarship booklet in School Counseling Office, new booklet is passed out in January 2019
- Some unique scholarships will be lying on the School Counseling Office counter
- Listen to announcements and check email to hear about additional scholarships
- Make sure you meet all scholarship deadlines (typically around April 15th)
- Write an appropriate thank you note to people who grant you a scholarship

Military Academy Deadlines

- There are early deadlines for students who plan to apply to one of the 4 military academies
- Recommendations need to be requested from Congressman Mike Kelly
- Please see Mr. Albright if you need further assistance

Selective Service

- Almost all male U.S. citizens and male immigrants, who are 18 through 25, are required to register with Selective Service
- Visit https://www.sss.gov/ to register
- The law says men must register with Selective Service within 30 days of their 18th birthday
- It's important to know that even though a man is registered, he will not automatically be inducted into the military
- Registering with Selective Service does not mean you are joining the military
- Registering online requires a valid social security number

NCAA Clearinghouse and NAIA

- Student athletes that want to participate at the Division I or II level must register at www.eligibilitycenter.org,
 or playnaia.org for NAIA participating schools
- Go to Perspective Student-Athletes
- Cost is \$80 for either one, see Mr. Albright for a fee waiver if you qualify for free/reduced lunch
- You must meet a minimal GPA calculated on their scale, take approved core course requirements, and meet testing score requirements to be eligible to participate as a freshman.
- See Mr. Albright and your coach for further details
- Students also must complete a survey about their participation in sports on the web site

Attendance and Grades

- Remember attendance is a key factor to passing courses, make sure you are here every day on time
- If you are struggling with a class, make sure you seek assistance from your teacher during DL or after school and/or see Mr. Albright

Have a great senior year!

THE COLLEGE APPLICATION

The college application is a complex process that requires a lot of planning, time, and effort. This guide is all about prepping you to control the college application process and find the scholarships and aid you need. Doing so requires a deep understanding of the elements of the college application, what matters in a college application, and how to present yourself to schools.

College Application Timeline

Senior Fall

- 1) Meet with your high school counselor. Schedule a meeting with your college counselor (or CAP advisor) to go over your working college list and the college application process.
- 2) Finalize SAT/SAT Subject/ ACT Tests. By senior fall, you should be finishing up standardized tests. Make sure to check the standardized test submission guidelines for each college. Certain schools require tests that others don't!
- 3) College application. Work on completing your college applications during senior fall. Deadlines are sometimes as early as October.
- 4) Finalize letters of recommendation. Teachers are busy, especially during college admissions season, so ask teachers early in the school year. Make sure to follow up with your recommenders so that the letters are submitted on time.
- 5) Apply to financial aid. During senior fall, you should start applying for financial aid.
- 6) Interview for early admissions (if applicable). Some schools offer interviews on campus or with alumni after applications are submitted. Sometimes the interviews are optional, although many schools now make this a requirement. This is a great chance to learn more about the college and make a good impression.
- 7) Apply for scholarships. Some scholarships have early deadlines. Find out which scholarships you are eligible for and apply for them.

Senior Spring

- 1) Interviews for regular admissions.
- 2) Send an update letter to colleges (if applicable). A lot might happen between when you submit your college application and when colleges let you know of their admissions decision. An update letter is one way to update colleges on what you've done and what has happened since you've submitted your application.
- 3) Apply to scholarships. While you wait for college admissions results, you shouldn't let "senioritis" hit quite yet. Even if you get into the college of your dreams, you need to be able to afford it. There are literally thousands of scholarships for high school seniors to serve that exact purpose. Apply for scholarships on your list from the fall and continue using websites with lists of scholarships.

The College Essay

Hey you! Yeah, you! You can write an amazing college essay (or essays) and it only takes being yourself and a bit of time and thought. In reality, this is one of the most dreaded parts of the college application process, but it doesn't have to be. In fact, the writing process can be an intellectually and personally meaningful experience. It is an opportunity to reflect on how far you've come and on where you would like to go next.

Keep these few things in mind:

- The essay is the first opportunity for the admissions committee to hear from, and not hear about, you. That's exciting. Colleges don't admit a list of accomplishments; they admit human beings. This is your chance to put the 'human' into the rest of your application and show admissions officers a bit more about yourself.
- Unlike other parts of the application (transcripts, test scores, extracurriculars) that are set in stone by the time you get around to applying, you can tweak and improve the essay right up to the deadline.
- You are the world's foremost expert on the subject of the essay: you!
- Stay humble. Avoid drawing easy conclusions and forcing "satisfying" conclusions. You will likely have many different and complex feelings, questions and thoughts about the subject of your essay. Keep an optimistic outlook, but your essay need not resolve these tensions in one grand epiphany. The conclusion you reach is less important than the thinking your thinking that led to it.

The college essay is used by admissions departments primarily for three reasons:

- 1) To evaluate students' writing ability, with specific focus on developing a logical and coherent essay structure with persuasive and well-written sentences.
- 2) To learn more about the student through the topic and content of the essay.
- 3) To see what the student would contribute to the college's student body.
 - *While there are many ways to write a successful college essay, each essay should engage with all of the three areas above.

The Review

- 1) <u>Use a spelling and grammar check</u>. Most word processors like Microsoft Word have features to review spelling and grammar.
- 2) <u>Have the computer read the essay back</u>. Most computers have a feature of 'text-to-speech' with which the computer can read an essay to the student. This is an excellent way to catch errors and improve the flow of the essay. As an alternative strategy, read the essay to yourself or to someone else.
- 3) <u>Print-and-review</u>. It can be helpful to print out the essay to make hand-written edits. Having a hard-copy of your paper can be great to read while on the bus, subway, or anytime that you have 5 minutes to review. Just make sure to recycle all of that paper when you're done!
- 4) <u>Teacher and counselor review</u>. Once you are satisfied with the essay, feedback from teachers and/or counselors can be helpful. Feedback from people you trust, who know you well, can significantly improve your essay.

PREPARING FOR COLLEGE: SENIOR CHECKLIST

AUGUST-SEPTEMBER

- Register for the SAT and/or ACT if you didn't take a college entrance exam as a junior or want to take one again. Remember: Your counselor can help with fee waivers.
- Take a look at some college applications. Make note of all the pieces of information you will need to compile.
- Check with your school counselor to make sure you are on track to graduate and fulfill college admission requirements.
- ✓ Take every opportunity to get to know colleges. Meet with college representatives who visit your school, attend local college fairs, and visit campuses.
- ✓ Narrow down your list of colleges. Collect information about the application and financial aid process at each school.
- Create a checklist and calendar to keep track of standardized test dates, college application due dates, and financial aid deadlines. Make note of the other materials, such as recommendations or essays, you'll need to complete your applications.

OCTOBER

- File your Free Application for Federal Student Aid (FAFSA) as soon as possible when it opens. In addition to determining your eligibility for federal funds, many colleges and states use the form when distributing grants, so don't delay. Watch the mail for your Student Aid Report (SAR)—it should arrive four weeks after the FAFSA is filed. **Delayed** until December for this year only. More info to come.
- ✓ Some colleges will have deadlines (rolling, priority, early decision, and early action) as early as this month.
- ✓ If you cannot afford the application fees that many colleges charge, ask your counselor to help you request a fee waiver.
- ✓ Finalize your college essay. Many schools will require that you submit at least one essay with your application.
- Request personal recommendations from teachers, school counselors, or employers.
- Research scholarships. Ask your counselor, your colleges, and local religious and civic groups about scholarship opportunities. You should *never* pay for scholarship information.

NOVEMBER-DECEMBER

- Finalize and send any early decision or early action applications due this month. Have a parent, teacher, counselor, or other adult review the application before it is submitted.
- ✓ Every college will require a copy of your transcript from your high school. Follow your school's procedure for sending transcripts.
- Make sure testing companies have sent your scores directly to the colleges to which you are applying.
- ✓ Begin to organize regular decision applications and financial aid forms, which will be due in January and/or February.
- ✓ If needed, register for the March SAT or try to find an earlier date to take it at another location.
- Many popular and selective colleges will have application deadlines as early as Jan. 1.
 Others have deadlines later in January and February.
- ✓ If necessary, register for the December or February ACT at another location (some colleges will be able to consider it).
- ✓ In January, ask your guidance office to send first semester transcripts to schools where you applied. At the end of the school year, they will need to send final transcripts to the college you will attend.

FEBRUARY-MAY

- ✓ Acceptance letters and financial aid offers will start to arrive. Review your acceptances, compare financial aid packages, and visit your final choices.
- ✓ Don't slack in the classroom. The college you decide to attend will want to see your second semester transcript.
- May 1 is the date when the college you plan to attend requires a commitment and deposit. When you've made your college decision, notify your counselor. Send in your deposit by the postmark date of May 1. If you've been offered financial aid, accept the offer and follow the instructions given. Also notify schools you will not attend of your decision.
- ✓ Request that your final transcript be sent to the college you will be attending.
- ✓ If you are wait-listed by a college you really want to attend, visit, call, and write the admission office to make your interest clear. Ask how you can strengthen your application.

7 Things You Need Before You Fill Out the 2024–25 FAFSA®

If you need financial aid to help you pay for college, you must complete the <u>Free</u> Application for Federal Student Aid (FAFSA®) form. The 2024–25 FAFSA form will be available in Dec. 2023. You should fill it out as soon as possible once it opens at the official government site, studentaid.gov. It'll be easier to complete the FAFSA form if you gather what you need ahead of time. Below is what you'll need to fill it out.

1. Your FSA ID

An FSA ID is a username and password that you can use to log in to certain U.S. Department of Education (ED) websites. Each student, and one parent of each dependent student, will need their own FSA ID to complete the FAFSA process on studentaid.gov. We recommend creating your FSA ID early—even before you're ready to complete the FAFSA form—to avoid delays in the process.

IMPORTANT: Do NOT create an FSA ID on behalf of someone else. That means parents should not create FSA IDs for their children and vice versa. Doing so may result in issues signing and submitting the FAFSA form and could lead to financial aid delays. (Also, it's against the rules to create an FSA ID for someone else.)

To summarize:

- Anyone who plans to fill out the 2024–25 FAFSA form should create an FSA ID as soon as possible.
- If you are required to provide parent information on your FAFSA form, your parent should also create an FSA ID.
- Because your FSA ID is equivalent to your signature, parents and students each need to create their own FSA IDs using their own email address and phone number. Parents should not create an FSA ID for their child and vice versa.
- In some situations, you may need to wait up to three days to use your FSA ID after creating it. If you want to avoid FAFSA delays, create your FSA ID now

2. Your Social Security Number

You can find the number on your Social Security card. If you don't have access to it, and don't know where it is, ask your parent or legal guardian or get a new or replacement Social Security card from the Social Security Administration. If you are not a U.S. citizen, but meet Federal Student Aid's basic eligibility requirements, you'll also need your Alien Registration number.

3. Your Driver's License Number

If you don't have a driver's license, then don't worry about this step.

4. Your 2022 tax records

The FAFSA will require you to report income information from an earlier tax year.

- On the 2024–2025 FAFSA form, you (and your parents, as appropriate) will report your 2022 income information.
- Since you'll probably already have filed your 2022 taxes by the time the FAFSA form launches, you'll be able to import your tax information into the FAFSA form right away using the <u>IRS Data Retrieval Tool (DRT)</u>.
- Not everyone is eligible to use the IRS DRT; and the IRS DRT does not input all the financial information required on the FAFSA form. Therefore, you should have your 2022 tax return and 2022 IRS W-2 available for reference.

The IRS DRT is the fastest, most accurate way to input your tax return information into the FAFSA form. To address security and privacy concerns related to the IRS DRT, the tax return information you transfer from the IRS will not be displayed on fafsa.gov or the IRS DRT web page. Instead, you'll see "Transferred from the IRS" in the appropriate fields on fafsa.gov.

- You cannot use your 2023 tax information. We understand that for some families, 2022 income doesn't accurately reflect your current financial situation. If you have experienced a reduction in income since the 2022 tax year, you should complete the FAFSA form with the info it asks for (2022), and then contact each of the schools to which you're applying to explain and document the change in income. They have the ability to assess your situation and make adjustments to your FAFSA form if warranted.
- You cannot update your 2024–25 FAFSA form with your 2023 tax information after filing 2023 taxes. 2022 information is what's required. No updates necessary; no updates allowed.

5. Records of your untaxed income

The FAFSA questions about untaxed income may or may not apply to you; they include things like child support received, interest income, and veterans' noneducation benefits. On the 2024–25 FAFSA form, you'll report 2022 tax or calendar year information when asked these questions. Find specific details for parents and students.

6. Records of your assets (money)

This section includes savings and checking account balances, as well as the value of investments such as stocks and bonds and real estate (but not the home in which your family lives). You should report the current amounts as of the date you sign the FAFSA form, rather than reporting the 2022 tax year amounts.

Note: Misreporting the value of investments is a common FAFSA mistake. Please carefully review what is and is not considered a student investment and parent investment to make sure you don't over- or under-report. You may be surprised by what can (and cannot) be excluded.

7. List of the school(s) you are interested in attending

Be sure to add any college you're considering, even if you haven't applied or been accepted yet.

- Even if there is only a slight chance you'll apply to a college, list the school on your FAFSA form. You can always
 remove schools later if you decide not to apply, but if you wait to add a school, you could miss out on first-come, firstserved financial aid.
- The schools you list on your FAFSA form will automatically receive your FAFSA results electronically. They will use your FAFSA information to determine the types and amounts of financial aid you may receive.
- If you add a school to your FAFSA form and later decide not to apply for admission to that school, that's OK! The school likely won't offer you aid until you've been accepted anyway.
- You can list up to 20 schools at a time on your FAFSA form.

TIP: There is a link from the FAFSA page to quickly apply for state aid once you complete the FAFSA.

FAFSA completion night will be held in the THS Library on a TBD evening in

December. Assistance will be provided for completing your FAFSA. It is best if you have your FSA ID prior to attending this night, but it is not a requirement.

There are several changes to the FAFSA this year to make completion quicker and easier. This is why the release has been delayed from October 1 to December. Updates will be provided as more information is known.

Check out studentaid.gov for more information.

Job Search Tips for High School Students

When you're in high school and haven't worked much or at all, it can be hard to find a job. In fact, teenagers have a really high unemployment rate. However, if you're a high school student looking for a job, there are things you can do to help yourself get hired and get your application noticed.

Don't Be Shy. Tell everyone you know you are looking for a job. Many jobs aren't advertised, and you may be able to get a good job lead from a friend or family member. The more people you tell, the better your chances of finding a job. Also, try stopping in at local businesses, and ask if they are hiring. Your motivation and self-assurance will impress the manager, and might get you an interview.

Start Close to Home. One good way to get experience when you are a high school student is to start by working for friends and neighbors. Babysitting, mowing lawns, landscaping, yard work, shoveling snow, and pet sitting all can be included on your resume. In addition, the people you work for will be able to give you a reference when you apply for other jobs.

Keep an Open Mind. Don't limit yourself to certain types of jobs. This is a tough market for young job seekers, and you may not be able to find a job doing what you want to do. If you need a paycheck, keep an open mind when it comes to what you'll do to earn that paycheck. The more flexibility you have, the more opportunities you'll be able to apply for. Plus, even if the job wasn't your first choice, it may turn out to be better than you expected. Here's a list of job options that students are often hired for to review.

Be Flexible. Be as flexible as possible when it comes to your availability. The more flexible you are, the more likely you are to get a job offer. Also, know when you're available. Bring a list of the hours you can work with you when you apply in person or go an interview.

Consider Volunteering. Even though you won't get a paycheck, volunteering is a great way to add experience to your resume which will help you find a paid position in the future. Check with your high school guidance office and with local non-profit organizations for volunteer opportunities.

Check the Rules. Depending on how old you are, there are only certain jobs you can do and hours you can work. Check the Child Labor Law (you count as a child if you're under 18 when it comes to working) regulations to see how they apply to you. The minimum age you can work at paid non-agricultural employment is 14. If you're 14 or 15, check this list of employers who hire applicants your age.

Acquire working papers. In some states, minors must have employment certificates or permits in order to work. Check with the Department of Labor in your state to see if this is a requirement and for more information.

Clean up your social media pages. If you are active on social media, make sure that your pages represent someone who is responsible and hirable. Hiring managers can and do screen potential employees by observing their online presence. Delete any questionable pictures or text from your social media pages before you begin your job search.

Create a high school resume. A resume isn't just for adults; high school students need a resume too. Providing hiring managers with your resume not only shows that you are serious about obtaining a job, but it also highlights your abilities, education, and experiences. Include your resume when submitting your application for employment.

Secure letters of recommendation or a list of references. Before you begin your job search, be sure to secure references. Ask your teachers, counselors, coaches, etc. if they will be your references or if they would be willing to write letters of recommendation for you. If they agree to be references, let them know that you will be starting the process of searching for a part-time job and that they may be receiving phone calls from hiring managers soon. If

they agree to write letters of recommendation for you, provide them with materials they may need, such as a list of your accomplishments and experiences, your transcript, etc.

Utilize a variety of search methods. When searching for a job, don't put all of your eggs in one basket. Be sure to use an assortment of resources including:

- Online search engines Job search engines, such as monster.com and snagajob.com, are the most convenient ways to search for jobs.
- Social media sites Three of the most common social media sites to utilize when networking for a job are LinkedIn, Twitter, and Facebook.
- Personal contacts Networking is very important during the job search. Let your family, friends, teachers, counselors, mentors, etc. know that you are looking for a part-time job.
- Cold contacts Cold calling companies is a great way to find a part-time job that hasn't been vastly advertised. Telephone, write, or visit employers in your area and inquire about part-time job opportunities.
- Print materials Part-time jobs can be found through print materials, such as flyers and newspaper classified ads.

Apply for many jobs. Don't just apply for a couple of part-time jobs and cross your fingers that you get one. Apply for as many jobs as possible to increase the likelihood of an offer.

Use a professional email address. When filling out job applications, be sure to use a professional email address. Using a cutesy or risqué email address will make you appear immature and prove that your attention to detail is lacking. Save the cutesy email address for personal use among your family and friends, and keep your professional email address simple and straightforward by using a variation of your first, middle, and last name.

Expect an instant interview. If you are filling out or dropping off a job application in person, always be prepared for an instant interview in case the hiring manager can meet with you right away. Dress appropriately and make sure you have practiced answering sample interview questions beforehand. Be sure to bring materials that the hiring manager may need, such as your driver's license, Social Security card, resume, letter of recommendation, or a list of references.

Dress Appropriately. When you are applying in-person for jobs and interviewing, dress appropriately. Use the "Grandma Rule;" if your grandmother would like your interview outfit, you are dressed properly. Here's more on what to wear to a high school job interview or to apply for jobs.

Follow up. You should always follow up when searching for a job. If you meet with a hiring manager in person, be sure to send a thank you note to express your appreciation for the interview. If you submit an online application, you may call after 7-10 days to check on the status of your application.