



What does the Career Center help students do?

Decide it.	Experience it.	Live it.
<ul style="list-style-type: none"> Learn about career options Identify career-related skills, interests and values Explore majors 	<ul style="list-style-type: none"> Find work experiences related to career and/or academic interests 	<ul style="list-style-type: none"> Prepare for and execute a job search Learn about opportunities to interact and network with employers Plan for graduate school

How does the Career Center do this?

Career assessments	Part-time jobs	OptimalResume
Job shadowing	Internships	Mock interviews
Drop-in hours	Co-ops	On-campus interviews
Presentations	Pathways to Professions	Graduate school preparation
Career appointments	Drop-in hours	Handshake (job postings)
Career library	Presentations	Job fairs
Web resources	Career appointments	Information sessions
Tip sheets	Resource room	Credentials services
	Web resources	Drop-in hours
	Tip sheets	Presentations
		Career appointments
		Career library
		Web resources
		Tip sheets



Career Center: Decide it. Experience it. Live it.

Drop-in hours with Career Center staff available without an appointment Monday-Friday from 1-4 pm. Most resume and cover letter critiques take place during drop-in hours.

Presentations with topics such as job fair preparation, resume writing, interviewing, graduate school preparation and other career-related topics by request.

One-on-one **career appointments** with a professional Career Center staff member.

Career assessments are designed to help students decide on a major/career and explore career fields including both print and online career assessments.

Experiential learning opportunities including internships and cooperative education (co-op) positions, as well as part-time jobs.

A comprehensive **resource room** containing information to assist students with learning about career options, career trends, salary statistics, job search preparation, researching employers and more.

Links to valuable **web resources**, including internship and job postings, via our website.

Pathways to Professions is an initiative that allows students to participate in group job shadowing through visits to employer sites.

Informative **tip sheets** on topics such as resume writing, job search strategies, interviewing, salary negotiation and more.

OptimalResume, a web-based resume development tool which provides interactive examples, writing and formatting assistance, spell checking and tutorial guidance.

Mock interviews to prepare students for employment or graduate/professional school interviews. These include an online interview option (InterviewStream), as well as face-to-face mock interviews.

Assistance with **graduate school preparation**, including coaching, Career Center resource room and on-line resources.

Handshake, an internet database that links students to career opportunities through:

- Job and Internship Listings
- Resume Database
- On-Campus Interviews
- Employer Information Sessions
- Job Fairs

Job fairs including those for all majors and discipline specific events.

Credentials services for all students/alumni from education degree programs and/or Masters and Ph.D. programs.

Alumni career appointments with professional Career Center staff.