

SERVICES 2011-2012

REGISTRATION with Career Services is required for on-campus interviews, job referrals, and special events. **Registration is a two-step process:** (1) Complete *eRecruiting* Registration annually online through *eRecruiting* and (2) Upload a current MS Word or PDF resume utilizing *eRecruiting* career management software (available on the Career Services home page). There is **NO FEE** to register for services.

ERECRUITING (<http://wjc.experience.com>):

The most comprehensive career services office automation tool available

FREE usage made possible by generous funding from the **U.S. ARMY**

An interactive student-employer-career office database that includes the following:



❖ **STUDENT LOGIN** (new to eRecruiting? Log in is Jewell email; Password is Student ID)

Profile contains your contact information (to be updated as needed)

Documents allows you to upload and publish resumes and other documents (.doc, .rtf or .pdf formats); sample documents are available

Applications alerts you to applications such as interview schedules or employer decisions that need immediate attention

Jobs & Internships helps you find jobs, internships, and recruiting opportunities – you can tailor your own searches

Calendar allows you to monitor your scheduled interviews and events and view Career Services events calendar

Employers tab provides access to employer contact information including title, address, phone, email address and website

❖ **EMPLOYER LOGIN**

Employers search published resumes by category and keyword, enter jobs and monitor job postings, manage students' responses to job postings and interview schedules, and monitor upcoming events and interviews

❖ **ADMINISTRATION CENTER** (career services office only)

Career Services manages and searches student data for referrals and communications, employer data, job postings and interview schedules, and monitors system and creates reports

CAREER SERVICES HOMEPAGE (<http://www.jewell.edu/career/>)

Immediate access to events, services, recruiting schedules, career search tools and links to *e-Recruiting*, *Career Athletes*, *One Wire*, Employment/Graduate School databases, employer web sites, scholarships/awards, and special programs



CAREER DECISION MAKING AND ASSESSMENT

❖ **HF4D & SUCCESS FACTORS** – Assessment tools that provide insight into strengths/weaknesses relating to employment and success.

❖ **FOCUS-2** – Online career and education planning system designed for college students (look for link on CS homepage)

❖ **CAREER EXPLORATIONS** – COL98 is a one-hour credit course offered in 7 weeks modules focusing on self-exploration

❖ **CAREER WORKSHOPS** – Residence hall workshops are offered to help undecided students select a major

❖ **CAREER ATHLETES** – Online and program support for athletes making career decisions

RECRUITERS visit campus to interview students for entry-level and internship positions and to make information available regarding graduate/professional schools and part-time opportunities. Recruiting schedules are released on September 1 (a few are earlier) and as the semester progresses. To sign-up on-line for interviews, students are required to complete the two-step registration process explained above.

COSMC-HEART OF AMERICA INTERVIEW DAY reflects a cooperative effort by a consortium of area colleges to provide students with one-on-one interview opportunities with employers at participating schools. Schedules and details will be released in mid January.

SPECIAL EVENTS bring students into direct contact with employers and graduate schools. Workforce Recruitment Program offers students with disabilities an opportunity to be placed on a preferential hiring list. An Etiquette Dinner, sponsored by area employers and colleges, helps students gain practical skills for the business world. Public Service and Nonprofit Career Fair, co-sponsored by several departments, exposes students to careers with governmental and nonprofit agencies. Nursing Employment Fair, organized by the Nursing Department, brings health-care recruiters to campus to discuss job prospects. Health Professions Career Day, planned by the Pre-Med Committee, exposes students to graduate admissions representatives from medical, dental and veterinary schools. Teacher Fair, organized by the Education Department, connects students with school hiring directors. Transition in Tight Times offers break-out sessions with professionals. Special workshops and seminars tailored to meet student needs and interests are also available.

CAREER MENTOR PROGRAM matches students with practicing professionals in career fields of interest. In a one-on-one relationship, students and mentors meet throughout the semester to give students a “real-world view” of their selected careers.

RESUME AND JOB SEARCH ASSISTANCE is available to students. Appointments may be scheduled with Judy Rychlewski, Director, who is a certified interpreter of the Myers-Briggs Type Indicator (personality assessment). Call Ext. 5238 for more info.

RECIPROCITY letters introduce WJC students to other colleges' career offices for assistance when students are planning to relocate.

OPPORTUNITY POSTINGS Visit our Career Services home page to view postings for upcoming Career Fairs, Job Opportunities, Scholarships/Awards, and unique Institutions for Learning. Click Programs & Services to navigate to your interest.

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