

WILLIAM JEWELL CAREER SERVICES

OUR MISSION

The mission of Career Services is to assist students in the life-long process of career development and decision-making by providing resources, opportunities and professional experiences to meet their career goals; encourage the exploration of interests, skills and values; prepare students for career success through the development of interpersonal confidence and strategies; and cultivate and maintain quality relationships with employers and graduate schools.

KEYS

- Competent, caring, and professional staff.
- Open communication and trusting relationships.
- Ability to accommodate diverse students and changing needs.
- Access to a wide variety of employers/graduate schools.
- Management of information systems technology and new media.

CAREER CHECKLIST

FIRST-YEAR STUDENTS

The first year of college is about exploring yourself and the new area around you. Career Service is available to help in this exploration process by providing valuable tools for exploration. We have compiled a list of suggestions to assist in beginning your path of career discovery.

- Become aware of campus resources and opportunities. Come to Career Services to meet the staff and find out your registration with the office.
- Find out about career related programs: Career Mentor Program, FOCUS-2 to choose a major, study abroad, Career Explorations course offered under COL 98, etc.)
- Join a few clubs and organizations to build social, leadership, and networking skills.
- Need a part-time job off-campus? Explore Career Services Job Listings, on-campus job interviews, and part-time/summer job listings.
- Volunteer in potential fields of interest.
- Take the HF4D Skills Assessment Inventory to discover your strengths and weaknesses.
- Write a resume, with the help of Career Services, using the preferred resume sample.
- If unsure of major check out the Wishy Washy Major-Workshop.

SOPHOMORES

During your sophomore year, you continue the exploration process you began the previous year. However, you have established a bit of a routine. The time comes to choose a major. Career Service can help with the choice.

- Read career materials available in Curry Library and visit the Career Services homepage – www.jewell.edu/career/.
- Talk with faculty members and upperclassmen majoring in areas you are considering.
- Access FOCUS-2 online through Career Services website to narrow down your choice of major(s).
- Visit the Counseling Office for one-on-one counseling regarding career choice.
- Declare major(s) by the end of the year through the Office of Academic Advising.
- Apply to the Career Mentor Program and request a mentor in your area of interest.
- Get a part-time job or a summer job or internship in your field of interest.
- Participate in the mock interview day held in the fall.
- Participate in leadership roles in clubs and organizations on and off campus.

CAREER CHECKLIST

JUNIORS

Your junior year is the time to begin to put together a potential career path for the future. Beginning by making the decision to attend graduate school or entering the workforce. If going to graduate school is in your future you should begin evaluating graduate programs and deciding where to apply. If you choose to enter the work force, then you should be making the most of networking experiences. Career Services can help you in either path you choose.

- Attend workshops on resume writing, interview preparation, job hunting, graduate school selection, and various career days.
- Carefully monitor your course requirements with your advisor and ask for a graduation summary.

Job Hunters

- Familiarize yourself with computer-aided tools: *eRecruiting* (free career management software for resumes/recruiting/job searches – courtesy of the U.S. Army), HF4D, Success Factors.
- Prepare/update resume for internships, part-time jobs, grad school applications, college programs; seek assistance from Career Services. Check out the preferred Resume Sample Template.
- Conduct information interviews with professionals at their places of employment.
- Seek career-related jobs and internships.
- Utilize resources on and off-campus. Apply to the Career Mentor Program (resume required) – you can participate multiple times.
- Read books on job hunting and “networking.”
- Practice your interviewing skills in mock interviews (sign up through *eRecruiting* – resume required).
- Run for leadership positions in organizations to enhance your resume.
- Use on-campus events and recruiters as a chance to network.

Graduate school

- Investigate graduate/professional school opportunities including entrance examination requirements and deadlines (GRE, GMAT, LSAT, MCAT, and other test applications are available through Career Services). Check out the Career Services home page for more info – www.jewell.edu/career/.
- Begin working on your personal statement.
- Look for opportunities to tailor research projects to career interests.
- Begin making lists of potential grad schools and make visits. (Fall Break and Spring Break are good times to make visits).

SENIORS

The senior year it is crucial to decide whether you are going to continue your education through additional schooling or enter the job market. Career Services can aid in your decisions in a variety of ways.

- Respond to graduate surveys.

Job Hunters

Update your *eRecruiting* account (this is your registration with Career Services) early in the fall semester.

- Use *eRecruiting* (free software – courtesy of the U.S. Army) to produce/upload your resume, access Job Listings, participate in Campus Recruiting, and be included in a web-based Resume Book.
- Establish a credential file with Interfolio.com if you are planning to teach (information available in Career Services).
- Finalize your resume (use *eRecruiting* for inclusion in employer database & Resume Book); Career Services offers resume critiques.
- Gain interview experience through mock interviews and by talking with recruiters (sign up through *eRecruiting* – resume required).
- Join professional off-campus organizations to gain exposure to professionals.
- Familiarize yourself with employer literature and websites.
- Attend Employer Fairs, Career Days, and workshops, both on-campus and off-campus.
- Practice “networking” at events like Career Speed Networking (courtesy of Financial Service Industry) and the Etiquette Program (sponsored by area employers); prepare business cards from template (available in Career Services).
- Plan your job search strategy with the help of Career Services staff.
- Utilize all resources and become familiar with LinkedIn, the Cardinal Community; and other online job searching and networking aids.
- Evaluate job or graduate school offers and inform Career Services of your choice - job hunters should update their on-line resume at graduation.

Graduate school

- Begin Graduate school application choice in the fall at the latest – allow several months to write and refine your personal statement!
- Work with designated faculty to apply for prestigious scholarships, and graduate programs.
- Make the choice on Graduate school, send in your deposit and inform other school you applied to of your decision.