

CAREER EVENTS



2014-2015

FALL 2014

DATES	EVENT	LOCATION	INSTRUCTIONS
Tues & Wed, Sept 2 & 3 10:00 AM – 3:00 PM	Resume Madness	Glass Hall, Sicheluff Hall & Temple Hall	Bring resume for review No registration necessary
Mon, Sept 8 11:00 AM – 2:00 PM	Resume Madness	Professional Building, 4 th Floor	Bring resume for review No registration necessary
Wed, Sept 10 12:00 PM – 4:00 PM	Accounting Day	University Plaza Convention Center	Attend Career Fair Prep Workshop
Tues, September 16 5:30 PM – 6:30 PM	Professional Writing Career Panel	PSU Room 315	See Career Center website for details
Wed, September 24 9:00 AM – 4:00 PM	Mock Interview Day	PSU Ballroom West	Register online through JobTracks On-Campus Interviews (Look for <i>Mock Interview Day</i>)
Mon, September 30 10 AM – 3 PM	College of Business Career Fair	University Plaza Convention Center	Attend Career Fair Prep Workshop
Tues, October 21 10:00 AM – 2:00 PM	Opportunity Fair	PSU Ballroom West	Check JobTracks Career Event ID #728 for further details
Tues, October 21 11:30 AM – 1:30 PM	Sociology & Political Science Career Panel	PSU Traywick Room 313	See Career Center website for details
Wed, November 5 5:30 PM – 7:30 PM	Professional Networking Event	PSU Ballroom West	See Career Center website for details

SPRING 2015

DATES	EVENT	LOCATION	INSTRUCTIONS
Mon, Tues & Wed Jan 26, 27 & 28 10:00 AM – 3:00 PM	Resume Madness	Various locations around campus (TBA)	Bring resume for review No registration necessary
Wed, February 11 9:00 AM – 4:00 PM	Mock Interview Day	PSU Ballroom West	Register online through JobTracks On-Campus Interviews (Look for <i>Mock Interview Day</i>)
Thurs, February 12 4:30 PM – 6:30 PM	Speed Networking Event	PSU Ballroom West	See Career Center website for further details
Tues, February 25 12:00 PM – 4:00 PM	Career Expo	JQH Arena	Register through JobTracks – Career Events
March 19 6:00 PM – 8:00 PM	Etiquette Dinner	Prime Overtime Club	See Career Center website for details
March 31 10:00 AM – 2:00 PM	Education Day	JQH Arena	See Career Center website for details

NAVIGATING THE CAREER CENTER

Charting your Career Path: Freshman through Senior Year

Step One (usually during the freshman year)

- If you have not declared a major or are unsure of a selected major, make an appointment with a Career Counselor to clarify your career goals. This usually includes self-assessments & a follow-up appointment to review assessments.
- Join a campus organization (preferably related to your major or career interest).
- Begin and/or continue developing skills that employers seek in job candidates.
- Research occupations and industries by reading books, periodical articles, and websites on careers. Learn realistic statistics on salary, locations for jobs, and entrance requirements.
- Participate in a job-shadow experience; conduct information interviews; talk to people working in jobs that interest you. Learn about their education, experience, and skills.

Step Two (usually during the sophomore year)

- Locate an internship, volunteer experience, or part-time job that related to your career field and will help you develop important communication and work-related skills.
- Access internship postings on **JobTracks**.
- Enroll in IDS 120 for an in-depth course in career exploration and preparation.
- Make an appointment with a Career Advisor to learn how to market self in a resume & cover letter
- Continue researching career choices, learning about the skills needed to be competitive; work on developing those skills.
- Build your network of contacts, including those made through job shadowing and information interviewing.
- Participate in campus organizations; find opportunities to develop strong leadership & communication skills.
- Develop a portfolio to showcase your accomplishments and skills.
- Attend activities and events sponsored by the Career Center: Resume Madness, Exploring Careers Panels, Etiquette Dinner, Mock Interview Day, and Career Fairs.

Step Three (usually during the junior year)

- Continue participating in campus and professional organizations (get involved / take on leadership roles).
- Continue gaining experience in your field through internships, part-time or summer jobs, and volunteer experiences.
- Research employers who hire in your major. Learn what they seek and where the jobs are located.
- Conduct information meetings with professionals working in careers that interest you. Build your network.
- Gain interviewing tips and learn what to expect from employers in the interview process.
- Continue developing your network by contacting potential mentors or references.
- Upload resume & look for internships on **JobTracks** (FREE); attend career fairs & participate in on-campus interviews.
- Enroll in IDS 320 for a job-search class

Step Four (usually during the senior year/graduate school)

- Update your resume/use walk-in hours or come to Resume Madness for resume critique.
- Access job listings using JobTracks. Have you uploaded your resume into JobTracks yet?
- Participate in a Mock Interview through the Career Center. Also, participate in Mock Interview Day.
- Participate in on-campus recruiting and to apply for jobs electronically through JobTracks.
- Attend Career Center activities: Networking Events, Etiquette Dinner, Career Panels
- Don't wait until after you graduate to begin looking for a job. Job search may take 3-6 months.
- Continue building your network of contacts. Use your participation in professional organizations and clubs to make connections with people who may provide you with job leads.
- Researching potential employers. Find out as much as possible about them - "Why are you interested in this company?"