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How can Career Services help the Job Seeking Student?

Career Services can help you succeed in today's dynamic labor market. Career Services is staffed by career specialists who provide objective and expert advice, and have a comprehensive range of career, occupational and training information to help you. Career Services has extensive networks and experience dealing with job-related issues and providing career planning services and information to a wide variety of people with different needs.

Does it cost me to use the services provided by Career Services? Students at Saint Louis University can use Career Services free of charge, including any Career Services sponsored events. In addition to hosting a Career Fair each semester, as well as several workshops throughout the year, Career Service's peer advisors help with resume reviews and mock interviews. Appointments can be made with a career counselor in your area of study for assistance with career planning and internship/job searches. You can also set up an eRecruiting account to access current jobs and internships and post resumes for potential employers. Walk in hours are available daily from 1:00-2:00 p.m.

How will I benefit from a career planning session? Sessions are tailored to the individual student's needs; therefore, everybody comes away with something slightly different. You will come away with some or all of the following:

- * up-to-date information on jobs, market trends and training
- * an individualized career plan
- * job search strategies and coaching
- * interview skills and training

Am I able to get information outside office hours? For information and advice you can visit careers.slu.edu 24 hours a day, seven days a week.

Can you tell me how to get into a particular job? Career counselors at Career Services can help you plan what steps you need to take to get into a certain job. They can tell you what qualifications, training, and skills are needed for different jobs. Through the eRecruiting website, you can access information on up to date job descriptions, including what qualifications, skills and personal attributes you need to work in a specific area.

I'm currently in a job but I want a change – Can you help me? Trained professionals at Career Services can help you to think through what your strengths and values are, where your interests are, and what options you have. They can help you to develop a plan of action for how to move from where you are to where you want to go.

What help books or resources can I access? There are various publications and resources that are available through our e-recruiting website. Some of these include Reference USA, Going Global, and the resource library. We also maintain up-to-date job/internship binders for every major and experience level, along with several other Career-related resources.

Where are you located? Career Services is located in the Academic Resources Center (ARC) Suite 110. It is located behind DeMattias Hall between Banister House and Crazy Bowls and Wraps.

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Mark your calendars! Career Services will be sponsoring the following events this fall semester:

Fall Career Fair
Thurs. Oct 2,
12pm-6pm, BSC

On-Campus Recruiting,
Oct.-Dec. 2004
ARC

Roadtrip Nation
Oct. 9, all day
by Simon Rec.
Movie 5-6:30,
BSC 171

Deciding is OK
Nov. 11, 5pm-7pm
BSC, 170 & 171



Welcome from Kathy Day, Director of Career Services



Welcome to all of our new and returning students!

Our mission in Career Services is to help you find your path by discovering your passion and *purpose*. We help students like you find a major and career that is a good fit. We encourage you to focus on those activities that you truly enjoy, that you are passionate about. We stress the importance of getting career-related experience. This type of experience could be an internship (paid or unpaid), a meaningful part-time job, volunteer work where you can enhance your skills, or a leadership position in a student organization.

Our first issue of *Career Chronicles* this fall is focused on the job-seeking student. Page one outlines the many ways Career Services can help students find jobs. The hardest part is to just get started! Students who get an early start generally find more success than those who delay their search.

Pages three and four of *Career Chronicles* provide a wealth of information on how to navigate a career fair. Our fall career fair on October 2 will provide many opportunities to practice networking, a key skill for job seeking and life in general. Be sure to attend the fair, and come with an open mind. The recruiters there from employers and graduate/professional schools have a lot of expertise to share with students of all majors.

Good luck this semester and hope to see you at our fall events!

Kathy Day
Director, Career Services

Saint Louis University

Career Services

■■■■■■■ *your path to success*

Career Services

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Navigating a Career Fair



So You Are Going to a Career Fair Consider Your Goals

- * To practice networking and self-marketing skills
- * To explore career options with a wide variety of employers
- * To learn what skills are in demand for today's job market
- * To meet employers as a first step in getting a job or internship
- * To begin the process of interviewing

Preparation Before the Career Fair

- * Look on the Career Services website (careers.slu.edu) and review the list of employers attending the fair
- * Research the employers of interest via company websites
- * Prepare and practice a list of questions that demonstrate you have researched the company
- * Know yourself: Try to prepare a 20 second "commercial" for yourself including your strengths and backing them up with examples
- * Try to indicate why you want to work for that specific company
- * Have your resume critiqued by a Career Services counselor before the fair
 - Bring multiple copies of your resume to the fair
 - Some of your resumes may have specific objectives for specific companies
- * Identify items that you want to carry to the event (resume, briefcase, folder, bag for company literature, pen)

Dress

- * Appear as professional as possible for your first impression
 - Wear a suit or business casual attire
 - Keep hair and jewelry tidy and conservative
- * Wear a nametag (you can get one when signing in at the fair registration table)

Navigation During the Event

- * Use a career fair map to find the companies that interest you the most
- * Navigate the fair independently in order to accomplish more
- * Walk around the career fair first and pick up literature; review it and then go back to speak with employers

Communication

- * Make a good first impression introducing yourself while
 - giving a firm handshake
 - making eye contact
 - smiling and being enthusiastic
 - paying attention to your posture
 - articulating and appearing confident
- * Initiate a conversation with an employer by giving your 20 second "commercial" about your strengths and interest in the company
- * As you wrap up the conversation, thank the employer for the time and find out the next step in the application process
- * Ask for a business card so you can follow up

After the Career Fair

- * Send a thank you letter (typed, e-mail, or handwritten are all appropriate).
- * You can send an initial or additional resume in your thank you letter and again remind the employer of your strengths and interest.

To access a list of employers attending SLU's Fall Career Fair, visit careers.slu.edu. Check regularly for changes and updates regarding the fair and other Career Services sponsored events.



Sample Questions to Ask an Employer

- * What kinds of entry-level positions exist within your company?
- * Does your company hire on a continual basis or just at certain times of the year?
- * How long does the hiring process take?
- * What does your company consider the 5 most important qualities in an employee?
- * What courses do you suggest in order to be a successful candidate?
- * As an entry-level employee, what can I expect to be doing 2, 5, or 10 years from now?
- * How long have you worked for this company and why did you choose this position?
- * For how many years does the entry-level employee typically stay with the company?
- * What percent of applicants are eventually hired?
- * What makes your company unique compared to other companies in this field?
- * What would you expect your ideal hire to do during the first month with the company?

Top 20 Qualities Employers Seek	Top 20 Qualities Employers Seek
<ol style="list-style-type: none"> 1. Communication 2. Honesty/Integrity 3. Teamwork Skills 4. Interpersonal Skills 5. Motivation/Initiative 6. Strong Work Ethic 7. Analytical Skills 8. Flexibility/Adaptability 9. Computer Skills 10. Organizational Skills 	<ol style="list-style-type: none"> 11. Detail Oriented 12. Leadership Skills 13. Self-confidence 14. Friendly/outgoing personality 15. Tactfulness 16. Well-mannered/polite 17. GPA (3.0 or better) 18. Creativity 19. Entrepreneurial skills/risk 20. Sense of humor



Source: National Association of College Employers, *Job Outlook 2003*

Sample Questions to Ask Graduate School Recruiters

- * How many students are in the department? How many professors are in the department?
- * What courses/prerequisites should I take in order to be better prepared for graduate school?
- * What is the GPA cut off for the department?
- * What graduate admission's test is required for the program?
- * What is unique about your school and program?
- * What type of financial aid is available?
- * What type of assistantships are available?
- * How accessible are professors to students?
- * Can I pursue a graduate degree part-time or is full-time attendance expected?
- * Where do some of the graduates of this department end up working?
- * Is there a strong career center that helps with job searching after graduate school?