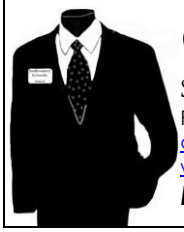
What You Should Know About Career Services: *A Student Guide*



Career Services

Southwestern University at Georgetown, Texas
Prothro Center 1st Floor, 512.863.1346, 512.863.1270 fax
career.services@southwestern.edu
www.southwestern.edu/careers
Here to help you get ahead.

Our primary mission is to assist students in finding a direction for life and guiding the development of skills which make for personal and professional effectiveness through focused learning in the areas of occupational exploration/self-knowledge, gaining career experience, engaging in job search strategies, and in life-long career decision making. We accomplish that by providing focused career-related programs, advising and access to employment and educational opportunities. To ensure quality programming, efficient use of resources and long-term relationships with employers, we have developed specific guidelines and procedures that will help you understand what is expected of you when you use our services. Please read the following pages carefully and keep them in an easily accessible location.

Visiting Career Services

Our office is open Monday through Friday, 8 a.m.-5 p.m. On your initial visit to our office and on subsequent visits, we ask that you sign in at the front desk. We collect data on who visits us and for what reason in order to set future programs, determine trends and identify areas needing special attention. Accurate and complete information helps us help you.

No-Shows

Because we reserve a space for you for when you sign up for a personalized appointment or one of our events, we request you use courtesy and professionalism if you cannot honor your commitment and contact us by 8:30 a.m. the day of the engagement to notify us. If you are a "no-show" for two engagements during the semester, you will no longer have access to any of our resources, including appointments, email and phone consultations, event participation, interviews, etc. for the duration of the semester. No-shows or late cancellations for special programs may result in charges to cover the per-person event cost. *NOTE: If you commit to a specific interview time, it is important that you honor the commitment, as cancellations or no-shows reflect badly on the university and may affect future recruiting opportunities for other students by that organization.* Students who no-show for an interview will also be required to write a letter of apology to the employer.

Resource Center

The Resource Center contains a computer for students to use (for career related activities only); books on career planning, occupations, and jobs for various majors; employer information; and graduate and professional school resources. Most materials in the Resource Center cannot be checked out, since they are one of a kind. Older editions or duplicates of current materials are available for check-out from the loan section. We have ample space for reading and reviewing materials but ask that you return books or folders to the place where you found them after you are finished with them. Other resource handouts developed by Career Services are available throughout our suite for you to take, including information on major/career exploration, graduate and professional school, resume writing, interviewing, and various aspects of the job search as well as a guide to academic internships. You may also access these materials and much more on the Career Services web site at *www.southwestern.edu/careers*.

Appointments with Career Advisors

Career Services professional staff members are available for individual one-on-one advising sessions with students at any time of the year. For your first appointment we recommend a new-client visit in which we can learn more about your unique needs, interests and experiences. Topics for future meetings could include any career-related issue, such as occupational exploration, interest assessments, job search techniques, resume development, finding internships or summer jobs, networking strategies, interviewing skills, making the most of job fairs, graduate and professional school application or long-term career planning. The best way to set up an appointment is to contact our office at (512) 863-1346 and ask for an advising appointment. Appointments may also be made in person when you are in the office for another reason. Try to schedule your appointment so that it is not immediately prior to or after another commitment or class.

Please arrive approximately five minutes prior to your scheduled appointment time in order to fill out necessary paperwork and be ready when the staff person is ready for you. It is a good idea to bring a resume (if you have one) or other information with you that might be relevant to your session. If for some reason you cannot honor your appointment, due to illness or a personal emergency, please contact us by 8:30 a.m. the day of your appointment to reschedule your appointment for another time. This

allows us to schedule another student for that time period. Students arriving late to appointments may lose their appointments if they have not notified the office that they will be late.

Using PirateLink

SU PirateLink, part of the National Association of Colleges and Employers NACElink Network, is a service in which universities nationwide have invested to ensure that students are given visibility not only to local employers but also to employers nationwide. At Southwestern University, Career Services uses PirateLink not only to manage job postings and resumes, but also as a way to ensure that employers interested in Southwestern students will see consistently high quality resumes, interviewing skills and a professional approach to hiring organizations. It is available to all students seeking full-time jobs, part-time jobs (on- and off-campus) and internships. Students are not required to use PirateLink, but if you plan to interview on campus or would like us to refer you to employers, you must maintain an updated online registration profile and resume.

PirateLink enables students to search for jobs and internships and submit a resume directly to employers using contact information provided by the employing organization. In addition, Career Services staff can search and screen resumes for employers who want to visit campus to interview students for jobs and internships. PirateLink also provides us with a database capability that allows us to keep track of who is using the system. You can continue to use this service even after you graduate as long we subscribe to the system and if you update your username and keep your resume current (see below). Resumes can be submitted to our office any time of the day or night, even on holidays, which is convenient when trying to get them to us at the last minute before interviews.

There are three basic steps for registering with PirateLink at Southwestern University:

Step 1: Go to Career Services website at *www.southwestern.edu/careers* and click on "Log onto PirateLink". **Step 2**: Obtain the system password for registration by calling Career Services at (512) 863-1346 or emailing us at career.services@southwestern.edu. With the system password you can register and create your profile. Besides creating your own unique user ID and password, you must complete the remaining fields of the registration profile, including the policy affirmation. **Step 3:** Finally, upload a Microsoft Word resume that you have already created. If you need help developing a resume, see the Resume Writing Guide on our website and make an appointment to meet with a staff member to review your draft.

Each time you upload a resume or cover letter to PirateLink, we review it before either approving it or emailing you recommendations for changes to implement before approving it. We offer these suggestions for resume revisions in order to consistently offer high-quality resumes from Southwestern students to employers. This quality assurance not only helps you but also helps Southwestern make a collective good impression on employers to keep them interested in considering SU students.

Another requirement for being in the PirateLink system is that you must keep your resume updated, (e.g., phone number, work experience, GPA, etc.). We would prefer that you update your resume regularly, and the PirateLink system will automatically block your resume from coming up in a search conducted by Career Services for employers if you have not logged into PirateLink in 60 days. As soon as you log in again, the block is removed. This is not considered an overly restrictive requirement since you have access to PirateLink from any internet-ready computer in the world.

If you wish to maintain your PirateLink account after graduation, you must change your username to a non-student email address. Any alumni who have not changed their addresses each year by late summer will be purged from PirateLink.

Internships

Internships provide you with the opportunity to acquire new knowledge and integrate academic coursework into an entry-level professional experience in a specific career field. By engaging in internships, you have the unique ability to "try-on" a career prior to entering the workforce following graduation. Many times internships can be confirmations of a chosen career path, or an integral component in restructuring your career goals.

Anyone interested in pursuing an internship should begin his or her search process with Career Services. We receive information and provide resources on a variety of internship positions available on campus and throughout the United States and abroad. Meeting with the Internship Coordinator to brainstorm options and begin to identify leads is a great starting place for your internship search. Internships typically fall into the categories of for-academic-credit or for-experience-only, and there are definitive policies in place for students interested in obtaining academic credit for their internships. Many employers, as a result of Department of Labor standards, require students to pursue academic credit for their unpaid internships. For more details, please see http://www.dol.gov/whd/regs/compliance/whdfs71.pdf. Additional information is also provided when meeting with the Internship Coordinator, which is required of any students seeking academic credit for internships.
Completing your PirateLink registration provides you with the added advantage of being able to search for and apply to internships posted by local and national employers, as well as being eligible to interview on campus for certain internship positions.

Interviewing On-Campus

Career Services hosts on-campus recruiters both in the fall and spring of each year. Organizations generally interview for full-time, entry-level positions, but in some instances they will interview for internships as well. Students who would like to interview with organizations on-campus must be registered with Career Services through PirateLink. Many recruiting agencies will choose to review resumes of students and then pre-select a number of candidates that best meet their criteria. Students who wish to be considered for a pre-select with a specific organization should not only have a current resume on file with PirateLink, but should also notify Career Services of their interest in the organization.

Once an organization determines their pre-select list, Career Services will contact the selected student to offer the opportunity to sign up for an interview on a given date. Interviews are normally 30 minutes long but can be adjusted to fit the needs of the interviewing agency. If you commit to a specific interview time, it is important that commitment be honored, as cancellations or no-shows reflect badly on the university and may affect future recruiting opportunities for other students by that organization. In addition, students must research the organizations with which they are interviewing, dress properly for the interview, arrive 5-10 minutes prior to the actual interview time, obtain the name and the address of the interviewer and follow-up appropriately after the interview. If a transcript is required at the time of interview, allow at least 48 hours prior to your time of interview for the Records Office to have copies ready for you. If an interviewer asks for transcripts, you will already have one available and won't face a last-minute crisis to get one.

If you are a no-show for an interview or cancel on the same day as the interview, you will be required to send an email to the employer explaining what happened with a copy to Career Services. If you have two no-shows in the same semester, you will forfeit future opportunities to interview on campus for the rest of the semester.

If the interview is successful, it may lead to higher level interviews or to a job offer. Always prepare for each round of interviews and be prepared to go through a long, arduous process. If an offer is made, and the organization wants your answer immediately or within a very short time frame (less than two weeks), please contact Career Services. We consider those to be pressure tactics and not in accordance with guidelines established by the National Association of Colleges and Employers, of which we are a member. Conversely, if you are made an offer, and you accept orally or in writing, you have committed yourself to that organization. Please let us know, so that we will not continue to forward your resume to potential employers or consider you for on-campus interviewing. If you have accepted a job, it is very unwise and unethical to continue to talk to other organizations about employment. If the word gets out that you are doing so, most, if not all employers, would avoid hiring you. Looking at it another way: you wouldn't want an employer who has made a commitment to you to call you three months later and say they had found a better candidate and no longer needed you.

Signing up for Special Programs

During the academic year, Career Services offers several special programs (Etiquette Dinner, Career Connections BBQ, trips to job fairs, etc.) that require advance reservations due to cost to produce, travel arrangements, food requirements or limited seating. On these occasions, we will advertise the event in advance and provide invitations requiring an RSVP or have formal sign-up lists available. Once all spaces are filled, we will take overflow reservations in case someone who has a reservation has an emergency or last-minute illness and must cancel. These special opportunities are usually free to SU students, even though they might be relatively expensive to provide. If you have a reservation for one of these programs, please remember that if you need to cancel, do so at least 48 hours prior to the event, so that we may be able to offer the opportunity to someone on the overflow list. No-shows or late cancellations for special programs may also be charged for the cost of cancellation.

Job fairs are unique situations. Because you will be representing Southwestern University to potential employers, it is essential that you project a professional image. If you are planning to attend a job fair that we are advertising, we want you to be well prepared. The best way to do that is to read our resource packet "Making the Job Fair Work for You" at least one day prior to the job fair.

Southwestern Success Stories

Career Services is interested telling the success stories of as many students and recent graduates as we can in our Southwestern Success Stories Showcase that is located on the first floor of the Red & Charline McCombs Campus Center and on our website. If you accept an internship or full-time position, or have been accepted to graduate or professional school, please let us know so that we can include you on our site/in our showcase. All we need you to do is come by and fill out a short informational form and get your picture taken. If you know of any other students who should be included, please let us know and we will contact them for the details and permission to feature them.

Post-Graduate Survey

Each year, we survey the entire graduating class to learn what they go on to do in the first year after graduation. The survey asks for post-SU contact information, information on post-graduate employment or continuing education, information on internship experiences and graduates' ratings of satisfaction and expectations regarding the career search process. The survey takes less than 15 minutes to fill out and can be completed online or in person**.** The information gathered is then published in aggregate on our website at http://www.southwestern.edu/offices/careers/postgraduatesurvey.php. The information is used by Admission, Public Relations and other individuals on campus to provide potential future students, their parents, alumni and other interested parties with specific facts on a particular graduating class. Students are initially invited to complete the survey in the last month of school. Any students not doing so beforehand will be asked to fill out the survey on graduation day before they pick up their cap and gown. It is important that you provide us accurate phone, email and address information on how we can get in touch with you for up to 6-10 months after graduation. It sometimes takes that long for students to find just the right job or get prepared for graduate programs, and we may be able to help by notifying you of additional opportunities.

Cautions

Students and alumni should exercise caution and prudence in their job searches. Anything that makes you uncomfortable is a red flag and should be reported to Career Services immediately. Please note that while Career Services does screen postings in PirateLink, you should do your own due diligence to research prospective employers. Some fraudulent postings take time to discover. Do not give out personal information such as Social Security numbers and never pay any money to or cash checks for a prospective employer. Be cautious of meeting employers in private homes for the first time – consider a public location like a library or coffee shop. When working with third-party recruiters (e.g. staffing agencies), Career Services also recommends the National Association of Colleges and Employers' "A Student's Guide to Interviewing with Third-Party Recruiters, available at http://www.naceweb.org/legal/third-party_recruiters/, as a resource.

Services for Alumni

Appointments
Career Services staff are available for one 30-minute appointment for a resume critique, job search strategy development or career exploration.

Resources
- Resource Center: Print reference materials about career planning, internships and the job search process
- Website: On-line references available from any computer with links to hundreds of career-related sites
- Resume Guide
- Interviewing Guide
- Making a Job Fair Work for You Guide

Career Assessments
- TypeFocus Careers: Personality inventory (free of charge)
- Strong Interest Inventory (fee)
- Myers-Briggs Type Indicator (MBTI): Personality inventory (fee)
- SkillScan: Skills card sort (free of charge)

On-Campus Recruitment
Employers recruit each semester on campus. Check out our website or contact Career Services for the interview and information session schedule. Candidates must be registered with PirateLink.

PirateLink
Career Services' web-based resume referral system is available 24/7. Contact Career Services for the password to register, search for jobs and submit your resume on-line for employers to review.

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