

Career Services Update

Office of Career Services
185 Lindley Hall

February 2005
Division of Student Affairs

Career Prep Event Brings Students Together

The Office of Career Services and the Office of Multi-Cultural Programs joined forces on Tuesday, February 1, to help students of diverse backgrounds make crucial decisions about their career paths.

Multicultural Connections: CAREER Preparation 101, the first collaborative event for the two offices, took place in Lindley 185 in the Career Services office from 6 p.m. to 7:30 p.m. on February 1. The first half hour was devoted to food and refreshments as well as the door prize giveaway. Ohio University President Roderick McDavis also spoke to the students who attended during this time. For the remainder of the event, staff from the Office of Career Services

gave presentations on various aspects of career planning.

The resume-writing session showed students how to craft a resume that will give potential employers a good first impression, as well as what information should be included to present themselves in a favorable light.

Students also had the opportunity to expand their interviewing skills. A member of the Career Services staff spoke to students

about how they can anticipate what an interviewer may ask, how to dress, researching the employer and how to follow up after an interview.

There was also a presentation on career fair etiquette, a topic which might be more pertinent to some college students. Topics covered included what a student can expect at a career fair, appropriate dress, materials a student ought to have on

For Career Services' last career-planning event, the Diversity Open House that took place on September 22, 2004, staff opened their office to students to take a look at the services offered, in hopes that they would return to the office in the future. The staff of Career Services, which promotes diversity in the workplace, helped students review information on career planning for under-represented populations.

For this event, co-sponsor Enterprise Rent-A-Car donated an Apple iPod for the giveaway. Michael Knowlin, a senior, was the lucky winner. This time around, the door prize--which was kept secret until it was given away--was a \$150 gift certificate to use toward textbooks.

The Career Services staff also hopes to introduce students to and

hand, and common blunders that can be avoided.

In addition, Career Services staff informed students about the Bobcat Online Job Search program and encouraged them to take advantage of the opportunities offered through the program. Once students register for the program, they can begin making use of the benefits offered, such as resume referrals, online job postings, on-campus interviewing and the Alumni Mentors Program.

encourage them to take advantage of the services offered, such as seminars, career and major counseling, and job search assistance.

For more information on these programs and services, as well as links to various multicultural resources, visit the Office of Career Services Web site at <http://www.ohio.edu/careers/>.

Krysten Pyles is a student writer and editor for the Office of Career Services at Ohio University.



Michael Knowlin, who attended the Diversity Open House in September and was the door prize winner, poses with two Enterprise recruiters, Laura Taddeo (left) and Tonya Crowe.

TRC Scheduled for Spring

ATTENTION teacher candidates: the Teacher Recruitment Consortium will take place on April 15, 2005, from 8 a.m. to 4 p.m. in the Convocation Center. TRC is a job fair for educators to bring school systems across the country to campus.

Attendees will have the opportunity to interview with several districts and a chance to distribute resumes to dozens of school districts. In order to interview with a school district, you must be available for a permanent, full-time teaching position no later than August 2005.

Because employers are

looking to fill teaching positions for the upcoming school year, undergraduates will not be able to schedule interviews. However, the event is still beneficial for informational and networking purposes.

Each school district that attends the event will receive a TRC Resume Book, which includes resumes of all registered teacher candidates in the eRecruiting database system. The deadline to be included in this book is March 18.

Student regis-



tration will begin at 7 a.m. sharp, and scheduling of interviews will begin at 8 a.m. An hour later, interviewing will begin and continue throughout the duration of the day. Participants are encouraged to dress professionally and to bring copies of their resume or portfolio to distribute to representatives.

For an updated list of school districts that will be attending the event, or further information on the event, visit Career Services' Web site at www.ohio.edu/careers.

Career Services for Ohio University Faculty

Faculty Assistance

Career Services devotes an entire section of our Web site to Ohio University faculty and staff. Here, you can find helpful tips on writing letters of reference, the Faculty Guide to Ethical and Legal Standards in Student Hiring, a list of Fortune 500 companies that recruit at Ohio University and the Faculty Advising and Referral Manual. Visit the faculty page of the Career Services Web site at <http://www.ohio.edu/careers/faculty/>.

Outreach Programs

Do you have an event that requires

you to miss class? Don't cancel! Staff members from Career Services will come speak to your students on one of the following topics: resume writing, cover letters and references; basic interviewing; career planning; job search strategies; or planning for graduate school. Or, you can arrange for your class to visit Career Services, where a staff member will describe our services and give them a tour of the Career Resource Center.

To schedule an outreach program, call our office at 593.2909, send an e-mail to career.services@ohio.edu, or complete the form found

on our Web site to submit to our office. Presentations--which last approximately 50 minutes--should be scheduled at least two weeks in advance and are also available to Regional Campuses through the compressed video system.

Resources and Handouts for Students

On the Career Services Web site, students can find useful information, including links to the Registration Session and Seminar handouts as well as career development information. These resources can be found in the Student section, under 'Resources and Handouts.'

Do you know an employer who would be interested in starting a relationship with our office?

Contact Bill Fournier:
740.593.2909
fourniew@ohio.edu



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