Career Development Services

Spring 2015

Events and Workshops Schedule

January:

Open House:

Tuesday, January 27, 2015

11:00 a.m. to 3:00 p.m.

Bell Tower 1548

Meet the Career Development Services team and learn about Spring 2015 workshops and events.

February:

Exploring Career Pathways (Also available: Downloadable PowerPoint Presentation, Pre-Recorded Video Workshop, and Self-Directed PDF guide for PowerPoint Presentation)

Monday, February 9, 2015

2:00 p.m. - 3:00 p.m.

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Interested in several career paths? Learn how to research detailed information about specific career paths including nature of work, earnings, job outlook, and more.

Annual CI Connection Luncheon

Thursday, February 19, 2015

10:30 a.m. - 1:30 p.m.

Invitation Only

This dynamic event provides local employers with an opportunity to network with selected CI students at a luncheon and networking event. To reserve your spot, please send an email to [lisa.sewell@csuci.edu](mailto:lisa.sewell@csuci.edu) by Friday, February 5th, 2015. Register early, as slots are limited.

Graduate School Application Planning (Also available: Downloadable PowerPoint Presentation, Pre-Recorded Video Workshop, and Self-Directed PDF guide for PowerPoint Presentation)

Tuesday, February 24, 2015

10:00 a.m. - 11:30 a.m.

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Plan & prepare for the graduate school application process to meet admission requirements and deadlines.

March:

Employer Panel

Tuesday, March 24, 2015

5:00 p.m. to 6:30 p.m.

Obtain insider information on what local employers look for in competitive candidates. Listen and learn how to make the connections you need to get a job.

Student Union Building

Plan B: Graduate School or Full-Time Work (Also available: Downloadable PowerPoint Presentation and Self-Directed PDF guide for PowerPoint Presentation)

Wednesday, March 25, 2015

1:00 p.m. - 2:30 p.m.

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Are you considering the benefits and limitations of attending graduate school versus working full-time? Find out how to critically analyze your options and prepare for life after graduation.

Career Boot Camp Session #1 (Also available: Downloadable PowerPoint Presentation and Self-Directed PDF guide for PowerPoint Presentation)

Friday, March 27, 2015

2:00 p.m. to 3:30 p.m.

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Participate in a comprehensive three-session program intentionally designed for the needs of graduating seniors. In the first session, students will verify their career goals through research and engage in a resume activity. \*Please bring 2-3 printed copies of your resume\*

Employer Interviews

Wednesday, April 1st

3:00 p.m. to 5:00 p.m.

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Polish your interview skills by reserving a 20-minute interview with a local employer. RSVP via your myCI portal on Dolphin CareerLink. Select the “Events & Workshops” tab to schedule your time slot.

April:

\*How To Prepare For The Fair: Workshop

Thursday, April 9, 2015

3:00 p.m. - 4:00 p.m.

Bell Tower 1548

Obtain last minute tips on how to effectively prepare for the Career & Internship Fair and connect with potential employers.

Career Boot Camp Session #2 (Also available: Downloadable PowerPoint Presentation and Self-Directed PDF guide for PowerPoint Presentation)

Friday, April 10, 2015

2:00 p.m. to 3:30 p.m.

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In the second session students will review strategies to maximize their job/internship search and learn how to build their professional network.

\*How To Prepare For The Fair: Workshop

Monday, April 13, 2015

10:00 a.m. - 11:00 a.m.

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Obtain last minute tips on how to effectively prepare for the Career & Internship Fair and connect with potential employers.

Dress for Success Fashion Show & Employer Panel

Tuesday, April 14, 2015

11:30 a.m. to 1:00 p.m.

Student Union Building Stage

Engage with local employers regarding professional attire, effective interview communication, and strategies for career success.

13th Annual Career & Internship Fair

Thursday, April 16, 2015

10:00 a.m. to 2:00 p.m.

Central Mall

Network with local organizations who are actively recruiting to fill internships, part-time and/or full-time employment opportunities.

\*For a current list of participating employers, please visit go.csuci.edu/cdsnews

Career Boot Camp Session #3 (Also available: Downloadable PowerPoint Presentation and Self-Directed PDF guide for PowerPoint Presentation)

Friday, April 24, 2015

2:00 p.m. to 3:30 p.m.

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In the third session students will learn how to develop their personal brand and answer tough interview questions.

LinkedIn 101

Tuesday, April 28, 2015

3:00 p.m. to 4:30 p.m.

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Discover how employers recruit with social media and how to integrate LinkedIn as a job search tool in this hands-on workshop. \*Please bring your own personal laptop to create or edit your LinkedIn Profile \*

Employer Interviews:

Thursday, April 30, 2015

3:00 p.m. to 5:00 p.m.

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Polish your interview skills by reserving a 20-minute interview with a local employer. RSVP via your myCI portal on Dolphin CareerLink. Select the “Events & Workshops” tab to schedule your time slot.

Weekly Schedule: (January 26, 2015 – April 30, 2015)

Resume Clinic/Drop-In Career Counseling:

Monday: 9:00 a.m. - 11:00 a.m.

Tuesday: 1:00 p.m. - 3:00 p.m.

Wednesday: 10:00 a.m. - 12:00 p.m.

Thursday: 3:00 p.m. - 5:00 p.m.

Black Out Dates

\*Resume Clinic/Drop-In Career Counseling will not be offered on the following dates\*

February 19, 2015

March 31, 2015

April 16, 2015

Featured Online Services

Resources:

* Resume Templates, Samples, and Handbook
* Career Assessments
* Career Research/Job Search Databases
* Virtual Mock Interviews

Workshops:

* Getting Started – Discover Your Career Interests (Available as a Downloadable PowerPoint Presentation)
* Design a Plan that Leads to Your Career Success (Available as a Downloadable PowerPoint Presentation)
* Job/Internship Search Strategies (Available as Downloadable PowerPoint Presentation, Pre-Recorded Video Workshop, and Self-Directed PDF guide for PowerPoint Presentation)
* Social Media/Networking 101 (Available as Downloadable PowerPoint Presentation and Self-Directed PDF guide for PowerPoint Presentation)

Graduate School Preparation Resources

Graduate School Application Advising:

Visit Career Development Services during Drop-In Career Counseling to discuss the basic steps of graduate school research, application process, planning, and preparation methods.

Graduate School Bound Program:

The purpose of the Graduate School Bound Program is to assist CI students who are interested in graduate school. Find out more at: go.csuci.edu/cdsgraduate

Graduate Studies Center

The Graduate Studies Center is located in El Dorado Hall on the corner of Santa Barbara Avenue and Ventura Street. The Graduate Studies Center (GSC) is dedicated to providing academic, professional and personal support services for post baccalaureate students at CI.

* Graduate and Post-baccalaureate Services
* Counseling Appointments
* Graduate Writing Studio
* Saturday Hours

Website: [www.csuci.edu/gsc](http://www.csuci.edu/gsc)

Phone: 805-437-3579

Email: [gs.center@csuci.edu](mailto:gs.center@csuci.edu)

How to Find On-Campus Employment

1. Search on Dolphin CareerLink
2. Upload necessary documents, such as a Student Employment Application
3. Check document approval status after 24 hours
4. Visit Career Development Center for additional assistance

Crucial Tips for Your Next Interview

Common Nonverbal Mistakes During Job Interviews:

67% fail to make eye contact

47% have little knowledge of the company

38% lack a smile

33 % have bad posture

33% fidget too much

26% have a handshake that is too weak

21% play with their hair or touch their face

21% cross their arms over their chest

9% use too many hand gestures

Be Prepared with the Following:

1. Learn about the organization
2. Have a specific position in mind that you’d like to fill
3. Review your qualifications for the job
4. Be ready to briefly describe related experience

Top 10 Most Common Interview Mistakes

1. Over-explaining why you lost your last job
2. Using your phone during the interview
3. Lacking humor, warmth, or personality
4. Not showing enough interest or enthusiasm
5. Inadequate research about potential employer
6. Concentrating too much on what you want
7. Trying to be all things to all people
8. “Winging” the interview
9. Failing to set yourself apart from other candidates
10. Failing to ask for the job

Link into your future career today!

Explore your career pathway by visiting Dolphin CareerLink via your myCI student portal on-line.

To access Dolphin CareerLink: [www.myci.csuci.edu](http://www.myci.csuci.edu)

* Login to myCI student portal
* Click “Dolphin CareerLink” under “My Links”

Features Include:

* On-Campus/Off-Campus Jobs and Internships
* Resume and Mock Interview Handbooks
* Graduate School Handbook
* Registration for Workshops and Events
* Student Employment Application (On-Campus)
* Career Assessments
* Career Exploration Resources
* Networking Strategies
* Job Search Database (NACElink)

Contact Us

One University Drive, Camarillo, CA 93012

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[Career.services@csuci.edu](mailto:Career.services@csuci.edu)

[www.csuci.edu/careerdevelopment](http://www.csuci.edu/careerdevelopment)

M-F 9:00 a.m.-5:00 p.m.

Like us on Facebook: go.csuci.edu/cdsFB

Follow us on Twitter: go.csuci.edu/cdstweet

Connect with us on LinkedIn: go.csuci.edu/linkedingroup

For more information, please contact the Career Development Center at (805) 437-3270 or career.services@csuci.edu. Persons who, because of a special need or condition, would like to request an accommodation should contact Disability Resource Programs at (805) 437-3331 or email accommodations@csuci.edu as soon as possible, but no later than ten business days before the event, so that appropriate arrangements can be made.