

# JOB AND INTERNSHIP HUNTING TIPS

What you need to start your job search:



Resume



Cover Letter

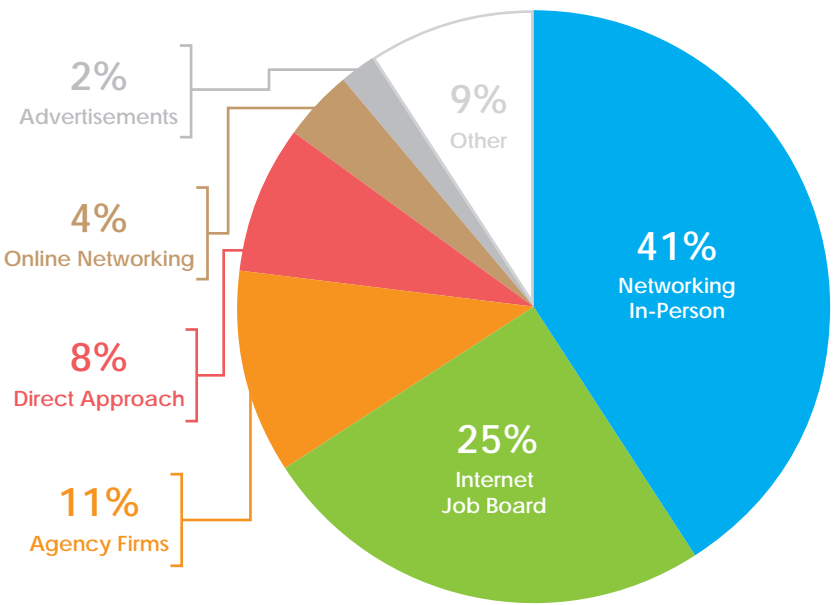



Updated Dolphin CareerLink Profile




Updated LinkedIn Profile

## BEST METHODS FOR FINDING EMPLOYMENT







Don't take rejection personally




Treat job hunting like a full-time job



Identify roles that suit you



Attend networking events



Build mentorships with faculty


## LINK INTO YOUR FUTURE CAREER TODAY!

Explore your career pathway by visiting *Dolphin CareerLink* via your *myCI* portal.


### Features Include:

- On- and Off-campus Jobs and Internships
- Registration for Workshops and Events
- Resume and Interview Handbooks
- Student Employment Application (On-campus)
- Graduate School Handbook
- Career Assessments
- Salary Calculator
- Career Exploration Resources
- Job Search Database
- Networking Strategies


## FIND ON-CAMPUS EMPLOYMENT




Search on Dolphin CareerLink



Upload necessary documents such as a Student Employment Application



Check document approval status after 24 hours



Visit the Career Development Center for additional assistance



[go.csuci.edu/cdsFB](http://go.csuci.edu/cdsFB)



[@CICareer](https://twitter.com/CICareer)



[go.csuci.edu/linkedingroup](http://go.csuci.edu/linkedingroup)

For more information, please contact the Career Development Center at (805) 437-3270 or [career.services@csuci.edu](mailto: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](mailto:accommodations@csuci.edu) as soon as possible, but no later than ten business days before the event, so that appropriate arrangements can be made.



## CAREER DEVELOPMENT SERVICES SPRING 2016 EVENTS AND WORKSHOPS SCHEDULE



Bell Tower 1548 | 805-437-3270  
[career.services@csuci.edu](mailto:career.services@csuci.edu)  
[go.csuci.edu/cdsweb](http://go.csuci.edu/cdsweb)  
M - F: 9:00 a.m. - 5:00 p.m.



California State University

CAREER DEVELOPMENT SERVICES

CHANNEL ISLANDS

# DROP-IN CAREER COUNSELING

BELL TOWER 1548

<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
10:00 a.m. 12:00 p.m.	02:00 p.m. 04:00 p.m.	01:00 p.m. 03:00 p.m.	09:30 a.m. 11:30 a.m.	10:00 a.m. 12:00 p.m.

**Feb 3 - May 6**  
Blackout Dates: Feb 18, Mar 21-25, Mar 31, Apr 20

## SPRING 2016 EVENTS AND WORKSHOPS

### Career Development Center Open House

Meet with staff to get your career or graduate school questions answered. **Bring a hard copy of your resume and/or cover letter for a critique.**

Feb 2 | 10:00 a.m. - 2:00 p.m. | Bell Tower 1548

### MBTI Interpretation

Obtain your MBTI results and understand how to utilize the results of your personality type in career decision making. **Must complete an assessment at BT 1584 prior to the workshop.**

Feb 29 | 1:00 p.m. - 2:30 p.m. | Bell Tower 1548

### Job/Internship Search Strategies

Find out how to implement job search strategies to take your search to a whole new level.

Mar 16 | 3:30 - 4:30 p.m. | Bell Tower 1548

### Interviewing Techniques

Interview with confidence! Learn how to build key interview skills that will enable you to prepare for and execute your interview successfully.

Mar 28 | 1:00 - 2:00 p.m. | Bell Tower 1548

### Employer Interviews

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

Apr 5 | 2:00 - 4:00 p.m. | Bell Tower 1548

### MBTI Interpretation

Must complete an assessment at BT 1584 prior to the workshop.

Apr 11 | 4:00 - 5:30 p.m. | Bell Tower 1548

### Career Boot Camp

Obtain the necessary skills to locate full-time employment, prepare for the interview process, and learn how to secure an employment opportunity.

Apr 18 | 2:00 - 3:30 p.m. | Bell Tower 1548

### 14th Annual Career & Internship Fair

Network with local organizations that are actively recruiting to fill internship, part-time and/or full-time employment positions. For a list of participating employers, visit [go.csuci.edu/cdsnews](http://go.csuci.edu/cdsnews).

Apr 20 | 10:00 a.m. - 2:00 p.m. | Central Mall

### LinkedIn 101

Discover how employers recruit with social media and how to use LinkedIn as a job search tool. **Please bring your own personal laptop to create or edit your LinkedIn Profile.**

Apr 27 | 4:00 - 5:30 p.m. | Bell Tower 1548

### MBTI Interpretation

Obtain your MBTI results and understand how to utilize the results of your personality type in career decision making. **Must complete an assessment at BT 1584 prior to the workshop.**

May 4 | 10:30 a.m. - 12:00 p.m. | Bell Tower 1548

### Career Boot Camp

Obtain the necessary skills to locate full-time employment, prepare for the interview process, and learn how to secure an employment opportunity.

May 5 | 4:00 - 5:30 p.m. | Bell Tower 1548

### HOW TO USE LYND.A.COM VIDEOS:

1

Locate the workshop materials at: [go.csuci.edu/cdsweb](http://go.csuci.edu/cdsweb)

2

Select the workshop you wish to view

3

Sign-in to your myCI student portal

4

Press play to start the video

5

Complete the workshop guide as you watch the video

### ONLINE SERVICES


#### Resources

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

#### Workshops


- Graduate School Application Planning
- Plan B: Graduate School or Full-Time Work?
- Career Boot Camp
- Exploring Career Pathways

### 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, the application process, planning, and preparation methods.



#### Graduate School Bound Program (online only):

The Graduate School Bound Program assists CI students who are interested in graduate school. The program is offered in a self-paced online module format accessible at [go.csuci.edu/cdsgraduate](http://go.csuci.edu/cdsgraduate).

### KEY



PowerPoint Presentation



PDF guide for Presentation



Pre-Recorded Video Workshop

#### Missed a Workshop?

Visit our website to locate pre-recorded video workshops and other resources, such as Lynda.com.