

JOB AND INTERNSHIP HUNTING TIPS

What you need to start your job search:



Resume



Cover Letter



Updated Dolphin CareerLink Profile



Updated LinkedIn Profile



HANK LACAYO INTERNSHIP PROGRAM

The Henry L. "Hank" Lacayo Institute (HLI) Internship Program focuses on facilitating career development and exploration for selected CI students. Through experiential learning, students will integrate their academic studies to gain practical paraprofessional work experience in preparation to enter the work-force.

Complete the application on Dolphin CareerLink via your **myCI** Portal


Complete the online application by: **MARCH for FALL** **OCTOBER for SPRING**

For more information visit:
go.csuci.edu/internapp

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


HOW TO 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



@CICareer



@CICareer



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.



CAREER DEVELOPMENT SERVICES **SPRING 2017** EVENTS AND WORKSHOPS SCHEDULE



Bell Tower 1548 | 805-437-3270
career.services@csuci.edu
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

M	T	W	T	F
9:30 a.m.	3:00 p.m.	2:30 p.m.	1:30 p.m.	12:30 p.m.
11:30 a.m.	5:00 p.m.	4:30 p.m.	3:30 p.m.	2:30 p.m.

Feb 6 - May 5
Blackout Dates: Feb 16, Mar 20-24, & Apr 13

FALL 2016 WORKSHOPS AND EVENTS

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 1548 prior to the workshop.**

Feb 14 | 10:00 a.m. - 11:30 a.m. | Bell Tower 1548

CI Connection Luncheon

Connect with local employers, build contacts and practice your networking skills. Students also participate in a formal business luncheon with potential mentors. **Students must RSVP and attend a training prior to the event, for more information please visit go.csuci.edu/cdsnews.**

Feb 16 | 10:30 a.m. - 1:30 p.m. | Spanish Hills

Employer Interviews

Polish your interview skills by reserving a 30-minute interview with a local employer. RSVP via your myCI portal on Dolphin CareerLink. Select the "Events & Workshops" tab to schedule your time slot.

Mar 15 | 2:30 p.m. - 4:30 p.m. | Bell Tower 1548

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 and edit your LinkedIn Profile.**

Apr 04 | 2:00 p.m. - 3:30 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 1548 prior to the workshop.**

Apr 05 | 3:00 p.m. - 4:30 p.m. | Bell Tower 1548

15th 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.**

Apr 13 | 10:00 a.m. - 2:00 p.m. | Central Mall

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

SUMMER HOURS

CAREER DEVELOPMENT SERVICES

Summer 2017 Drop-In Career Counseling Schedule

June 12th - August 18th

Located in Bell Tower 1548

Mondays: 1:00 p.m. - 4:00 p.m.

Thursdays: 9:00 a.m. - 12:00 p.m.

Drop-In is available on a first-come, first-served basis.

Drop-In sessions are limited to 30 minutes.

*Appointments outside of Drop-In times are not available during the summer.


HOW TO USE LYND.A.COM VIDEOS:




1. Locate the workshop materials at: go.csuci.edu/cdsweb




2. Select the workshop you wish to view



3. You will be prompted to 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



Online Career Counseling Appointments Now Available!

For more online resource please visit go.csuci.edu/cds-students

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.

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