

JOB AND INTERNSHIP SEARCH TIPS

Link into your future career! 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

WHAT YOU NEED TO START



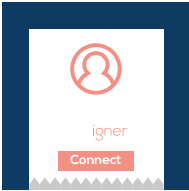
Resume



Cover Letter



Updated Dolphin CareerLink Profile



Updated LinkedIn Profile

FIND ON-CAMPUS EMPLOYMENT



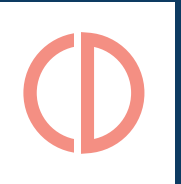
Search on Dolphin CareerLink



Upload necessary documents such as a Student Employment Application



Check document approval status after 24 hours



Visit the Career Development Center for additional assistance

HOW TO USE LYNDIA.COM VIDEOS:

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

2
Select 'Students' then go to 'Workshops'

3
Select 'Lynda.com Video Workshops'

4
You will be prompted to sign-in to your myCI student portal

5
Select your workshop & complete the guide while viewing

ONLINE SERVICES visit go.csuci.edu/cds-students for more info!

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



Online Career Counseling Appointments Now Available!

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.



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 AND STUDENT LEADERSHIP PROGRAMS

FALL 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.



Cal

CAREER
DEVELOPMENT
SERIES

CHANNEL
ISLANDS

DROP-IN CAREER COUNSELING

FALL 2017 HOURS (SEPT 11 - DEC 1)

MON	TUE	WED	THU	FRI
09:30 a.m. 11:30 a.m.	02:00 p.m. 04:00 p.m.	12:00 p.m. 02:00 p.m.	01:00 p.m. 03:00 p.m.	02:00 p.m. 04:00 p.m.






BLACKOUT DATES:

OCT 26, NOV 10, NOV 23, NOV 24

SEPTEMBER SKILLS FOR SUCCESS

Sessions held in Bell Tower 1548 unless otherwise noted

Thu 07
10 a.m. to 2 p.m.






Open House
Meet with student leadership and career development staff and get answers to your career and leadership questions. ***Bring your resume for review!**

Tue 12
Noon to 1 p.m.





Keeping Us All at the Table
Courageous Conversations: Learn how to facilitate dialogue to engage individuals in discussing emotionally charged topics in a respectful and effective manner.

Wed 13
Noon to 1 p.m.



Love Your Future
Lunch & Leadership Series: Explore tools for future success including S.M.A.R.T. goals, career research and create a dream board.

Fri 15
11 a.m. to Noon



HLI Internship Program Info Session
Learn about the paid internship program including how to apply and benefits of participation.

Tue 19
11 a.m. to Noon






Internship & Job Search Strategies
Gain helpful information for applying to on-campus positions, part-time/full-time work and internships.

Fri 22 - Sat 23
*RSVP Required








Student Leadership Retreat
Join us for an off-campus retreat! Explore and develop emotional intelligence and self-authorship. Reserve your spot today at go.csuci.edu/slprsvp.

Wed 27
10 to 11 a.m.



HLI Internship Program Info Session
Learn about the paid internship program including how to apply and benefits of participation.

Thu 28
10:30 a.m. to Noon








Know Your Personality Type
Obtain your Myers-Briggs Type Indicator (MBTI) results and understand how to utilize your personality type in career decision making. ***Must complete an MBTI assessment at Bell Tower 1548 prior to the workshop.**

OCTOBER CAREER EXPLORATION





Sessions held in Bell Tower 1548 unless otherwise noted

Wed 04
Noon to 1 p.m.



Teamwork & Collaboration Training
Lunch & Leadership Series: Employers want employees who work well with others. Learn how to effectively work as part of a team.

Thu 05
3:30 to 4:30 p.m.



Jump Start Your Career
Career Exploration: Interested in several career paths? Learn how to use career assessment tools to research detailed information about specific career paths with the new **CI Career Journey**.

Thu 12
3:30 to 4:30 p.m.







Career Fair Success
Get ready to impress! Learn helpful tips and valuable skills to prepare for the Career & Internship Fair.

Mon 16
3 to 4 p.m.






Resume 101
Helpful tips on how to prepare and polish your resume for the Career & Internship Fair.

Tue 17
Noon to 1 p.m.







Courageous Conversations
Discuss the realities of racial and gender inequalities in the workplace. Participants will develop skills for self-advocacy.

Thu 19
2:30 to 4:30 p.m.



Ace the Interview
Get ready to impress! Polish your interview skills and elevator speech. Reserve a 30-minute mock interview with recruiters via your myCI portal on Dolphin CareerLink. Select the 'Events & Workshops' tab to schedule a time slot.

Fri 20
4 to 5:30 p.m.



Know Your Personality Type
Obtain your Myers-Briggs Type Indicator (MBTI) results and understand how to utilize your personality type in career decision-making. ***Must complete an MBTI assessment at Bell Tower 1548 prior to the workshop.**

Mon 23
1:30 to 2:30 p.m.



Career Fair Success
Get ready to Impress! Gain tips on how to prepare for the Career & Internship Fair.

Fall 2017 Career & Internship Fair

Thu 26
10 a.m. to 2 p.m.
Central Mall



Join us for our Inaugural Fall 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, please visit: go.csuci.edu/cdsnews.

Tue 31
Noon to 1 p.m.



Problem Solving Workshop

Lunch & Leadership Series: Learn a systematic approach to problem solving in workplace and personal settings.

NOVEMBER CAREER ADVANCEMENT

Sessions held in Bell Tower 1548 unless otherwise noted

Thu 02
11 a.m. to Noon



Job/Internship Search Strategies

Learn proactive job and internship search strategies that work!

Tue 07
Noon to 1 p.m.



Interpersonal Communication Skills

Lunch & Leadership Series: Identify strategies for effective interpersonal communication in various settings.

Wed 08
3:30 to 5 p.m.



Know Your Personality Type

Obtain your Myers-Briggs Type Indicator (MBTI) results and understand how to utilize your personality type in career decision-making.

***Must complete an MBTI assessment at Bell Tower 1548 prior to the workshop.**

Tue 14
11 a.m. to Noon



LinkedIn 101

It's Just Networking: Discover how to maximize LinkedIn as a job/internship search tool. Please bring a laptop to create and edit your LinkedIn Profile.

Wed 15
Noon to 1 p.m.



Conflict Resolution

Lunch & Leadership Series: Recognize conditions that impact potential conflicts and learn strategies for de-escalation.



Critical Thinking/
Problem Solving



Oral/Written
Communication



Leadership



Digital Technology



Team Work/
Collaboration



Professionalism/
Work Ethic



Career
Management



Global/
Intercultural Fluency