

EMPLOYABILITY SKILLS AND KNOWLEDGE

MODULE 4



PLACEMENT & CAREER GUIDANCE SERVICES - DO'S AND DON'TS

Here are the keys to getting the most from your college's career services office. Follow these simple rules and you'll maximize the resources and advice from these professionals. Here are their tips for you.

- ⚡ **Do** come in willing to take suggestions and constructive feedback on your resume and cover letters.
- ⚡ **Do** tell your placement officer and/or career counsellor about your values, goals, and aspirations. These aspects of yourself can greatly affect your career decision-making process.
- ⚡ **Do** take advantage of all programs offered by career services so you can connect with professionals. These professionals can be valuable sources for information interviews, internships, and possible full-time positions.
- ⚡ **Do** go to workshops offered by your placement service office starting in your freshman year. The career services office is for all students on a college campus. If you wait until your last semester to start visiting the career services office you have waited too long and may not find the assistance you are looking for. Get in early ... meet the staff... and start developing your career early on.
- ⚡ **Do** make use of your college career center's alumni contacts to start networking. Most college career centers have this type of alumni connection, which is priceless for the current student as well as those graduating or job searching.
- ⚡ Remember that conducting a job search requires much more than just putting your resume on a major job board such as Monster.com! Networking is one of the best ways to find resources on job opportunities, the career field, or company/industry information.

- ⌘ **Do** take advantage of any on-campus recruiting program your career center offers but don't put all of your eggs in that basket. Do check classifieds, attend networking events, and contact employers on your own to widen the job search.
- ⌘ **Do** read your career services center's publication to find out more about the services for students.
- ⌘ **Don't** ask for suggestions and advice on your resume if you aren't open-minded enough to accept them.
- ⌘ **Do** take assessments if your career center offers them.
- ⌘ **Don't** believe the myth that career services is only for IT and business majors.
- ⌘ **Don't** expect Career Services to "hand you" a job; job searching is hard work and requires much effort on your part.
- ⌘ **Don't** expect advice from any career professionals about deciding on your career. Deciding on a career is not done with a crystal ball. Your career decisions are your responsibility. Use career professionals as sounding boards.
- ⌘ **Don't** expect career services to write your resumes and cover letters for you.
- ⌘ **Do** visit the career center before you want to begin the internship or job search to become familiar with the center.
- ⌘ **Don't** wait until the last minute to begin the search.