



FACULTY + CAREER SERVICES = A GREAT PARTNERSHIP



Career Services is excited to partner with you to provide critical professional development tools, strategies and resources.

SEND STUDENTS TO SEE US IF THEY ARE:

- Exploring interests and potential careers
- Wondering what they can do with their major
- Interested in applying for jobs and internships
- In need of developing interpersonal skills
- Struggling to describe their strengths and skills

HELP STUDENTS DEVELOP AND PREPARE, OR PROVIDE EXTRA CREDIT:

- Encourage students to update their profiles on **Hire A Vike** (our online job board).
- Suggest attending special events: **Resume Rx, Mock Interview Day, Job Search Boot Camp, Career Conversations** and **A Day in the Life**.
- Send students to **Walk-In Wednesdays**: 5-10 minute “diagnostic” check-in and next steps.
- Remind students to search and apply for **on-campus employment**.
- Require students **schedule an appointment** for individual assistance.
- Coordinate with us on **a specific assignment**.
- Schedule an **in-class workshop** on networking, interview preparation, a resume/cover letter lab or other internship/career search and professional development topics.



For the past 6 semesters, my students and I have been extraordinarily productive due to the rewarding experience of the On Campus Internship Program. We look forward to it every semester!

- Susan D. Carver, Ph.D., Asst. Dean
of Washkewicz College of Engineering



I have found Career Services to be especially helpful to students struggling with where to start in their search for employment.

- Robert Whitbred, Ph.D., Director of
School of Communication



Career Services provides essential support to our scholarship program, and the students in our cohort really appreciate the helpful resources they offer.

- Barbara H. Margolius, Ph.D., Director of Choose
Ohio First & Professor of Mathematics



I often refer my students to the Career Services office. Our liaison provides excellent advice about potential careers, internships and future employment opportunities. Kudos to the entire team!

- Barb Szigeti, M.A., Academic Advisor, College of
Sciences and Health Professions Advising Center



CAREER READINESS

Career readiness of college graduates is of critical importance in higher education, in the labor market and in the public arena.

In accordance with its mission to lead the community focused on the employment of the new college graduate, the **National Association of Colleges and Employers (NACE)** has developed a definition and identified competencies associated with career readiness.

The definition and competencies work to help close the gap between higher education and the world of work. They lay the foundation for the work necessary to prep college students for successful entry into the work force.



DEFINITION:

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

COMPETENCIES

Career & Self Development: Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities and networking to build relationships within and without one's organization.

Communication: Clearly and effectively exchange information, ideas, facts and perspectives with persons inside and outside of an organization.

Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion: Demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures and policies of racism.

Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits and act in the interest of the larger community and workplace.

Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks and accomplish goals.



STUDENT



Career
Services



MAP

EVERYONE IS ON A DIFFERENT PATH.

Wherever you are in the process, Career Services is here to support you to taking the next step – no matter if you are a first or a seventh year student.

DISCOVER

- Visit Career Services to learn about the department's programs and resources
 - Identify interests, values and skills; learn what you can do with your major
- Complete profile on Hire A Vike; explore job, internship and on-campus employment opportunities
- Schedule an appointment with a Career Specialist

EXPLORE

- Immerse yourself in your major and explore career paths of interest;
 - Identify organizations in which you can gain experiential learning through Informational Interviews; apply for internships through Hire A Vike
- Develop your elevator pitch; create a resume
- Participate in events like Resume Rx, Mock Interview Day and Career Fairs

EXPERIENCE

- Be proactive! During fall semester, devote a significant amount of time and energy to identify and apply to internships
- Create a LinkedIn profile and continue conducting Informational Interviews to uncover the hidden job market
- Explore your options and desire to attend graduate or professional school

REFINE

- Make sure you are on track with Academic Advising; visit Career Services for advice on mapping your strategies to reach your goals after graduation
- Refine your resume with most relevant experience, and update your Hire a Vike and LinkedIn profiles
- Continue to attend professional development events (Mock Interview Day, Resume Rx) and stay in touch with Career Services! Let us know your successes so we can celebrate with you!

CONNECT WITH US

216-687-2233 | CAREERS@CSUOHIO.EDU | RHODES WEST 280 | WWW.CSUOHIO.EDU/CAREER-SERVICES

CSU_CAREERS



SAMPLE CAREER ASSIGNMENTS FOR YOUR STUDENTS

ATTEND A CAREER SERVICES EVENT

Have students submit a reflection statement of their experience. They can register for Career Services events [here](#).

RESEARCH TWO TO THREE CAREER PATHS USING OUR ONLINE VIKING RESOURCES LIBRARY

Career Services offers plenty of [career exploration resources](#) they can delve into.

CREATE A LINKEDIN PROFILE. SUBMIT YOUR LINKEDIN URL OR A SCREENSHOT OF YOUR PROFILE

Need advice on how to stand out on LinkedIn? [Look no further!](#)

COMPLETE A [CAREER COACHING SESSION](#)

Afterward, have your students send a thank-you email to Career Services staff and copy faculty.

LEVERAGE THE HIRE A VIKE CAREER MANAGEMENT PLATFORM

[Hire A Vike](#) (powered by Handshake) is the Cleveland State University online job board which hosts internships, co-ops, student employment opportunities and permanent positions with top employers from all majors.

Instruct your students to:

1. Log on to their Hire A Vike profiles with their CSU ID email and password.
2. Update their profile:
 - a. My Journey (introduction statement)
 - b. Work & Volunteer Experience
 - c. Job Interests
 - d. Skills
3. Search for jobs and internships. Create a saved search.
4. Submit a screenshot of their profile
5. Use regularly to land their next job or internship!