

Speakers Bureau

The staff of the St. Paul Campus Career Center is happy to speak to your class on a variety of career-related topics. Priority will be given to requests received within the first two weeks of the semester. Contact Heather Fredrickson at hfredric@umn.edu or at 612-625-9247. Presentation topics include:

Introduction to the St. Paul Campus Career Center:

Minimum time: 15 Minutes

This is an introduction to the basic services of the St. Paul Campus Career Center including individual assistance with career exploration and job search issues, internship planning, networking, print and on-line resources, job listings, on-campus interviewing, workshops, career events and more.

Ideal for all students.

Resumes and Cover Letters:

Minimum time: 45 Minutes

We'll discuss strategies that make resumes stand out from the competition. Students will be encouraged to reflect on past experiences and think critically about how their skills relate to needs of prospective employers. Attention will be given to electronic as well as hard-copy resumes.

Ideal for all students.

Internship Planning:

Minimum time: 30 Minutes

What are the key resources available to find internship opportunities? Resources which list actual internship openings will be reviewed as well as approaches to locate and create internships that are not officially publicized. Students will learn about factors they should consider to ensure their internships are positive, enriching experiences.

Ideal for Sophomores, Juniors.

Interviewing Preparation:

Minimum time: 45 Minutes

Advance preparation is the key to a job-winning interview. We'll discuss ways to ensure students are prepared to make a good impression and effectively communicate their skills.

Ideal for Sophomores, Juniors, Seniors.

Job Search Strategies:

Minimum time: 45 Minutes

It's easy to apply for jobs and internships that appear on-line or in the newspaper, but most jobs are never publicly posted. We'll explore ways to learn about prospective employers and to build relationships that will lead to great opportunities.

Ideal for Sophomores, Juniors, Seniors.

Knowing Yourself: The First Step to Career Satisfaction:

Minimum time: 45 Minutes

Students will gain insight to their strengths, interests and personalities using in-class exercises or assessment instruments. Assessment instruments include the Myers Briggs Type Indicator, the Strong Interest Inventory, and Strengths Finder. The cost of each assessment per student ranges from \$8 to \$15.

Ideal for Freshman, Sophomores.

Career Fair Preparation:

Minimum time: 15 Minutes

We'll discuss ways to maximize opportunities available through career fairs including employer research prior to the event, appropriate attire, creating a strong first impression, communicating relevant skills and appropriate follow-through.

Ideal for all students.

Salary Negotiation:

Minimum time: 20 Minutes

Research shows that negotiating can make a significant difference in a starting salary. We'll share strategies and techniques that have proven most effective in the salary negotiation process.

Ideal for Seniors.

Building the Skills Employers Seek:

Minimum Time: 30 Minutes

Employers tell us they look for transferable skills such as leadership, interpersonal, and communication skills in their new employees. How can students capitalize on the opportunities to develop these skills? We'll also discuss electronic portfolios as a helpful tool for tracking skill development.

Ideal for Freshman, Sophomores.

Faculty Staff Newsletter

ST PAUL CAMPUS
career center



UNIVERSITY OF MINNESOTA

January 2008

198 McNeal Hall
1985 Buford Avenue
St. Paul, MN 55108
Phone: 612-624-2710
Fax: 612-624-9213
Email: spccc@umn.edu

Visit us online at:

www.stpaulcareers.umn.edu

Resource Room Open Daily:

8:00am-4:30pm
Open until 6:00pm Wednesdays

Drop In Hours Spring 2008

Mondays	11:00am - 4:00pm
Tuesdays	1:00pm - 3:00pm
Wednesdays	10:00am - 2:00pm 4:00pm - 6:00pm
Thursdays	12:00pm - 2:00pm
Fridays	10:00am - 2:00pm

Serving Graduate and Undergraduate Students From:

- College of Design
- College of Food, Agricultural, and Natural Resource Sciences
- College of Continuing Education (*degree seeking students*)
- College of Education and Human Development (*BME or HRD majors only*)

The University of Minnesota is an equal opportunity educator and employer. This material is available in alternative formats upon request. Please contact the St. Paul Campus Career Center at 612-624-2710.

Employers Expect Multiple Internships

Research recently conducted by the Collegiate Employment Research Institute at Michigan State University shows that 50% of employers expect students to have 2 or more internships by the time they graduate, and of those, 10% stated that they expect students to have 3 or more internship experiences! Employers gave two main reasons for expecting multiple internships:

- 1) *It allows them to identify top candidates quickly from large applicant pools*
- 2) *Candidates with multiple internships transition more quickly into full-time positions*

As faculty and staff, we hope you will begin sharing this statistic with your undergraduate students, especially freshmen and sophomores. It is important for students to begin internship experiences early in their academic careers in order to be competitive in today's job market. We hope you will encourage your students to visit the staff at the St. Paul Campus Career Center to plan for these experiences. Our staff is well equipped to help students find internship opportunities that meet their skill levels even as a freshmen or sophomores.

Second Year Career Appointments

The St. Paul Campus Career Center is delighted to continue its initiative to help 2nd year and recent transfer students meet their career planning needs. This early intervention aims to help students learn about the career-related resources available to them and encourages them to identify and start working toward their career goals through career research, campus involvement, resume creation, obtaining an internship, etc.

Since this initiative began in 2006, it has received very positive feedback. With the help of two graduate interns, we hope to reach even more students and majors this year. We are serving students major by major; advisors, major coordinators, and key faculty will receive an e-mail when we are ready to serve your students. Advisor and faculty support of these appointments strongly predicts student participation, so we appreciate your encouragement of 2nd Year/Transfer Career Appointments. If you have questions about this program please contact Leslie Mulder at muld0040@umn.edu.

Graduate Student Services

Are your graduate students planning careers in academia, or in private industry? Approximately half of graduate students nationally are expected to put their education and skills to work in the private sector. The St. Paul Campus Career Center provides services to help graduate students transition successfully from school to the job search and to achieve career satisfaction in both non-academic and academic positions. We offer individual appointments for:

- Goal clarification*
- Resume and CV review*
- Mock interviews*
- Job offer evaluation and negotiation*

We work closely with the Graduate School to promote and schedule workshops on professional topics and career planning. See http://www.stpaulcareers.umn.edu/graduate_students/workshops.html for details.

To schedule a presentation about Career Services for Graduate Students in your seminar or other classes, please contact Maggie Kubak at 612-626-5629.

Services Available 2 Years After Graduation

The St. Paul Campus Career Center continues to provide our full array of services to students for 2 years after graduation. If you know of recent graduates who need career assistance, please encourage them to contact us!

Online Career Workshops HUGE Success!

This fall the St. Paul Campus Career Center decided to discontinue our in-person workshops and move all of our sessions to an online format using Adobe Presenter. The results of this have been very positive. Students regularly give us feedback that these workshops are a convenient and efficient way to gather career information at any time of the day or night. Below is a sampling of the number of students who have viewed our online workshops:

Job Fair Success – 350 student views

Resume Writing – 550 student views

Effective Interviewing – 160 student views

Networking – 60 student views

Please be reminded that due to this overwhelming success, we will no longer offer in-person workshops. Please refer students directly to our web site to view our online workshops or link to them from your web site.

St. Paul Campus Career Center Online Workshops:

<http://www.stpaulcareers.umn.edu/workshops.html>

New Partnership with the College of Continuing Education

The St. Paul Campus Career Center is pleased to announce a new partnership with the College of Continuing Education (CCE). Degree seeking students in CCE now receive comprehensive career service assistance from the St. Paul Campus Career Center regardless of their major or program. Those students completing individualized degrees will have the continued benefit of receiving services from other career offices related to their emphasis areas. This partnership will ensure that students in CCE majors are well informed about career resources available at the University of Minnesota and are well prepared to market their unique degrees to potential employers. Elizabeth Hruska, a career counselor with over 5 years of experience at the University of Minnesota, will join the St. Paul Campus Career Center staff in January to help provide outstanding service to CCE students and staff.

Web Resource for International Students

The St. Paul Campus Career Center subscribes to an online tool for international students called **H1Base.com**. At this site, students can view an online database that lists employers who have sponsored H1B visas in the past. This list allows students to target their job search to organizations who are open to hiring international students. To access this web site students can follow the below instructions:

Go to <http://h1base.com>

Go to “Current Users Login” (in the upper right corner), select “H1B Job Services”

Login email: uofminternational

Password: [uofminternational](http://h1base.com)

Under My Solution Center, you'll see “online databases of H1B visa sponsors/employers ~ 12 Month Membership Unlimited Users”. Click “view”. Please be aware that the U of M subscription is for the “online databases of H1B visa sponsors/employers ~ 12 Month Membership Unlimited Users” **ONLY**. There are many other services offered on this site for a fee.

Faculty Best Practices

We would like to thank the faculty and instructors who have worked with the St. Paul Campus Career Center to integrate career development into the classroom. Below we have highlighted two great examples of how to enhance the career development of students on campus. To get more great ideas, visit the faculty resources section of our web site at: http://www.stpaulcareers.umn.edu/faculty_staff/resources.html

Design Housing and Apparel – Denise Guerin

Practice (*or mock*) interviews are an excellent way for students to have a mini-interview experience, complete with instant critique to help them improve. Denise Guerin from Interior Design invited the St. Paul Campus Career Center to come into her class and conduct small group mock interviews. Here is what Denise had to say about the experience:

“(I) rotated among the groups and eavesdropped...that was wonderful! Your staff is knowledgeable, prepared, nurturing, yet hold students accountable... and give excellent feedback. I was impressed with the process as well. Congratulations to your entire staff; this was an excellent experience for the students and me! I think you may be swamped with ID (Interior Design) students now! Thank you so very much.” – Denise.

We encourage faculty to have the Career Professionals introduce your students to interviewing through this efficient and effective group practice interview method.

Applied Economics – Gary Cooper

Career Fairs aren't just for seniors! Gary Cooper from Applied Economics adds an extra credit assignment to his ApEc 1001: Orientation to Applied Economics course consisting mainly of first-year students. The assignment involves attending the St. Paul Campus Career Fair and learning from recruiters what careers are possible in the various industries and companies. Recruiters often tell us that they look for those motivated students that they met at previous years' fairs and hope those students are interested in internships or other employment. Gary's assignment helps students feel more comfortable, confident and informed about career fairs, and the potential employers were impressed with their motivation.

Spring 2008 Career Fairs – Mark Your Calendars

The St. Paul Campus Career Center will again host several career fairs for students, and your attendance is very important to employers. Therefore, we hope you will add the following career fairs to your calendar and consider these events as you create your course syllabus:

Environmental Internship & Career Fair

Wednesday, February 6, 2008

10:00am-2:30pm

North Star Ballroom, St. Paul Student Center

Meet employers hiring interns and full-time employees for environmental and natural resources positions. <http://www.stpaulcareers.umn.edu/index/careerfair.html>

University of Minnesota Job & Internship Fair

Monday, February 25, 2008

10:00am-4:00pm

Minneapolis Convention Center

Attend the largest college job fair in Minnesota! 200+ employers are expected to attend this event. <http://www.umjobfair.org/>.

Architecture, Interior Design & Landscape Architecture Career Fair

Monday, March 3, 2008

6:30pm-9:00pm

Great Hall, Coffman Union

Meet with employers hiring students in architecture, interior design and landscape architecture. <http://www.design.umn.edu/careerfair/>

Student Traffic Increase

The St. Paul Campus Career Center has seen a 29% increase in student traffic this fall compared to Fall 2008. Advisors and faculty referral is a top reason students visit our office, so thank you for your referrals.

Student Satisfaction

Of the 300 students who completed our satisfaction survey during the Fall 2007 semester, 99.3% of respondents said they would recommend the St. Paul Campus Career Center to other students in their major!