

Visit Your Career Services Office Today

Posted by Bob Roth

It may be difficult for college freshmen to get very excited about their senior year job search, so early in their college experiences. However, the Career Services Office at your college can play a critical role in your employment success. That's why every college student should make an appointment to visit the office in their freshman year. Although that may surprise some students and parents, it is important for students to learn about the services that are provided, keep their end target in sight and make certain that they perform all of the steps that will lead to employment success.

Generally, college freshman should visit the Career Services Office to:

- Receive an introduction to the services that are provided
- Learn about the Career Services Library
- Learn about the Career Services web site
- Receive career counseling and guidance
- Participate in career testing and assessment activities
- Learn about the steps that lead to employment success
- Draft a four year, career development plan
- Ask questions

This is an important step for students to take. Hopefully, all students and parents will come to understand that the senior year job search actually begins in the freshman year. In reality, it is the active involvement and preparation that takes place during the first three years of college that will lead to successful interviews and great job offers.

College sophomores should visit the Career Services Office to:

- Refine their career direction
- Receive job search guidance and training
- Update their career development plan
- Learn about the importance of participation and leadership
- Receive guidance as they begin to develop their network
- Learn about Internships, Co-Op Assignments and Part-Time Jobs
- Research potential employers
- Identify useful job hunting web sites and other resources

The sophomore year is often considered to be the foundation year for the senior year job search. Most students have selected and settled into their major. At the same time, these students are beginning to get more involved with campus, work and community activities. When they have an eye toward their future employment goals, they are much more likely to do the things that the best employers seek. That's why a detailed career development plan is so important to their job hunting success.

College juniors should visit the Career Services Office to:

- Receive job search guidance and training
- Update their career development plan
- Learn about Internships, Co-Op Assignments and Part-Time Jobs
- Sign up for practice interviews
- Prepare their list of accomplishments, successes and results
- Draft their resume

- Draft their sales letter
- Learn about the importance of leadership, communication and people skills
- Identify alumni working in their field of interest
- Receive guidance as they expand their network
- Talk with college seniors about interviews and the questions that were asked
- Learn about the importance of references
- Practice their interviewing skills
- Research potential employers, so they can contact them directly
- Develop the questions they will ask employers during interviews

By now, college juniors should be deeply involved with career activities. They participate in and lead campus, work and community activities. They are building relationships with respected and influential people, expanding their network and diligently preparing for their senior year job search.

College seniors should visit the Career Services Office to:

- Finalize their resume
- Finalize their sales letter
- Finalize the questions they will ask
- Sign up for and take campus interviews
- Learn about the questions that are being asked
- Network with other seniors in their field of interest
- Network with alumni in their field of interest
- Obtain suggestions and guidance

College seniors know that this is a critical year. The first three years of college are used to prepare for the senior year job search. Now, students must conduct their job search and utilize every tool and technique that they have learned.

Why is it that so many college students never visit or utilize the Career Services Office? I don't know; but that is a big mistake. Unless a student is guaranteed a good job by a relative or close friend, they will need to learn everything they can about conducting the senior year job search and launching their careers.

To help ensure employment success after college, the place to start is the Career Services Office. Visit them regularly to pick their brains for the information, tools, thinking and support that will lead to a great job.

Visit Bob's web site: www.The4Realities.com. Bob Roth is the author of The 4 Realities Of Success During and After College -and- The College Student's Guide To Landing A Great Job. </HTML>

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