

Office of Career Services: Career Preparation and Readiness

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Career Preparation and Readiness:

Whether exploring one's career options or looking for a job or an internship, the Office of Career Services (located in B1215, inside the Student Success Commons) is a resource center offering a wide range of services available to currently enrolled students and alumni free of charge. In addition to direct services, our website (www.govst.edu/careerservices) provides links to sample correspondence materials, as well as links to many other useful internet resources.

Resources and Services for Students:

- Individual career counseling sessions
- Internship and job search strategies
- Interest inventories and personality assessments for career exploration
- Resume and cover letter critiquing
- Mock interviews
- **Jobs for Jaguars**, online job database for on and off-campus employment
- Four Year Career Compass (Career Development Model)
- Web links to career resources, such O*Net and *What Can I Do With This Major?*
- Bulletin boards located on campus displaying current career and internship openings
- Information on upcoming career fairs and events hosted by the Office of Career Services as well as in the surrounding communities

Programming for Faculty:

In-class presentation requests are asked to be submitted at least three weeks in advance, and/or prior to the start of the semester if possible.



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The Office of Career Services, 2017-2018 Calendar of Events/Workshops

Fall 2017 Workshops

- Monday, July 31st, IDOC Testing, 9:00-5:00 pm, CPA Green Room, Engbretson Hall, Room B1216
- Wednesday, August 30th, Student Employment Fair, 2:00-5:00 p.m., Hall of Governors
- Tuesday, September 12th, Career Coaching/Resume and Cover Letter, 12:00-1:00 pm, Room B1216
- Wednesday, September 13th, Four-Year Compass (freshmen), 12:00-1:00 p.m., Room B1216
- Tuesday, September 19th, Career Coaching/Strengths Assessment, 12:00-1:00 p.m., Room B1216
- Tuesday, September 19th, PICC/YWCA & South Suburban/Domestic Violence, 12:00-1:00 p.m., Room TBD
- Tuesday, September 19th, PICC/LinkedIn, 2:00-3:00 p.m., Room TBD
- Tuesday, September 19th, PICC/Networking, 3:00-4:30 p.m., Room TBD
- Wednesday, September 20th, PICC/Internships, 12:00-1:00 p.m., Room TBD
- Wednesday, September 20th, PICC/How to Market your Liberal Art Degree, 2:00-3:00 p.m., Room TBD
- Wednesday, September 20th, PICC/The Benefits of Study Abroad, 3:00-4:30 p.m., Room TBD
- Tuesday, September 26th, Career Coaching/Interviewing, 12:00-1:00 p.m., Room B1216
- Wednesday, September 27th, Finding a Job That Fits Your Values, 12:00-1:00 p.m., Room B1216
- Tuesday, October 3rd, Career Coaching/Networking, 12:00-1:00 p.m., Room B1216
- Wednesday, October 4th, PLS/Bullying, 12:00-1:00 p.m., Room B1216
- Tuesday, October 11th, Career Coaching/Job Search Strategies, 12:00-1:00 p.m., Room B1216
- Tuesday, October 17th, Career Coaching/LinkedIn, 12:00-1:00 p.m., Room B1216
- Wednesday, October 18th, Four Year Compass (sophomore), 12:00-1:00 p.m., Room B1216
- Wednesday, November 1st, PLS/Women in the Workplace, 12:00-1:00 p.m., Room B1216
- Wednesday, November 15th, Introverts and Extroverts, 12:00-1:00 p.m., Room B1216

Spring 2018 Workshops

- Wednesday, January 31st, PLS/How to Destress in the Workplace, 12:00-1:00 pm., Room B1216
 - Date TBD, Natural Hair in the Workplace, Time and Room TBD
 - Tuesday, February 7th, Black Inventions Exhibit, 12:00-5:00 pm., Room TBD
 - Wednesday, February 21st, Career Empowerment through Value Discovery, 3:30-4:30 p.m., Room B1216
 - Wednesday, March 7, 2018, PLS/LGTBQ in the Workplace), 12:00-1:00 p.m., Room B1216
 - Thursday, March 8, 2018, Internships 101, 3:00-4:00 p.m., Room B1216
 - Wednesday, March 21, 2018, Four Year Compass (Junior), 12:00-1:00 p.m., Room B1216
 - Tuesday, April 3, 2018, Career Fair and Open Resume Prep Lab, 12:00-1:00 p.m., Room TBD
 - Wednesday, April 4, 2018, Four Year Career Compass (Senior), 12:00-1:00 pm., Room B1216
 - Thursday, April 12, 2018, Spring Career and Internship Fair, 2:00-5:00 p.m., Hall of Governors, Center for Performing Art Theatre Lobbies
 - Thursday, April 26, 2018, Student Employee Recognition Reception, 3:00-4:30 pm., Engbretson Hall
- Additional On Campus Events
- Mini Career Workshops-Thursdays SSC, Room B1216 3:00-3:30 p.m.

