# UC REALERSING

# UNIVERSITY OF CALIFORNIA UNIVERSITY OF CALIFORNIA BIVERSITY OF CALIFORNIA CAREER SIDE Career Center

# Winter 2008 Staff Information Packets

# Save 2007-2008 Save date

CAREER WEEK FEBRUARY 25 - FEBRUARY 29

TEACHER JOB FAIR WEDNESDAY, MARCH 5, 2008 UCR EXTENSION

CAREER WEEK

#### **CAREER NIGHT**

WEDNESDAY, APRIL 16, 2008 STUDENT RECREATION CENTER

CAREER MARATHON WEDNESDAY, MAY 7, 2008 RIVERA LIBRARY WALKWAY

## LAST CHANCE JOB FAIR

THURSDAY, MAY 22, 2008 RIVERA LIBRARY WALKWAY

#### CAREERS.UCR.EDU

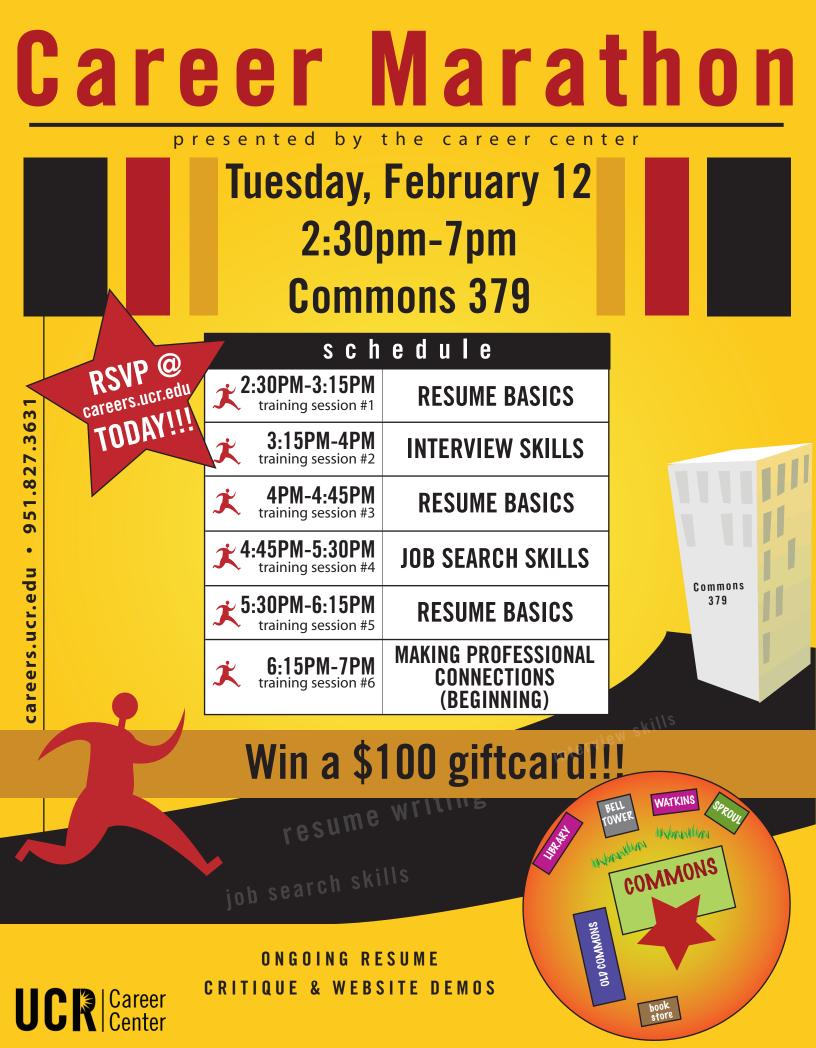
DONT FORGET TO VISIT THE VIRTUAL CAREER CENTER WHERE YOU WILL BE ABLE TO FIND ONLINE WORKSHOPS, PODCASTS, VIDEOS, THE PEER SHOW, AND MUCH MORE!

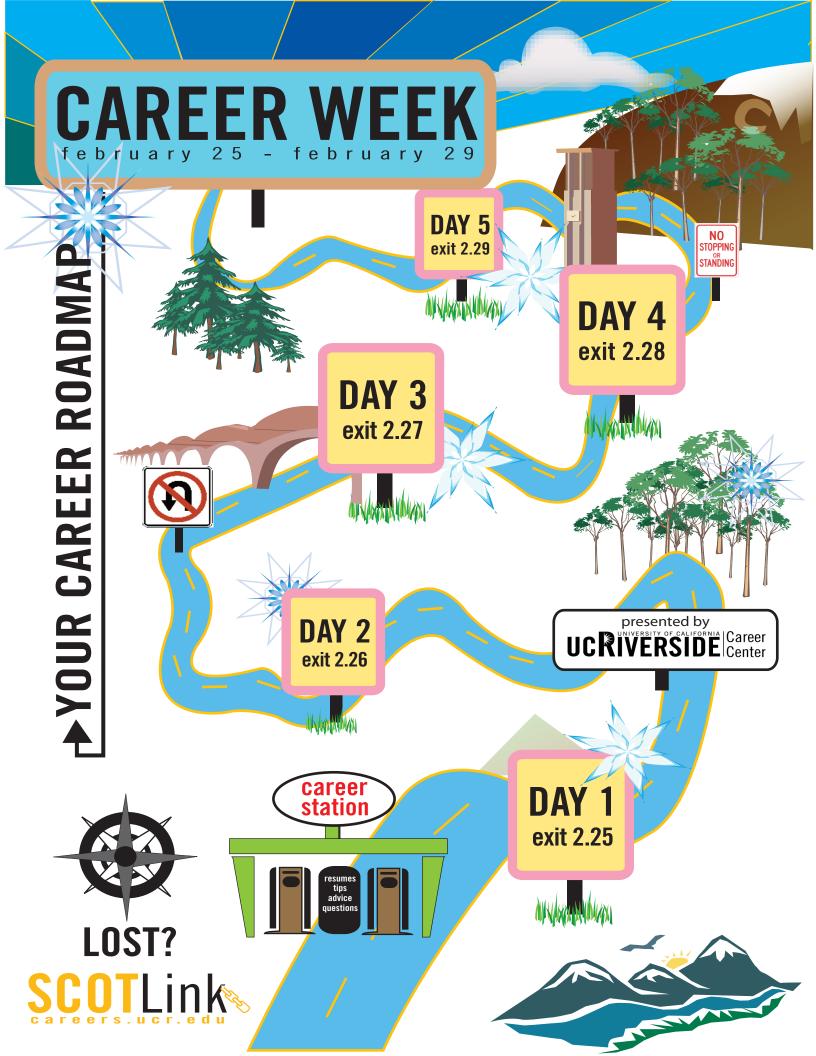
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# 3RUARY 25. 20

# MAKING PROFESSIONAL CONNECTIONS (BEGINNING)

TIME: 10:15-11AM • LOCATION: COMMONS 268

This workshop builds the foundation for starting your professional connections. Come and learn how to get started and learn common mistakes to avoid.

# WORK GREEN. EARN GREEN: CAREERS THAT SAVE THE PLANET



TIME: 1:15-2:30PM • LOCATION: COMMONS 268

Check out the great internship opportunities available through INROADS. INROADS develops and places talented minority youth in business and industry and prepares them for corporate and community leadership. Are you ready for a paid multi-year Internship with a Fortune 1000 company? With INROADS, you can literally walk from the classroom to the boardroom with the confidence and experience you need to succeed. Why don't you see for yourself?

#### RESEARCH CAREERS IN THE NATIONAL LABS TIME: 3:15-4:30PM •LOCATION: COMMONS 268

Learn what it would be like to work in premiere applied science laboratories pursuing leading-edge research in the national interest. Panel of professionals and interns will share their experienc

# **FEBRUARY 26, 2008**

#### ADVANCED JOB SEARCH SKILLS TIME: 10:15-11AM • LOCATION: COMMONS 268

Especially designed for Junior and Seniors. Conducting an effective job search will be covered. Learn ways to stay focused while searching for jobs and the importance of networking.

# STARTING YOUR CAREER IN THE SCIENCES FEATURING: ON ASSIGNMENT LAB SUPPORT

TIME: 11:15AM-12:30PM • LOCATION: COMMONS 379

A team of science recruiters will discuss job opportunities for entry-level scientists, what to expect from the recruitment process, and how you can stand out as a competitive candidate.

# EXPLORING THE WORLD OF INTERNSHIPS IN SCIENCE & ENGINEERING

TIME: 12:45-2:00PM • LOCATION: COMMONS 379

Are you uncertain about the types of internship opportunities that you want to pursue? Do you want answers now? Don't let the research overwhelm you. This workshop will introduce you to an intriguing panel of individuals with experience working in engineering and scientific fields. Come ready to ask lots of questions.



#### WHAT CAN YOU DO BESIDES BECOMING A DOCTOR? TIME: 3:40PM-5PM • LOCATION:

Come and explore different careers other than becoming a doctor. You don't have to be involved "directly" with patient care to be in health careers. A panel of various professionals will be present to talk about their career paths in the health field.

## ELEMENTS OF A COMPETITIVE MED SCHOOL APPLICANT (PRESENTED BY THE MEDICAL HEALTH CAREERS PROGRAM)

TIME: 5:15-6:30PM • LOCATION: COMMONS 379

Learn more about what activities, projects, & programs some of the best qualified students are pursuing during the college years & beyond. Increasingly, many applicants are spending time after college preparing for a career in medicine by pursuing additional experiences that enhance their competitiveness as a candidate. Come & hear from the Medical Health Careers Program & successful applicants who will share their own experiences & recommendations.

## ENGINEERING MOCK INTERVIEW NIGHT

TIME: 5:15-8:15PM • LOCATION: CAREER CENTER

# IFSIJA **FEBRUARY 27, 2008**

# **BREAKING THE STEREOTYPE: FROM LABS TO BOARD ROOMS**

#### TIME: 11:10AM-12:30PM • LOCATION: COMMONS 268

Have you ever heard of the myth that your major will determine the type of career you succeed in? Nothing could be further from the truth. Come and see for yourself how this panel of professionals broke the stereotype and succeeded in "non-traditional" careers. As Engineering and Science majors, they pursued paths not directly associated with their majors.

# WINTER INVITATIONAL (OPEN HOUSE)

TIME: 12:00-5:00PM • LOCATION: CAREER CENTER CAREERS IN THE PHARMACEUTICAL INDUSTRY

TIME: 3:15-4:30PM • LOCATION: COMMONS 268

Representatives from major pharmaceutical companies will discuss trends and current events in the pharmaceutical industry, as well as the types of jobs and internships available for college students.

# AGRICULTURAL CAREERS NETWORKING DINNER

#### TIME: 6:00-8:00PM • LOCATION: UCR EXTENSION

Representatives from corporations which support the agriculture industry will be present. Come enjoy an elegant meal, network with working professionals, and find out what exciting positions are available. Open to students, faculty, and staff in CNAS and COE. Last year's corporate participants were: Actagro, LLC; AgRX; CALAMCO; Mid Valley Agricultural Services, Inc.; Monsanto Company; Konterey AgResources; Trical, Inc.; and Yara North America. Price: FREE!! Sponsored by Western Plant Health Association and the California Association of Pest Control Advisors. RSVP Required by 2/20/08. RSVP at: http://careers.ucr.edu/students/rsvp.htm







# **THURSDAY** FEBRUARY 28, 2008

# AN ARRAY OF POSSIBILITIES: CAREERS IN PUBLIC HEALTH

TIME: 11:15AM-12:30PM • LOCATION: COMMONS 379

Come and explore the plethora of career options in the prominent field of Public Health. You won't believe the positive contributions you can make for others. This panel is an illustrative example of just how dynamic the field really is. How far can you take a career in public health? Find out for yourself!

# ADVANCED RESUME WRITING

TIME: 1:15-2:00PM • LOCATION: COMMONS 260 This workshop is for students who have already attended the Basic Resume Writing Skills workshop or who already have a resume. Workshop leaders will help you enhance your resume or prepare a technical resume for a specific career field. [Please do not attend this workshop unless you already have a resume!]

# **CAREER PLANNING FOR GRADUATE STUDENTS**

TIME: 2:15-3:00PM • LOCATION: COMMONS 379

### **TTING INVOLVED IN UCR RESEARCH**

TIME: 3:45-5:00PM • LOCATION: COMMONS 379

Come hear about how undergraduate students can get involved in the cutting-edge research being conducted at UC Riverside. The program will include a short panel discussion about different research centers and then will allow for networking time with faculty researchers and graduate students.

# ENGINEERING CAREER CONNECTIONS

TIME: 5:00-7:30PM • LOCATION: COMMONS 268

For engineering majors. Not a recruiting event, but an opportunity to find out what to expect and how to enter the engineering field upon graduation. Alums in a variety of industries share their insight with you in an interactive setting. Seating limited, please rsvp at http://careers.ucr.edu.



# **ON-CAMPUS INTERVIEW WORKSHOP**

TIME: 11:00AM-12:00PM • LOCATION: COMMONS 379

Graduating seniors!!!! Meet with employers on-campus to get a jump start on your job search. Who's coming? What are the qualifications? How do I become involved? Don't miss out!!!

## LIGHTS! CAMERA! INTERNSHIP! WORKSHOP

TIME: 1:00-2:00PM • LOCATION: COMMONS 379

Extra! Extra! Hear All About It! Find out what all the "buzz" is about surrounding internships, and the many career advantages associated with them. Become informed on how to be the star of your internship. Now is the time to start gaining professional experience and network with others in your field. RSVP today!

# **EVERY WEDNESDAY**

# **CAREER STATION**

TIME: 11AM-1PM

LOCATION: COMMONS MALL Counselors and Peer Advisors on staff to answer questions and critique resumes in the Commons area.



# What Employers Have to Say About Their UC Riverside Intern Experience:

"She was absolutely phenomenal. We even hired her to do some part time work for us." *Sony Pictures Television* 

"Our intern had the same type of responsibilities as the staff did; he was responsible for the day-to-day tasks that helped the office run more efficiently."

White House Visitor's Office

"Our intern completed a number of projects, including the creation of media lists, event lists, organizing press packages, researched product placement opportunities and assisted in creating PowerPoint presentations. She was a pleasure to have in our organization."

**Ogilvy** Public Relations

"She is self motivating and appears to have a firm grasp on detailed concepts and ideas." *Riverside Sheriff's Association* 

"Our intern developed extensive knowledge of how U.S. citizenship is adjudicated and determined for passport purposes. He was truly a great asset to our staff..." United States Department of State – Washington Passport Agency

#### **Five Ways to Contact Us!**

If you have questions or need additional information please contact us at your convenience.

- 1. PHONE: (951) 827-2735
- 2. FAX: (951) 827-2447
- 3. EMAIL: recruiting@mail.careers.ucr.edu
- 4. WEBSITE: careers.ucr.edu
- 5. VISIT: University of California, Riverside Career Center Veitch Student Center, NW Wing • Riverside, CA 92521-0211 (Mon, Tues, Thurs, Fri) 8 a.m. - 5 p.m. • (Wed) 9 a.m. - 5 p.m.

# UCRIVERSIDE Career Center



careers.ucr.edu 💿

# UC RIVERSITY OF CALIFORNIA Career Center

# Tap into something special.

Internship - Program

# Zap into something special.



UC Riverside's exceptional talent pool puts highly motivated students at your fingertips. Invite one to be part of your organization today.

Organizations like **Microsoft**, **Jet Propulsion Laboratory (JPL)**, **Loma Linda University Medical Center**, **Sony Pictures** and even the **White House**, recognize the exceptional talent available on our campus and have invited UC Riverside students to join their internship programs. Just imagine the contribution a UC Riverside intern could make to your organization.

#### Internship Program Purpose

- Internships and Cooperative Education (Co-op)
- programs enable students to explore career opportunities
- and apply classroom theories
- to "real world" professional situations. Depending upon the internship arrangement, internships can be paid or voluntary.



# Five Ways an Intern Can Benefit Your Organization

- 1. Interns can be a cost-effective solution to help your organization complete special projects and assignments, or provide assistance during peak workload periods.
- 2. Interns can perform fundamental tasks so your employees can focus on more advanced or higher priority work.
- Interns are great public relations agents and can have a positive effect on your future recruiting and hiring efforts.
- 4. Interns can provide the link between corporate goals and community involvement.
- 5. Interns converted to career positions in your organization greatly reduce your recruitment and training costs.

## Five Reasons to Hire a UC Riverside Intern

1. UC Riverside students will bring diversity of thought and innovative ideas to your organization.



2. UC Riverside students are trained to excel in high demand fields like business administration, engineering, nano-technology, bio-engineering, computer science, chemistry, and the biological science fields.

 Our elite talent pool of 17,000 students provides you with an unlimited set of skills from which to choose. You will find exactly

what you are looking for all in one place and save time and money.

 You will use the latest recruitment tools like our Virtual Career Center and online —— • services to connect with potential candidates 24 hours a day, 7 days a week.



5. We work closely with you to make sure that your needs are met and your questions answered. We are partners in your search and want you to recruit the ideal student for your internship.

# careers.ucr.edu

# Five Ways that Students Benefit from Internships

- 1. Students get the opportunity to put theoretical knowledge into practice.
- 2. Students are able to explore, experience, and validate potential career paths.
- Students develop new skills, build professional relationships and transition from college to career more successfully.
- 4. Academic credit may be available.
- Internships often provide a "learn while you earn" opportunity allowing students to offset living and educational expenses.



# UC RIVERSITY OF CALIFORNIA Career Center

# FREE JOB LISTING SERVICE

With an elite student body of over 17,000 talented and well-trained emerging professionals, UC Riverside represents one of the most promising under-tapped recruitment markets in all of California. Discover our rich tradition of excellence and leadership. Discover the students and graduates of UC Riverside.

# **5 Reasons To Post On SCOTjobs**

Free To Employers
 Campus Diversity
 Personalized Customer Service
 Elite Student Body
 World-Class University

# Free Job Listing Services Through SCOTjobs



# **5 Posting Options On SCOTjobs**

- 1. Career Positions
- 2. Part-Time Jobs
- 3. Internships & Cooperative Education
- 4. Work-Study Jobs
- 5. On-Campus Recruitment Scheduling

# 5 Easy Steps To Post A Job: 1. Visit careers.ucr.edu 2. Click On The Employers Tab 3. Select Post A Job Or Internship 4. Go To Employer Login 5. Register And Post Job

# UC RIVERSIDE

#### Career Center

Veitch Student Center, NW Wing Riverside, CA 92521-0211 Phone: 951.827.3631 Fax: 951.827.2447 Email: recruiting@mail.careers.ucr.edu Website: careers.ucr.edu CAREER PLANNING:

# <sup>a</sup> CAREER AND INTEREST assessment

Self-assessment, the first step in the career planning process, allows you to become aware of your interests, values, skills, and personality. Understanding yourself in these areas will be of great help to you in making career decisions.

Students are required to meet with a Career Counselor during Drop-In Counseling prior to signing up for Career and Interest Assessment Tests.

# Taking the Tests and Making Appointments

Purchase test that has been recommended to you. Instructions for logging in to take the test will be available in your emailed receipt.

# Student Costs \$20 per test

If you have questions regarding the Career and Interest Assessment Tests, please call the Career Center at (951) 827-3631.

# Focus II

FOCUS II is an interactive, computer-based career guidance system that provides career and educational planning. FOCUS guides you through a process enabling you to:

- Assess your interests, competencies, values, and experience needs.
- Explore and analyze occupational and educational paths compatible you're your personal attributes.
- Map out realistic occupational goals and educational plans to support your goals.
- Identify training and development needs.

FOCUS II takes approximately 90 minutes to complete. Please print your FOCUS II test results and bring them with you to the required follow up appointment.

# **Myers-Briggs Type Indicator**

This personality type indicator reports your preferences on four scales. These scales identify where you like to focus your attention, the way you like to take in information, your preferred decision-making style, and the way you deal with the outer world.

You will receive the results of the test in a follow-up appointment with a career counselor, including a personality profile and a list of careers that people with your personality type have found satisfying.

Myers-Briggs Type Indicator takes approximately 30 minutes to complete.

# **Strong Interest Inventory**

This is an assessment of your interests. Your interests will be compared with those of successful people in many occupations. This test takes approximately 30

minutes to complete. In a follow-up appointment with a career counselor you'll receive a printout of the results. Your scores indicate how similar your interests are to professionals in various fields.

Keep in mind that assessments do not predict individual success in an occupation or in an educational program. <u>They</u> <u>do not measure aptitude or ability, but rather help you to identify your skills, values, and interests.</u> They do not provide definitive answers, but they do offer good information to use in the career planning process.

# **5 REASONS TO INTERVIEW ON CAMPUS**

- 1. Secure a career with a respected employer
- 2. Interview for a career position without leaving the campus
- 3. Less competitive, employers come looking to hire Highlanders
- 4. Get a job offer before you graduate
- 5. Receive feedback on how to improve for your next interview

# **5 STEPS TO GET STARTED:**

 Visit careers.ucr.edu and Login to SCOTLink
 Click on Documents tab and Upload/Update Resume
 Go to the "Jobs" tab and select SCOTjobs
 Narrow search to "Only employers interviewing at the Career Center
 Click on position of interest and submit your resume



# UCRIVERSITY OF CALIFORNIA Career Center

For Additional Assistance: careers.ucr.edu or contact Michelle Knighton @ 951.827.3834



# **STUDENT GUIDELINES FOR** accessing SCOTLink

# **VETICH STUDENT CENTER**

# UCR CAREER CENTER

# CAREERS.UCR.EDU

#### Go to careers.ucr.edu a nd click on "Student Login"

## SEARCH FOR A Job/Internship

1.Click the jobs from the menu bar from the top 2.Choose SCOTJobs from the drop down.

3.Search by position type and select a position type you want 4.Click search button

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# **RSVP FOR A WORKSHOP**

1.Click the events from the menu bar from the top 2.Click the workshops tab 3.Click the name of the workshop you would like to attend 4.Click RSVP button

# UPLOAD A DOCUMENT (RESUME, COVER LETTER, WRITING SAMPLE ETC.)

1.Click the documents from the menu bar from the top 2.Click Add new button to add a document 3.Label document 4.Select document type 5.Click Browse, search for the file you want to upload 6.Click submit button

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# Program Request Form for the Career Center

Student organizations, UCR faculty, and staff may use the Special Request form to request a Career Center program.

Career Center Counselors and Peer Advisors are available to deliver career presentations to campus groups, classes and student organizations

Go to http://careers.ucr.edu/events/requestform.htm. Once you have done that, please fill out and submit the form below. You will be contacted within **3 working days** to discuss your workshop request. Requests will be approved according to Career Center availability.

- Submit your request at least **three (3) weeks** before the desired program date.
- We require attendance of at least 15 participants

• Check the Career Center calendar for any upcoming events that may address your needs.

#### **Request a Career Center Program**

Student organizations, UCR faculty, and staff may use this form to request a Career Center program.

Career Center Counselors and Peer Advisors are available to deliver career presentations to campus groups, classes and student organizations

Fill out and submit the form below. You will be contacted within 3 working days to discuss your workshop request.

- Submit your request at least three (3) weeks before the desired program date.
- We require attendance of at least 15 participants
- Check the Career Center calendar for any upcoming events that may address your needs.

* Organization/Group :
* Contact Person :
* Phone# : (xxx)xxx-xxxx
* Email Address :
* Type of Request :
* Probable location of program (building and room #) :
* Number of participants expected :
* Preferred Date/Time : mm/dd/yyyy
* Alternate Date/Time : mm/dd/yyyy

\*Denotes a required field. Submit Reset