



CAREER INSIDER

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Letter From The Director

Welcome to Career Services! As spring quickly approaches now is the time to finalize your plans for the summer and start to look ahead at your future plans. As with most things in life, the better prepared we are in approaching a situation the better the outcome. This holds true for a student seeking an internship, full time job, volunteer service or graduate/professional school.

We offer many opportunities for you to become better prepared for this process. We can help you at every stage of your career development; from selecting a major to applying to graduate school and everything in between-resumes, cover letters, interviewing, networking, and professional etiquette, just to mention a few of our services.

Make sure to visit Career Services often as programs and services are updated frequently to best serve you. We look forward to seeing you soon.

On behalf of the Career Services team, we look forward to serving you!

Sincerely,

Connie McDonnell, Director

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The New Job Search

Can you find a job? Do you need an internship or seasonal career? Twenty years ago students would have had to look through a newspaper or drive to different businesses to find a job. There would be career fairs and tons of agency tables stationed all over campus. Now, the Internet has created so many opportunities to have career success that it can be quite overwhelming. The Internet has changed the way that the world applies for jobs and searches for them.

A current and very popular job search site, which students aren't aware of is called, "LinkedIn.com." This site is similar to Facebook, but differs in that it takes a career approach. It is a way for students to represent themselves, in a professional manner, to career opportunities around the world. Additionally, it is a creative tool to network and build professional connections by promoting skills and uploading a resume.

Other sites that might interest a job searcher are Monster.com, Glassdoor.com, Idealist.org, Indeed.com, Craigslist.com, USAjobs.com, and Collegenet.net. These sites show lists upon lists of career opportunities in a student's area or field of study. In particular, Career Services at The University of Scranton can register job searchers at Collegenet.net. It's astonishing how much the world has changed in just twenty years, yet the

Internet has provided such a large scope of resources, specifically job listings. How could a student not take the opportunity to look?

-Dana Ramalho



How Facebook Can Help You Get Hired

As I am sure you have heard, pictures, posts, check-ins, and “likes” on your Facebook page could be detrimental to your future and current career; however, the site can benefit you in landing the job of your dreams if you shape your Facebook profile in a professional way. Facebook has become a popular tool used in the hiring process by giving professionals good insight into your personality type, and how well you will fit the job.

According to a 2009 CareerBuilder survey, 45% of employers admit to using social network scouting for applicants as part of the employment process. If you think about it, why wouldn't they check out your Facebook page before hiring you? They can see what you look like, where you attended college, what you do on the weekends, see if you take part in illegal activities, etc. Employers see the person that goes along with the resume in front of them. If there is one post or picture on your Facebook page that is inappropriate, it overpowers everything on your resume and you most likely will not be hired. It is your responsibility to structure your Facebook profile because in the 'real-world' there is no second chance to make a first impression, and your Facebook page can aid in getting you a job.

Here are a few ways your Facebook page could help you get hired.

1. Consider Facebook as an extension of your resume. This is helpful for the person who

deletes extracurricular activities from their resume in order to fit their resume on one page. Make sure that these activities, like volunteer work, are similar to your career interests and goals.

2. Smile! For your profile picture—which should be a headshot. By doing this, the employer will be able to see what you look like, even if your profile is private. It is beneficial for the employer to know what you look like before you step into the interview.

3. Connections, Connections. Always ask your friends if they know anyone working at the company you hope to be hired at. Facebook allows you to post a status, which pops up on friends' mini-feeds. It may be a good idea to update your status about your career interest at a certain company and ask if anyone knows who works there. You would be pleasantly surprised at the comments you could get!

4. Never use Facebook as your first point of outreach to an employer. E-mail would be a safer way to reach an employer, because to most people, Facebook is used for communicating with friends and family.

Once you clean up your page and make it career ready, mention social media in your interview. Mentioning Facebook, LinkedIn, or Twitter in an interview may drive the employer to search for your page, which will be advantageous for you!

-Devin Daly

“ACCORDING TO A 2009 CAREERBUILDER SURVEY, 45% OF EMPLOYERS ADMIT TO USING SOCIAL NETWORK SCOUTING FOR APPLICANTS AS PART OF THE EMPLOYMENT PROCESS”



Upcoming Events

With the semester in full swing, The Office of Career Services has been busy planning some of the many events offered to students. "Follow Our Lead," will be held on Tuesday, March 12th on the 2nd floor of the DeNaples Center. Career Services has teamed up with the USPB Senior Programming event to offer students their office services, such as resume writing and various other resources.

The Career Services Marketing Committee will host "Quizzo" on Thursday, April 18th, located on the 1st floor of the DeNaples Center. The

event allows students to form teams and answer trivia questions; some sections will be career related questions, while others are based on music, sports, television, etc.

One of the largest events hosted by the Career Services Marketing Committee is "Carnival," which will be held on Friday, April 26th. Students will get the chance to discover the many services offered through Career Services and more so, get the opportunity to network with employers. The event is a fun, yet great way to get career guidance and work on your professionalism.

Another event, "Job Flash," occurs every other Friday from 11:30-1 in the DeNaples Center; its appeal is that Career Services helps students look for current full-time or part-time internships and jobs. "Backpacks to Briefcases," a dining etiquette program, will be held on Tuesday, April 9th at 5:30 p.m. in Brennan Hall 509.

"Resumania" will occur on April 24th and 25th in the Denaples Center, where students can bring a hard copy of their resume and have it reviewed on the spot. Finally, "Grad Finale" will be

April 15th and 16th in the DeNaples Ballroom. The Office of Career Services has tables set up to help students with their transition from the college life to the working world. Additionally, graduating seniors will be able to pick up their caps and gowns, graduation announcements, and ask any questions regarding their upcoming commencement. So, thanks to the hard work of Career Services, this semester seems to be looking like a fun one!

-Krystina Kobylinski

Word Search

U S T Q U E X Z Y B N A R
U E N P I H S N R E T N I
I X E Q C X T E A I G L H
N P M M W M R S L N O J I
T E Y P G W B N A T C S L
E R O Z O R B O S E A O W
R I L C I M B P C R R K Z
E E P F V K Q X K V E V R
S N M H H C V Y O I E E E
T C E N H L H L A E R H S
S E O U V C M A D W P E U
B S J N O I T A C U D E M
I Y Y E D S S K I L L S E

Have fun finding these
career related words:

- * Internship
- * Education
- * Interview
- * Employment
- * Resume
- * Experience
- * Salary
- * Interest
- * Skills
- * Career

- Krystina Kobylinski

Roving Photographer

How have you used social media in the past to look for internships or jobs?



"LinkedIn was able to get me started to look for internship opportunities for next year by allowing me to upload my resume right on the website. I am also starting to connect with people who work in the field I would like to work in."

-Kara DeRosa, Junior, Occupational Therapy major



"I searched for internships using the LinkedIn website. It narrowed down my search by asking what position I was specifically interested in, the location of the internship site, and the distance I would be willing to travel from my hometown. LinkedIn made it easy and I was surprised at the amount of opportunities I could choose from."

-Haley Shine, Junior, Psychology major



"I used LinkedIn to search for job opportunities over the summer. I was able to search for the job I wanted and read each job description. I then was able to find out the number of positions available and the contact number of the company."

-Kristen Kramer, Junior, Occupational Therapy major

CAREER SERVICES MISSION STATEMENT

The University of Scranton Office of Career Services strives to facilitate the process of career choice by helping students and alumni focus on a personal sense of meaning and career direction consistent with their unique talents, aspirations, and vision for living.

Guided by the principles of Jesuit education and aware of the need to impart knowledge that has immediate and long-term value, our personnel assume the roles of advisor, teacher, and mentor.

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