



CAREER Services

Quarterly Update

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“I’m sorry, we can’t hire you... ...We saw your Facebook[®] profile.”

By Reanna Stoinoff

Blogging and online social networks such as Facebook[®] have gotten a bad rap in the news lately, as high school and college students have gotten punished for postings regarding drug use, homophobia, and other offensive material. While schools have begun cracking down on Internet behavior, a new issue is arising: companies recruiting college students are finding reasons to hire or turn down candidates because of their online profiles.

Students should be strongly encouraged to monitor exactly what they post on web sites such as MySpace[®] and Facebook[®], according to several recently published articles. Though blogs seem more accessible to the general public than the college-oriented Facebook[®], students seeking jobs should be just as discrete on this site as others. Diane E. Lewis, a reporter for the Boston Globe, met with a student who interned at a company that had her screen applicants by using her college Facebook[®] account.

Graduate schools, too, have caught on to the blogging trend and in many cases are using it to filter student admissions.

The Office of Career Services has acknowledged this issue by including it in seminars and presentations to students. Assistant Director Robbyn Turner Matthews, who often presents these seminars, offered several tips for students to protect themselves online:

- **Make use of privacy settings.** Facebook[®] can allow you to determine who sees your profile. Remember—faculty, graduate students, and alumni—anyone with a university e-mail account, can create a profile and see yours unless you alter your privacy settings. If your blog does not offer privacy settings, it is to your benefit to be vigilant about what text and images you allow others to see.
- **Use discretion.** Online social networks are usually intended for people’s friends to see, but do not rule out the possibility that others can access your

profile, as well. Ask yourself—would this upset my parents? Would this look bad if presented to potential employers? Could this somehow get me in trouble? This is usually a good measure of the appropriateness of what you put on a profile. You do not have to remove your personality entirely from a personal site, but be selective about what sides of you are presented.

- **Establish ground rules for yourself.** This may help you rule out any questionable material. Decide that you will not complain about work, not mention drug and alcohol use or anything about your sex life, as examples.
- **Use pseudonyms.** If you are still uncertain about how your online profile might affect your career, or just do not feel that a potential employer has a right to delve into your personal life, stay anonymous! It is also a good idea to use pseudonyms for other people, including friends, significant others, etc.
- **Use the technology to your advantage.** As an alternative, students may consider using these blogging tools as an asset to their career agendas rather than a liability. Perhaps discussing in depth their involvement in special projects or professional organizations could project an image of yourself that you would not mind future employers seeking. Studying abroad? Use a blog as an online travel log. In addition to appropriate profiles or blogs, you may consider making use of the free web space Ohio University offers to upload your resume and portfolio for potential employers to see.

Matthews emphasized that just because employers are usually middle-aged, job-seeking college students should not underestimate employers’ technical savvy.

The main point: If you do not want the person interviewing you for your dream job to know how good you are at keg stands, keep this information off the Internet!

Get more than a tan this summer

To make the most of your summer, here is a list of things you might wish to accomplish before the school year begins again.

[Take summer classes here or online](#)

Ohio University offers classes over the summer, and there are many benefits to taking these classes. Students can get prerequisites out of the way, find space in otherwise fast-filling classes, retake classes without falling behind, or get ahead to graduate early. Students who wish to stay in Athens can easily find housing through Ohio University's interim housing or a number of sublet apartments. Those who will be out of town for summer can register for a number of classes offered online. Explore your options at <http://www.ohiou.edu/summer/>.

Intern

Another great thing about summer break is that it allows students time to devote to internships. Most internship opportunities occur during the summer and apply to nearly any major. From working at a research facility to managing information technology, companies nationwide often seek college students to work and learn in a variety of environments. If this sounds like something you wish to pursue, contact your college's internship coordinator or see the OCS Summer Jobs and Internships Bulletin at <http://www.ohio.edu/careers/students/sjib.cfm>.

Work at a summer camp

If you enjoy working with children, people with disabilities, or among wildlife, consider being a counselor, lifeguard, or other employee of a summer camp. Camps are located across the country and cater to a wide range of age groups and interests. This option may appeal to students majoring in education, recreation, sports sciences, or environmental studies. There is a long list of summer camps seeking students in the OCS Summer Jobs and Internships Bulletin: <http://www.ohio.edu/careers/students/sjib.cfm>.

Volunteer

Volunteering can lead students to hometown educational programs or faraway locales such as New Orleans or even international areas. Ohio University's web site offers a database of volunteer opportunities: <http://www.ohiou.edu/commserve/>. Students interested in volunteering may also wish to contact volunteering organizations on campus. Find them in the student organization database (<http://storg.admsrv.ohio.edu/>).

PACE offers students career-related work experience

PACE Calendar 2005-2006

April 07, 2006

Students may view, apply, and/or delete application for funded positions. Employers may view resumes

April 21, 2006

Last day students can apply to PACE-funded positions.

April 28, 2006

Employer interview lists are due.

May 01, 2006

Students selected for interviews can view the list online and arrange interviews.

May 01, 2006

First day that interviews will take place.

May 26, 2006

Last day that interviews will take place.

May 29, 2006

Employers with unfilled positions must contact OSFAS by this date.

June 09, 2006

Last day to notify OSFAS of student hires.

as the "best of the best jobs for students."

Faculty and staff across campus are permitted to submit PACE proposals, but every year there are between 100-150 proposals that must be rejected. Because of this, students are offered only those positions that offer higher level work that requires more skill level and offers the most experience, Van Meter said.

These more prestigious positions are somewhat more difficult for students to qualify for than work-study jobs or some other campus employment, however. Students must have completed 30 hours of coursework, maintain a minimum 2.3 GPA, and complete a financial application that demonstrates need criteria. Van Meter explained that the financial threshold is much higher than the FAFSA financial aid threshold; students need to demonstrate some need for earnings.

Students who meet these criteria may fill out applications until April 21 on the PACE web site. Once applications are complete, students can search through the database of PACE-funded positions. Students can interview with faculty and staff posting the positions until the end of May.

Departments all across campus offer jobs for students in a wide variety of majors, as Van Meter explained:

"[These jobs] offer students the flavor of different things that go on in a university setting," she said.

Students are permitted to work as much as 10 hours per week earning \$6.00 per hour, and most positions offer a high degree of flexibility in terms of scheduling. The majority of positions are on-campus, Van Meter said.

There are positions available for students in a wide variety of majors. Working within a university department and seeing how such a large organization interrelates can be highly beneficial for students in all majors.

"I was a PACE student," Van Meter said. "For most people who work for an institution of higher education, there is no degree you can earn to prepare you for it. PACE helps show the inner workings of a university."

For more information about PACE or to apply for a position, visit (http://www-sfa.chubb.ohiou.edu/employment/emp_pace.html).

By Reanna Stoinoff

Many employers, even those seeking interns, require or at least prefer prior experience in applicants. Summer internships can often be a starting-point for students, but employment during the school year is often limited to unskilled labor.

There are plenty of work opportunities all over campus, and students can earn money doing everything from washing dishes to monitoring computer labs. However, for students interested in work more related to their majors and career goals, there has been an alternative available on campus for over 20 years.

PACE, the Program to Aid in Career Exploration, began in 1982 with the generosity of a private donor. (Ohio University matches funds provided by this donor.) This program offers hundreds of positions to students in a variety of departments throughout campus.

For the past two years, there have been 365 positions to be filled. Melissa Van Meter, the Assistant Director of Needs Analysis at the Office of Financial Aid, describes these positions

Find *your* ideal summer online!

Be sure to take a look at the SJIB to see internship opportunities, summer camp openings, and summer employment listings.

The Summer Jobs and Internships Bulletin

<http://www.ohio.edu/careers/students/sjib.cfm>

Recommended Reading



Though the OCS offers a great deal of online resources, sometimes there is no substitute for a good book. Our Career Resources Center has literature, brochures, and guides that can help direct you to the right path. CRC Hours: M, W-F: 8 a.m.- 5 p.m. Tuesday: 8 a.m.-7 p.m.

You Should Read:

Don't Wait Until You Graduate II—

Keith F. Luscher

This book, written by an Ohio State University graduate, offers tips and suggestions for students to get ahead while still in school so they can succeed in a “volatile” job market. The book provides statistics about the job market, and has chapters divided into areas of participation students can explore, including volunteering, networking, and “service learning.”

Business Etiquette: 101 Ways to Conduct Business with Charm and Savvy—

Ann Marie Sabath
This book lists tips, arranged by category, for tactfully dealing with many issues that may come up in the course of conducting business. Learn phone etiquette, how to behave at a social event, what to do if you forget someone's name, and appropriate methods of correspondence. An excellent review of manners you may want to look at before any meeting with employers would be a great complement to a “Career Fair Etiquette” or similar seminar

put on by the OCS.

The Princeton Review's Pre-Law Companion—

Ronald Coleman
“What law school students wish they knew before they started.”

Explores “Is law school right for you?”, best courses, internships and summer jobs for pre-law students, tips for applying to law schools, and paying for law school.

Life After School. Explained.—

Presented by Cap & Compass

This lighthearted guide offers humorous but insightful advice about everything from business meals (the dreaded bread plate/dinner glass dilemma is answered), fitting in on the first day of work, how to translate health insurance information, and financial/tax information.

The final chapter, titled “Odds and Ends,” addresses such pressing concerns as renting a car, getting a deal on a moving van, and the subtle nuances one must address when shopping for an engagement ring (how to find the best one at the best price.)

Success Story: Brian Ballinger



Brian Ballinger, who graduated in Fall 2005 with a double major in finance and international business, is completing a two-year training program to be a loan officer for LaSalle Bank.

A recent graduate with a double major in finance and international business accepted a position in the commercial banking development program at LaSalle Bank.

Brian Ballinger, whose hometown is

Euclid, Ohio, graduated fall quarter from the College of Business and used the Office of Career Services' eRecruiting program to land his first interview with LaSalle. This initial interview led to a final interview at the company's corporate headquarters in Chicago, where Ballinger was hired and is now spending a year in training.

Currently, this Ohio University graduate is completing a two-year training program during which he is responsible for familiarizing himself with the bank and its loan process, he said. He will also function as a credit analyst to assist loan officers in the underwriting process. When his training is complete, Ballinger will be a loan officer in the international corporate banking group responsible for meeting potential clients and bringing new deals to the bank.

Ballinger credits his confidence while interviewing to the networking opportunities he was able to take advantage of through eRecruiting.

“Just having access to such a large network was more beneficial than words can say,” he said in an e-mail. “I felt comfortable with my resume and cover letters going into most interviews, but being able to practice and interview with the amount of different companies enabled me to hone in my search and excel with the companies in which I was

truly interested.”

Many criteria were considered as Ballinger narrowed down his choices for employment. He sought a company that provided a solid training program that was located in a big city. Salary was a lesser concern, because Ballinger assumed most companies listed in eRecruiting would offer competitive salaries.

“I think my most important factor was finding a place where I could learn a lot in a comfortable setting so that I'd have a solid base to build my career on,” he said.

Ballinger's extensive job search taught him several useful tips that he offers to current job seekers. He emphasized that looking for work takes time, and persistence is important for finding the right job. Also, interviewing extensively allows job seekers to practice as well as learn about a variety of companies and fields.

“Finally, don't settle,” he said. “If a job doesn't feel right, don't do it. You're going to be stuck doing whatever your job is 40 hours a week for at least a year, so make sure it's something you really want to do before you commit.”

Though Ballinger is quite satisfied with his first post-graduation job at LaSalle Bank, his ultimate career goal is to open a resort or winery somewhere warm by a beach and spend the rest of his days entertaining.

Stand OUT

TIPS FOR SUCCESS FROM CAREER SERVICES RESOURCES

Topic: Negotiations

Many students are graduating this spring and have been offered a job or are in the process of finding one. During this search, do not allow your excitement to overcome your needs as an employee and your ability to communicate those needs.

- **Salary:** Never bring up the subject of salary until a job offer is made. When addressing this issue, do your research. Learn what people in your position typically make. One helpful web site for this is www.salary.com. Also, consider benefits offered by the company including transportation, insurance policies, retirement plans, etc.

- **Responding to and evaluating an offer:** It is appropriate, when offered a job, to ask for time to consider it, but do so enthusiastically. Consider all aspects of the position and any other offers made to you. Once you decide, respond with a letter of acceptance or rejection in a timely manner.

For more information, visit the Office of Career Services, or view the source document for these tips at <http://www.ohio.edu/careers/students/upload/AdvInterviewing05-06.pdf>

PROFILES: Meet the Staff and Student Employees at Career Services

Name: Elizabeth Brown
Class Status: Junior
Major: Info. Graphics/
 Publication Design
Position: Public Relations
 Coordinator
Job Description:



Liz Brown
PR Coordinator

Brown is responsible for Career fair advertisements and publicity. Because of her knowledge in the area of design, her supervisor allowed her to adjust her position to reflect her strengths. Projects she has worked on include a restructuring of the Employer Recruiting Guide and many brochures. She is also involved in Career Fair setup and activities.

How did you get the job? PACE—Previous upperclassmen who are visual communications students had taken advantage of the opportunity and urged Brown to try it.

Career goals: She hopes to obtain a position at a newspaper or magazine doing page design and graphics.

Other activities on campus: Society for News Design, Open Doors, Alpha Lambda Delta Honors Fraternity.

Name: Robbyn T. Matthews
Position: Assistant Director for 6.5 years
Job Description: Robbyn counsels students and alumni in person and through e-mail, gives presentations to classes, represents the Office of Career Services at various university events, schedules seminars, and assists with special projects. She also serves at the liaison to the College of Communication, the College of Fine Arts, and the College of Health and Human Services.



Robbyn Matthews
Assistant Director

Career advice: "I will quote the 'Life is Good' motto: 'Do what you like—like what you do.'" Robbyn's counseling position compels her to offer a great deal of career advice, from deciding about majors to asking for raises.

Outside the office: She keeps very busy with her family (husband, two teenagers, two dogs, and a kitten), writing, reading, traveling, teaching Public Speaking, and working on her house. She also wants to do dog therapy at some point in her life.

Link to Career Services

This issue's link:

<http://www.ohio.edu/careers/students/haveajob.cfm>

If you have used any of the Office of Career Services resources, including seminars, counseling, career fairs, and eRecruiting, and have found success, please tell us about it!

This link is a simple questionnaire that allows you to tell your success story in detail, and provides the OCS with statistical information about where, how, and in what fields OU's graduates are finding career opportunities.

The link also allows you to easily discontinue registration with eRecruiting, which is asked of alumni who have found employment. You may also provide comments or recommendations for improvement.

For many reasons, the OCS encourages everyone who finds employment through our office to fill out a Job Offer Report Form. It allows us to document and evaluate your success.

JUNIORS!

Take advantage of recruiting and networking opportunities you won't get anywhere else.

Don't forget to register early for eRecruiting fall quarter.

Visit <http://www.ohio.edu/careers/students/seminars.cfm> for a schedule of registration seminars.



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