

Career Services Update

Office of Career Services
185 Lindley Hall

October 2004
Division of Student Affairs

CATS Helps Students in Career-Planning Process

Most students go through a long process of trying to decide what major suits them best and what they want to do once they graduate. Career Awareness Through Self-Assessment, or CATS, is a program designed to help students with their career planning.

Career planning is the continuing process of selecting a career path that fits with a student's own personal abilities, interests and values, as well as taking active steps to prepare for this profession. It is not something that should be put off until junior or senior year; rather, a student should begin the search as early as freshman year and continue throughout his or her entire college experience.

Many students believe that there is one specific major or career that is perfect for them, and all they have to do is find out what it is. The truth is, most of us do not necessarily stick with our chosen career paths after graduation. Students possess skills applicable to many different majors and many different careers, and in reality, will end up having not one but three or even four different careers in their lifetimes.

The challenge for students is to find majors and careers that not only interest them but also combine as many of their viable skills as possible. In today's rapidly changing workforce, the secret is to have a variety of skills that can be transferred and applied to several different careers.

The Career Services staff is

here to help students with all aspects of their career planning. Students are encouraged to attend the Career Planning seminar for more information on how to go about this process.

CATS is a four-step program that aids students in effectively planning for their future

information. Other important means include joining relevant student organizations and attending special campus events such as career fairs and employer information sessions.

During their junior year, students continue on to Step Three, Narrowing Options.

Students evaluate their potential career choices based on criteria important to them (such as salary, work ethics and expectations) and continue planning several career options. The important thing to realize is that they cannot become locked into one career idea; several will keep a student's options open.

Finally, Step Four, the Job Search Process, takes place during a student's final year of college. This is the stage in which students should be conducting their job searches as well as developing their resumes, cover letters and references. Students are encouraged to begin this process early in senior year so that they have ample time to conduct job searches, to sharpen interviewing skills, and to find a job best suited to their talents and interests.

For more information and a complete career-planning checklist, visit our Web site at <http://www.ohio.edu/careers/students/cats.cfm> or contact Career Services.



Dr. Thomas Korvas, Director, discusses career issues with students.

careers. During their first year, students go through Step One, or Self-Assessment, which is aimed at getting students to discover and explore their unique skills and interests. In this stage, students are encouraged to take FOCUS, an online self-assessment inventory that matches their attributes with possible careers, and to schedule an appointment with a Career Services adviser to discuss their results.

Step Two, Exploring Options, is the stage in which second-year students research majors and careers based on the results of FOCUS. One essential way to gain insight on potential careers is to participate in interviews and career shadowing, where students can meet with professionals in their preferred occupations to gain firsthand

Krysten Pyles is a student writer and editor for the Office of Career Services at Ohio University.

Students Encouraged to Register for the Bobcat Online Job Search Program

Career Services encourages students to register for the Bobcat Online Job Search Program so they can begin taking advantage of its benefits, such as resume referrals, online job postings, on-campus interviews and the Alumni Mentors Program.

Registration is simple: Students attend a 30-minute orientation session, where they receive a sign-up form to fill out and are asked to turn in the required \$5 fee when they register. Then, students visit the Career Services Web site to download a registration manual, which includes details about the program, instructions on how to

use it and other career-related information.

After registration confirmation, students may log in and create a profile for themselves, as well as upload and publish their resumes through eRecruiting, the leading Web-based career center software used not only by Ohio University, but many other universities across the country. The program offers services such as:

- Resume Referrals:** Employers can view or request students' resumes online

- Online Job Postings:** Lists a wide range of available jobs and internships

- On-Campus Interviewing:** Gives students the opportunity to interview on campus with employers who have current job or internship openings

- Alumni Mentors Program:** Students and their mentors can connect online to discuss different career options, interviewing techniques and planning for the future

For more detailed information about the Bobcat Online Job Search Program, eRecruiting, and various job-search techniques, contact Career Services or visit the Web site at <http://www.ohio.edu/careers/students/oncampus.cfm>.

Special Events

Employers, students and alumni have the opportunity to meet and discuss life after college through fairs sponsored by Career Services. Employers can gain exposure for their organizations on campus, and students, alumni and faculty have the opportunity to meet with these professionals. The following are the events sponsored by Career Services for Fall Quarter:

The **Health Career Fair** is set to take place on Thursday, Oct. 21, from 10 a.m. to 2 p.m. in Baker Center Ballroom.

The **Ohio Law Caravan** is planned for Friday, Nov. 5, from 11 a.m. to 2 p.m. in Baker Center Ballroom.

The **Ohio University Winter Career Fair** is scheduled for Tuesday, Feb. 8, and Wednesday, Feb. 9, from 10 a.m. to 3 p.m. at the Convocation Center. The first day is an open exposition, and the second day is reserved for employers who are interested in interviewing possible candidates.



Just a Reminder...

Don't forget! All campus events are on the Ohio University calendar, which is accessible from the Ohio University Front Door. Visit the home page to find descriptions of events sponsored by Career Services as well as other scheduled University events.

Career Services Has a New Look!

Have you visited the Career Services Web page recently? If you have, you might have noticed that it has been redesigned since the end of the 2003-2004 academic year.

The new site is more navigable and user-friendly. However, we are still perfecting it, so please bear with us while we finish setting it up.

For those who have not visited our Web site, we encourage you to do so. It has helpful information about the programs we offer students, alumni, and faculty, as well as news and upcoming special events. And, if you can't find what you're looking for in our FAQ pages, you can find our contact information on the site as well.

If you haven't yet visited our Web site this year, please check it out to see our improvements. We have something for everyone -- students, alumni, faculty, employers and even family members.

College Liaisons

Each of the colleges at Ohio University has a liaison from the Office of Career Services. Liaisons provide updated Career Services information to their contacts and work more closely with students in their college of expertise. However, students are not required to meet with the liaison from their college; they may also meet with other advisers at our office.

The following list identifies our staff members and the colleges with whom they provide liaisons:

·**Dr. Thomas Korvas, Director:**

Engineering

·**Robert Moffat, Associate Director:** Arts and Sciences, Business, International Studies

·**Robbyn T. Matthews, Assistant Director:** Communication, Fine Arts, Health and Human Services

·**Leslie Delerme, Assistant Director:** University College, Education, Honors Tutorial

Refer to the Staff section of the Career Services Web site to read the biographies of our liaisons.



Career Services for Ohio University Faculty

Faculty Assistance

Career Services devotes an entire section of our Web site to Ohio University faculty and staff. Here, you can find helpful tips on writing letters of reference, the Faculty Guide to Ethical and Legal Standards in Student Hiring, a list of Fortune 500 companies that recruit at Ohio University and the Faculty Advising and Referral Manual. Visit the faculty page of the Career Services Web site at <http://www.ohio.edu/careers/faculty/>.

Outreach Programs

Do you have an event that

requires you to miss class? Don't cancel! Staff members from Career Services will come speak to your students on one of the following topics: resume writing, cover letters and references; basic interviewing; career planning; job search strategies; or planning for graduate school. Or, you can arrange for your class to visit Career Services, where a staff member will describe our services and give them a tour of the Career Resource Center.

To schedule an outreach program, call our office at 593.2909, send an e-mail to

career.services@ohio.edu, or complete the form found on our Web site to submit to our office. Presentations--which last approximately 50 minutes--should be scheduled at least two weeks in advance and are also available to Regional Campuses through the compressed video system.

Services for Students and Alumni

Are you uncertain as to what Career Services offers students and alumni? Check our Web site to learn about these services so you can direct them to our office for more help.

Do you know an employer who would be interested in starting a relationship with our office?



OHIO
UNIVERSITY

Contact Bill Fournier:
740.593.2909
fourniew@ohio.edu

Office of Career Services
Telephone 740.593.2909 / Fax 740.593.1393
<http://www.ohio.edu/careers/>