



REACH Team Handbook 2007-2008

Table of Contents

Welcome	3
Expectations	4
Performance Reviews	6
Team Contact Information	8
Events	9
Focus On Your Future	10
Kick Start Your Career	11
Speed Networking	12
Career Expo	13
Mock Interview Day	14
Dining Etiquette	15
Services/Resources	17
Minute Clinics	18
Take 5 Video Series	19
ePortfolio	20
iCenter	21
PackNet	22
Website	23
ePack	24
Red Book	27
Peer Counselors	28
Faculty Liaison Assignments	29
Faculty Liaison Script	30
Club Assignments	31
Club/Classroom Announcement Script	32
Helpful Handout: Effective Presentation Checklist	33
Online Logging	34
Calendars	35
Fall Chronicle	45
Notes	47



Welcome

Dear REACH Team Members:

I hope that you had a great summer and are ready to begin another exciting year. For those of you who are returning from last year, we are very excited that you are able to join us again, and for those of you who are new this year, congratulations on being selected to be a part of our team. I am looking forward to meeting and working with each of you.

Let me start by first introducing myself. My name is Melissa Kahn and I am the new Career Advisor for CALS Career Services as well as the REACH Team Advisor. I graduated from NC State in 2002 with a Bachelor's degree in Psychology and then completed a Master's degree in Counseling at The University of North Carolina at Greensboro in 2005. I gained career counseling experience from both UNCG and Central Piedmont Community College where I worked with students on career decision making and job search issues. I am very excited to be back at NC State and working with CALS students!

This year the REACH Team will be working to promote the services and events that our office provides through things like Minute Clinics and meetings with faculty members as well as planning the Speed Networking event. You will also participate in Focus On Your Future, Kick Start Your Career and the Career Expo. As advocates of CALS Career Services you will be called upon to promote and answer questions about the various services and events that are offered throughout the year. This means that it is very important that you attend all of the meetings to receive the adequate training and do your best to learn about all of our services, resources and events.

The REACH Team will be a fantastic opportunity for you to use your strengths to benefit CALS Career Services but will also allow you to demonstrate important professional skills like leadership, communication and teamwork. I hope that each of you takes the opportunity to not only use the strengths that you already have but to also develop a new skill.

If you have any questions or concerns throughout the year about REACH Team or your own personal career path I can be reached at 515-3249 or melissa_kahn@ncsu.edu.

Melissa Kahn
Career Advisor/REACH Team Advisor
CALS Career Services

Expectations

REACH is a student group that has numerous benefits to you, but in order to realize those benefits you must make a commitment to the program.

The overall REACH Team expectations were discussed with you during your interview process and you signed an agreement to meet the following:

- Attend biweekly meetings during the 2007-2008 academic year; 1 hour meeting; the first and third Thursday of each month from 3:30-4:30. Meetings will have a training component as well as time to update on Career Services events and brainstorm publicity methods and new ways to meet students' career needs.
- Attend a fall training session.
- Time Commitment- 10 service hours per semester (not including training/meetings). Service hours can be worked around your schedule and will be logged on-line each month. Service hours can include helping at Career Services events, attending Kick Start and publicity activities (announcements in classes/clubs, podcasts and faculty meetings to promote us), and/or conducting focus groups.
- Be a key contact person from Career Services for faculty contacts. Meet with them monthly, or as needed to update them on our monthly events and brainstorm new ideas to reach students and meet student's needs. (this allows for networking as well as increase communication between our office and the departments)
- Encourage students to participate in Kick Start Your Career Program.
- Participate in group brainstorming to consider different ways to promote events.
- Design and record podcasts.
- Create ideas for new career events.

REACH Team Etiquette:

No shows are a BIG NO NO! You have been selected for this role based on your reliability. We called your references and they confirmed that you are dependable, and we screened for this in our interview. We understand that you are a student first and that life sometimes interferes with your best intentions, so we have provided some guidelines below to help you.

- If you have to miss something that you are expected to attend, due to illness or another urgent issue, please call Brook, rather than send an email. You can reach Brook at the office at 919-515-3249, or on her cell at 704-737-2629 if it is after the 8 to 5 hours.
- If you have to miss a presentation that you are responsible for, try to arrange for another REACH team member to cover for you. We are depending on you.
- If you have to miss a Minute Clinic that you are signed up for please let us know and contact the alternate REACH member that is signed up in case of emergencies.
- Email is an excellent way to communicate on matters not mentioned above.
- Check your email messages. Due to the fact that we only meet two times a month, important information will be relayed that require prompt replies. If you experience any computer problems, or are over quota, it is your responsibility to let us know by phone. You need to reply to messages in a timely matter (preferably within 48 hours).
- It is best to communicate directly with the person who requested help –ie- if it was an email or program from/for Brook, email or call Brook, from/for Melissa, email or call Melissa.

The following expectations were created by the inaugural REACH Team to provide structure for the group. We feel that these expectations are reasonable and expect each member to abide by them.

Peers:

Cooperation/communication
Doing what you say you are going to do
Motivation/encouraging one another
Creativity
Punctuality
Knowledge
Preparedness
Give 110%
Step out of comfort zone
Listening
Supportive
Accepting responsibilities
Professionalism/presentable
Proper language
Don't answer dishonestly, seek out answers
Conscious of image & negative comments
Eloquence/respect
Closure with presentation
Patience
Respectively express yourself

Student Coordinator:

Leadership
Being kept up to date
Respect
Punctuality
Knowledgeable
Prepared
Open lines of communication
Constructive criticism
Evaluations (2)
Learn names
Being available
Open to change
(same expectations of peers)

Advisor:

Support with staff issues if they arise
Feedback
Credibility
Protocols
Availability to team and individuals
Clarify issues
Advice
Mediate if necessary
Don't play favorites
Be there to talk
Understanding of conflicts (scheduling)
Letting us know if we've overstepped boundaries



Performance Reviews

Performance feedback is critical to the success and development of the REACH program. You will regularly give and receive feedback on the program, your fellow REACH team members, and yourself.

You will meet with your advisor 2 times each semester to give and receive face to face feedback. These meetings are required, but you are welcome to stop in Patterson Hall at anytime you need advice, or have an idea to share. You are responsible for scheduling a 30 minute appointment once mid semester and once during dead week in the fall and spring-

Performance review Meeting Times:

1. Right before Fall Break
2. Dead Week
3. Right before Spring Break
4. Dead Week.

The mid-semester review will be laid back; you will meet with both Melissa and Brook and have a conversation about how the program is going. Come with questions! Call 515-3249 to schedule with plenty of lead time.

At the end of the semester, during dead week, you will meet with both Melissa and Brook to discuss your growth and how the program went for you throughout the year.

Some of the topics we will discuss will include:

- What you feel you did well and what you feel you need to work on- your goals.
- How we can help as advisors.
- Any questions you have about the semester and your responsibilities.

You will be asked to complete and share a self-evaluation in which you will evaluate your performance using the evaluation tool found on the following page. This is just an example you will receive an electronic version to fill out closer to your evaluation.

REACH Evaluation

Please call 515-3249 to schedule an evaluation appointment with Brook. Your facilitators will discuss your performance and you will be presented with our feedback in your meeting. We would like you do a self-evaluation as well and bring it to the meeting.

Name of REACH Team Member _____

	Excellent	Good	Fair	Needs Improvement	Comments
Enthusiasm Level					
Was he/she excited about being on the REACH team?					
Did he/she have a positive attitude?					
Creativity Level					
Did he/she think of innovative ideas on how to improve the program?					
Commitment Level					
Was he/she on time for meetings and events, and did he/she attend regularly?					
Deadlines					
Was he/she efficient in meeting deadlines set forth by the team?					
Was he/she efficient in meeting deadlines set forth by his/her committee?					
Initiative Level					
Did he/she go above and beyond minimum requirements to contribute to the program?					
Did he/she offer ideas and suggestions in group discussions?					
Interpersonal Skills					
Was he/she able to develop rapport with fellow REACH team members and facilitators?					
Time Management Skills					
Was he/she able to juggle multiple time commitments, prioritize appropriately, and devote the time needed to this program?					

Strengths _____

Weaknesses _____

Feedback _____

Team Contact Info

Name	Preferred E-mail	Cell Phone	Screename	Birthday
Pooja Apte	pjapte@ncsu.edu	(919) 757-2634		Oct. 21st
Ashley Auman	anauman@ncsu.edu	(336) 880-8815	EstelMeleth	March 17th
Richelle Bangi	rbbangi@ncsu.edu	(919) 616-6249	NCSUbliss08	Sept. 1st
Jamie Desmarais	jadesmar@ncsu.edu	(774) 200-3113	SugarMagnoliaX32	Nov. 8th
Jennifer Gray	jagray2@ncsu.edu	(919) 601-6991	jennieann17	April 30th
Alex Hanes	lahanes@ncsu.edu	(336) 549-9702	taggcat7	Feb. 7th
Stephanie Jones	sljones@ncsu.edu	(910) 273-4441	SnoopyJones13	March 27th
Erin Miller	elmiller@ncsu.edu	(919) 272-5021	erin7286	July 2nd
Megan Mueller	memuelle@ncsu.edu	(980) 621-3731	huggibearmegg	July 28th
Megan Poston	mkposton@ncsu.edu	(336) 266-2569	meganpea37	March 31st
Nicole Schnell	nmschnel@ncsu.edu	(910) 617-5122	dancinchick5186	May 1st
Nishant Shah	npshah@ncsu.edu	(919) 870-6262	bignish13	Nov. 13th
Julie Shelton	jeshelt3@ncsu.edu	(336) 287-1801	julez199	April 28th
Marlana Sheridan	mrshherid@ncsu.edu	(919) 244-3818	dwnhomegurl	Oct. 28th
Rondell Smith	rasmith2@ncsu.edu	(704) 425-2644	rondell2686	July 26th
Lauren Trott	latrott@ncsu.edu	(336) 264-4132	wolfheel10	April 11th
Jennifer Wong	jlwong2@ncsu.edu	(704) 747-6861	jeeeeninnie	July 25th
Melissa Kahn	melissa_kahn@ncsu.edu			
Brook Grindstaff	bmgrinds@ncsu.edu	(704) 737-2629	brk0520	



CALS Career Services

Events

The following section of this handbook will focus on the main events that we will be promoting this year.



Focus on your Future

Two FOYF sessions will be held this semester:

The first will be during Wolfpack Welcome Week on

Tuesday, August 21st

101 Clark

1:00pm-4:30pm

This session is being sponsored by Quintiles and there will be a chance to win a \$300 student makeover.

The second session will be

Tuesday, October 2nd

2215 Williams

3:00pm-6:00pm

Focus on your future is a half day seminar that is designed to provide undergraduate students with an intensive overview of job search skills.

The resources provided at this seminar aim to help students transition from student to professional.

Topics covered include:

- Resumes
- Cover letters
- Networking
- ePortfolios
- Interviewing

Promotion:

REACH will be responsible for handing out postcard advertisements to classes and in the brickyard to promote this event. It will also be mentioned in your classroom and club announcements.

**New REACH Team members are required to attend the August 21st Focus on Your Future at 1:00pm in 101 David Clark Labs.



Kick Start Your Career

Kick Start Your Career is a weekly program presented by CALS Career Services each semester. The program covers various topics including: Internships, Skills Portfolio, Job Interviews, Resume Building, Networking, Graduate School, and What to do after graduation. The programs end with a presentation of awards, by Dr. Ken Esbenshade, Associate Dean and Director of Academic Programs. Certificates are awarded to students who attend at least six sessions.

In a recent survey, 100% of respondents said they would recommend the Kick Start program to a friend. Additional Comments include:

"The most valuable thing I learned are the top ten skills employers look for when hiring a person."

"I learned how to make and build a good portfolio. I also learned that there are a lot more options than I had considered after graduation."

"The most valuable thing I learned was how to present myself when interviewing for a job position."

"The Peer Counselor Ambassadors are a lot of fun! I learned a lot, met some new people, and had a good time during the sessions."

"I learned how to create an impressive resume that will not only grab the attention of the employer, but exploit my qualities as a potential employee."

Kick Start Online

In case you missed a Kick Start session and want a copy of the information given out, the PowerPoint and resources from each session are online.

REACH Attendance

REACH Team members will be required to attend at least one Kick Start session. It's much easier to promote an event once you have experienced it yourself and can speak about it first hand! Look at your schedule and budget an hour at a convenient time, some time this fall.

Kick Start Time

There are two sessions to choose from:
Wednesdays 12:30-1:20pm in Ricks 2
Thursdays 6:00-6:50pm in 104 Fox



Speed Networking

This is an event the REACH team should be very proud of!!!

CALS Career Services teamed up with REACH and CALS Alumni and Friends Society to plan a NEW event, Speed Networking. It is modeled after the concept of speed dating, but has a professional twist.

80% of jobs are found through Networking. This event is designed to expose CALS students to a variety of agriculture and life sciences career options in four different career clusters. Each cluster will consist of six professionals. Think speed though...students have only four minutes with each of the professionals to introduce themselves and converse about their career path.

This event is highly recommended for CALS students seeking career information and networking contacts. However, space is limited. 48 students can sign up to participate in Speed Networking. To accommodate this many students, we will offer two 30-minute sessions. Tickets will be required for entrance.

Immediately following Speed Networking students will move to the north plaza of Talley. We will have free food and additional alumni present to interact with. The picnic will give students an opportunity to meet additional alumni, friends, and faculty, as well as a chance to reconnect with professionals you met earlier in the evening.

The four Career Clusters

- Research and Development
- Sales and Marketing
- Pre-Health
- Pre-Vet

Promotion:

The REACH Team will help to advertise Speed Networking in their faculty meetings, classroom and club announcements. You will also help with hanging posters and passing out flyers/postcards in the brickyard. You will also be recording a podcast on the event.



Career Expo



“There’s a Career in Everyone... Find Yours at the CALS Career Expo”

Date: Thursday, October 25th
Time: 9:30am-3:30pm
Place: Talley Student Center

The fall semester is the perfect time for students to connect with employers and internship opportunities. Join other CALS students as you visit with more than 100 employers and graduate/professional school recruiters to discuss your future. You can learn about position openings as well as higher education programs.

The Career Expo is a great chance to meet new people and network. CALS alumni from various fields will be available to discuss your interest and answer questions.

Don't forget to bring several copies of your resume!!

Promotion/Help:

REACH will help with passing out flyers/postcards and hang poster to advertise as well as mention the Expo in your faculty liaison meeting and classroom/club announcements.

We will likely need your help the day before and the day of the event. Watch for a sign-up sheet at our meeting.



**Are You Ready
for the Interview?**

Mock Interview Day

CALS Career Services holds a Mock Interview day each year. It is designed to help students hone their interviewing skills before an interview or just to receive feedback about their strengths and weaknesses during an interview.

This event is typically held in February in the Talley Student center. Students must register for this even and will receive a ticket when they bring their resume to 107 Patterson Hall and sign up. The student will sign up for a 30-minute interview slot and attend the dinner at 5:00pm.

Featured companies that have attended in the past include:

- Novartis
- GlaxoSmithKline
- Veterinarians
- Dentist

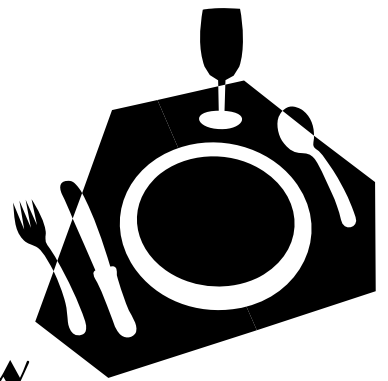
And more...

Promotion:

REACH will help with passing out flyers/postcards and hang poster to advertise as well as mention the Dining Etiquette in your faculty liaison meeting and classroom/club announcements.



**You will be given the specific date/time/location when finalized.



Dining Etiquette/Fashion Show

The CALS Career Dining Etiquette and Fashion Show is an annual event sponsored by Kraft. It usually takes place in April in the Walnut Room of Talley Student Center.

This event is put on because business meals and formal dining experiences can be intimidating and the Dining Etiquette Dinner/Fashion Show gives students a chance to take a break from fast food, jeans, and t-shirts to enjoy an educational fashion show put on by Career Services and the CALS Ambassadors to give them tips on proper business attire. The students will also be served a 6-course meal to practice their etiquette skills.

Students must come by 107 Patterson Hall to sign up for this event and receive a ticket.

Promotion:

REACH will be responsible for hanging flyer/poster for this event and creating/recording a podcast. It will also be mentioned in your classroom and club announcements.



**You will be given the specific date/time/location when finalized.

CALS Career Services

Services

The following section of this handbook will focus on the services that Career Services offers that you should be familiar with.

Minute Clinics

Minute Clinics is a new idea that REACH will be working on this year. Minute Clinics will be a traveling system that REACH team members will be able to take out each week to promote Kick Start. The purpose/goals of the Minute Clinic will be to increase awareness of Career Services and tap into the 80% of students who do not physically walk into CALS Career Services, to distribute quick tips to students about career development, and to inform students about Kick Start for Wednesday and Thursday sessions.

Each week on Monday and Tuesday REACH members will take out the Minute Clinic banner stand for that particular week and set up outside of a targeted classroom ½ hour before the class would be let out and then stay ½ hour after the class was over (Example: class time is 8:30-9:45, Minute Clinic would take place from 9:15-10:15).

Presenters:

- Minute Clinic topics are to be presented by the REACH Team after adequate training.
- The calendar of topics will coincide with the Kick Start workshop series.

Materials:

- The banner stand
- Laminated Bookmarks
- Giveaway
- Flyer to put in professors' boxes

Student Experience:

- Smile! ☺
- Student approaches booth: "Hi welcome to the Minute Clinic. Do you have one minute to learn about _____ and receive a koozie?"
 - Student replies yes: "Great. [Insert instructions here]...here is your koozie, make sure to check out Kick Start Your Career" (hand bookmark).
 - Student replies no: "Well maybe next time. Check out Kick Start Your Career for the latest information on how to write resumes, obtain internships, and get your dream job!" (hand book mark).





Take 5 Video Series

The Take 5 video series was created by Career Services to provide students a way to get career information quickly and at their convenience.

In the time it takes to pop a bag of popcorn, students can find career direction and techniques to enhance their professional skills.

On the website students can click on an image and watch a video related to 12 different topics. They include everything students need to know in today's competitive job market.

Videos Available:

- Welcome to Take Five!
- Kick Start Live!
- Extreme Student Makeover
- Demystifying Career Fairs
- Cover Letters
- Resume Tips
- Interviewing Techniques
- Networking Works
- Internship Experience
- Skills Portfolios
- Career Decisions
- Bloopers

Promotion:

As a REACH Team member you will be speaking with students and faculty on a regular basis, mention Take 5 to new students that you meet and push the videos as a way to get important career information quickly. You will have Take5 candy bars to pass out in the brickyard and club fairs to advertise as well.



ePortfolio

What is an ePortfolio?

A portfolio is a collection of materials that demonstrate a person's talents and/or skills, and/or achievements, accomplishments, abilities, interests, involvement in activities, experience, employment record, personal qualities, character attributes and/or personal strengths.

Electronic portfolios (eportfolios) are the new trend, users manage information electronically rather than collecting loose leaf printed materials kept together in a folder.

Why use an ePortfolio?

Portfolios can be used in many contexts from graduate/professional school applications to employment interviews. A good portfolio provides additional insight for review committees and helps employers make informed choices when choosing between job applicants.

Your portfolio will encourage you to reflect on how you match up with the requirements of particular employment opportunities and provide you with ways of exploring and managing your career development. It encourages you to:

- Be aware of your skills
- To reflect on the relevance and adaptability of these skills to the world of work
- To keep a record of your acquisitions and use of these skills

Getting Started

Research and identify skills that are relevant to agriculture and life science employment situations.

If you intend to use your portfolio to market the skills you possess, then you need to know what skills employers desire.

This can be done by networking with employers, talking to people who are working in areas in which you would like to work in the future, analyzing position descriptions, company websites and job ads.

Help first time users

When you first create an ePortfolio, you'll need to either authenticate with your unity ID (if you're a student) or verify that you were once a student (if you are now alumni). Once you've completed that step, you will be given your login information. Your login information consists of your e-mail address and an auto-generated password.

Once you've logged in, you can change your login e-mail address and login password to whatever you want them to be. You will also want to change your folio password. Your folio password must be different from your login password. Your folio password is the password you give to people when you want to give them access to your ePortfolio.

iCenter

What is iCenter?

As a student, you know the importance of an internship. Besides giving you valuable experience, an internship helps you establish contacts with professionals and companies that may be in a position to offer you a job once you graduate.

But how do you locate these internships?

That's where iCenter comes in. iCenter gives you access to hundreds of internship opportunities throughout the United States and abroad, connecting you with opportunities you wouldn't be able to find otherwise.

Password & User ID

camelplanet

Example Internship:

Crystal Spring Preserve

Natural resources/environmental science

PO Box 190

Crystal Springs, FL 33524

<http://www.crystalspringspreserve.com>

Description: Participate in the natural resource management of a 525 acre wildlife preserve, plus gain experience in informal education through hands on teaching in our state of the art environmental education center.

Qualifications: Junior status, degree seeking in related field. Physically fit, love of the outdoors and good communication skills. Self starter highly motivated.

Compensation: Yes

Compensation Description: \$10.00 per hour minimum 20 hours per week, maximum 40 hours per week

Contact: Karen H Pate

Contact Title: Director

Contact Phone: 813-715-9707

Contact Fax: 813-986-3123

Contact Email: karen8948@msn.com

Offered:

Fall: Deadline - 8/15/07

Winter: Deadline - 11/15/07

Spring: Deadline - 2/15/07

Summer: Deadline - 5/15/07

To Apply: email resume

Career Fields: Environmental Sciences/Natural Resources

Locations: Florida

Education Level: Undergraduate



PackNet

PackNet is a service available to CALS students and alumni. CALS Career Services surveys CALS alumni each year to learn about their career paths and many agree to give advice to others who seek to enter their profession.

PackNet is password protected and can only be viewed by current CALS students and alumni. The alumni listed have volunteered to share advice and tips, but they don't have actual job openings. After reading the PackNet profiles, choose individuals you would like to talk to further. You can write, phone, or email to request answers to your career questions. The best approach is to schedule an informational interview.

Password

gocals

Example:

Bridget McCullough

Major:	Animal Science
Degree:	BS
Graduation Year:	2000
Organization:	Merck & Co.
Occupation/Job Title:	Staff Biologist
Number of years in this career:	3-5
Typical work day:	I work at a pharmaceutical company and I can't give much detail about my everyday activity. However, I work with a variety of animals. They include monkey, dog, rat, and mice. I test the long-term affects that a new medicine may have on its patients. To test the compound, animal models are used.
How does your current job correspond to your major?	In my major I mainly worked with large farm animals. With this position I work with laboratory animals. This position is very scientific, so I do use some information that I learned in lab and from my internships.
Advice for students:	Make sure you have enough experience. Experience working with laboratory animals is a plus. Make sure you have a lot of science classes to back-up your experience. In the long-run the interview will make a difference. Just give a lot of positive energy and interest in the company and the position. Always have good eye-contact and make sure you answer every question! If you have to relocate just see it as an opportunity to grow and see new things. Don't be afraid of change, embrace it!!!
Other majors related to this field:	Animal Science Toxicology

Contact Information

Address: Bridget McCullough
111 Monroe blvd
king of Prussia, PA 19406

Phone: 610-337-5998

Email: bridget_mccullough@hotmail.com

Website

www.cals.ncsu.edu/career

Career Services website is a great tool that you will need to familiarize yourself with. There are numerous links that lead to helpful handouts and information. Many times when meeting with faculty members they will show concern about information that they do not think that we have on the web when in actuality we do. It is important that you be able to navigate the sites and help them find certain information.

You can always relay questions and concerns faculty have about the Career Services website and we will address those issues.



ePack

Career Services has updated their resume system and we are now using ePack. Please look over the Student Guide below and familiarize yourself with this new system.



ePack Student Guide

Access the following website: www.cals.ncsu.edu/epack

LOGIN INFO:

Your username is your **UNITY ID**. If you are a new user to ePack and you don't know your password, click the "**Forgot Your Password**" button. A password will be emailed to the address you have specified with NCSU Registration & Records. When you login for the first time, you can change your password to something that is unique to you.

NAVIGATING ePACK



You can use the black toolbar at the top to navigate the entire system. Detailed instructions for each function follow below. Be sure to read the instructions for each section & use the buttons for help.

UPDATE YOUR PROFILE

- Click **My Account** and select **My Profile**
- Update all 3 sections: Personal Information, Demographic Information, & Additional Information.
- Each section has an [Edit] link at the top-right. Click on this link to edit fields within the section.
- Go through each section and complete all of the fields making sure to click on the Save button.

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

Allow Employer Viewing (under Additional Information in profile section):


We recommend you select YES to allow all employers to search and view your completed profile and uploaded resumes & cover letters. Employers cannot search for you if you have not uploaded your resume. If you choose to select NO, only the employers to whom you apply will see your limited profile information and documents. Other employers will not have access to any of your information.

UPLOAD YOUR DOCUMENTS


- Click **My Account** and select My Documents
- Click on the [Upload File] link, and click Browse button to find your document

- Select the correct document and name it
- Click the Upload button
 - NOTE: When uploading more than one document, make sure your most general resume is your default. Your default resume is the document that employers can view when accessing our system.*

SEARCH FOR JOBS AND INTERNSHIPS

- Click and select  **Job Search**
- For best results: choose Position Type and one of the following:
 - Job Category - best for jobs suitable for several majors
 - Major - best for jobs requiring specific majors (Engineering)
 - Keyword - best for jobs requiring specific skills
 - To view all jobs, choose Search only.
- Click on the Job ID to see the specifics of the position and how to apply.
- Some positions will require you to have a resume uploaded to apply for the position(s).
- Click Save Search on your results page to save your criteria. You may elect to have ePACK email you new jobs that meet your saved search criteria, and you will also be able to access your search from your Home page. The email subject line will say: Job Agent Results for day, month date, year.


CAREER EVENTS

- Click and select  **Career Events**
- You will be able to view upcoming career events that Career Services, as well as University Career Center, hosts. If an event requires an RSVP, you will also be able to do that from this page.

SEARCH FOR ON-CAMPUS INTERVIEW SCHEDULES

Qualified Interview Schedules

Typically you will only be able to apply to schedules for which you are qualified under the Qualified Interview Schedules menu. To find those schedules:

- Click  **Interview Schedules** and select Qualified Interview Schedules.
- Click on the Schedule ID to see the specifics of the position and how to apply.
- If this is a Preselect Schedule, then you will be requesting to be interviewed. If this is an Open schedule, then you will be allowed to choose an open interview timeslot.

All Interview Schedules

- In our system you will be able to look at all current schedules in the system under the All Interview Schedules menu, but you cannot apply or sign-up through this section, use Qualified Interview Schedules instead. (See directions above).
- If you feel you meet the criteria for a schedule you are not currently identified as “qualified” for, contact our office at 919-515-3249 or cals_career@ncsu.edu.

VIEW YOUR ACTIVITY

Click  **My Account** and select My Activity. Three types of activity can be viewed.

1. Referrals – These are resumes that you've submitted to an employer for a job, Career Services has submitted on your behalf, or an employer has downloaded.
2. Schedules – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Pre-selection Activity that is still pending for you, under the Pre-selection Activity section.
3. RSVPs -These are the Career Events that you have signed up to attend.

SEARCH FOR EMPLOYER INFORMATION

- Click and select  **Employer Directory**
- Fill in the search criteria to narrow down your employer search (i.e., by category) OR just click the Search button (without entering any search criteria) to view all employers.
- You will be able to view information about the employer, any current job postings, and contacts if available.

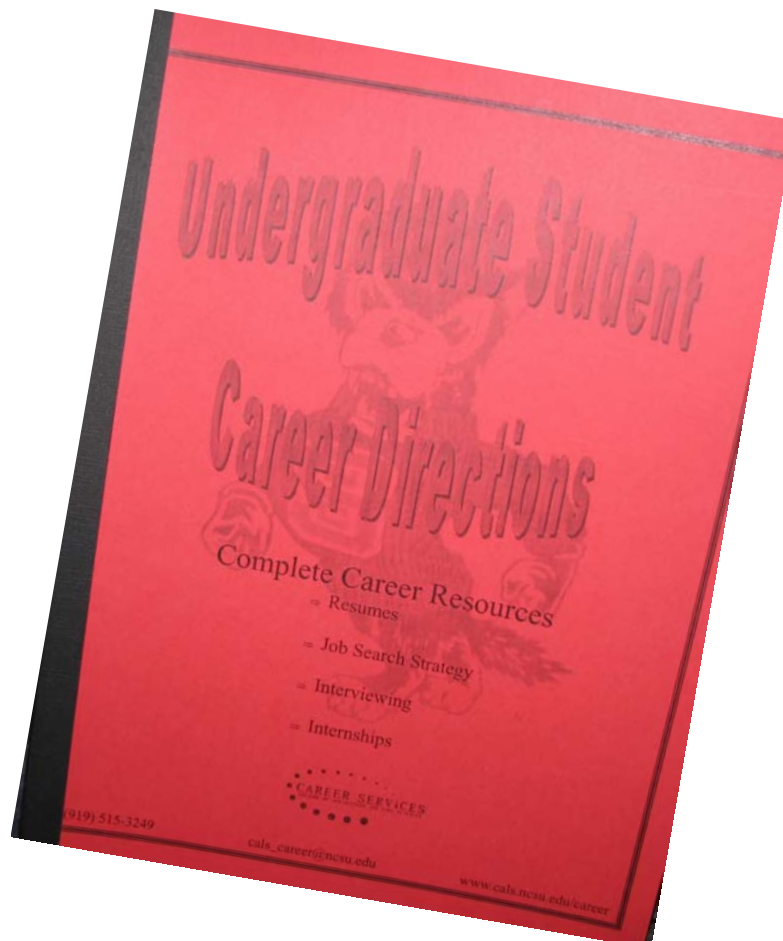
The “Red Book”

The “Redbook” is the Undergraduate Student Career Directions book that Career Services offers to all CALS students.

Some of the topics the book covers include:

- Internships
- Electronic v. Personal Resume
- Cover Letters
- Job Campaigning
- Interviewing Techniques
- Special Interviewing Situations
- Library Resources

This book is a great resource for undergrads. If you come across CALS students who have general questions about resume writing, interviewing, or cover letters mention the “Red Book” to them and tell them to come into 107 Patterson Hall to pick up a copy.



Peer Counselors

Peer Counselors (PC's) are undergraduate CALS Ambassadors who help current NC State students explore career-related issues. They have been specially trained to listen and offer assistance. PC's provide you with options. They may help you with choosing a major, finding an internship, planning for graduate and/or professional school, or using the internet to do company research. Simply stated, PC's offer you a student's perspective on resume writing, interviewing tips, and job search strategies. Don't delay, drop by 118 Patterson or call 515-3249 for an appointment.

Meet the 07-08 PC's



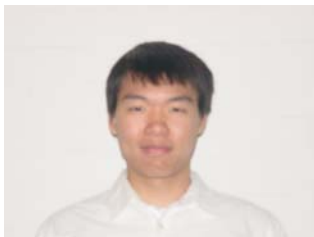
Kristin Marley



Kyle Gazdeck



Siddhi Gupta



Daniel Joe



Melissa Whitford



TJ Duvall



Tara Sivamani

Fall Office Hours

Mondays at 9:00am: Daniel Joe and Tara Sivamani
Tuesdays at 9:00am: Melissa Whitford and TJ Duvall
Thursdays at 9:00am: Melissa Whitford and Kristen Marley
Thursdays at 1:30pm: Siddhi Gupta and Kyle Gazdeck

Faculty Liaisons

The Faculty Liaison program was started last year as a way to inform faculty about events occurring in Career Services without just sending an email. Each REACH team member will be assigned 2 CALS faculty members and will meet with them once a semester and then send reminder e-mail to them a great way for you to network with professors as well as make sure they know the updated Career Services information so that they can pass it on to their students and advisees.

Please find your assignments below and be sure to contact your faculty liaisons.

Faculty Liaison Assignments

REACH Member	Faculty Member	Department	E-Mail	Phone
Apte, Pooja	Shannon Pratt	Animal Science	shannon_pratt@ncsu.edu	919-513-1117
	Helen Kraus	Horticulture	helen_kraus@ncsu.edu	919-515-1208
Auman, Ashley	Jim Flowers	Ag. Education	jim_flowers@ncsu.edu	919-515-1758
	Andrew Hale	Bio. & Ag. Engineering	andy_hale@ncsu.edu	919-515-6760
Bangi, Richelle	Melissa Scherpereel	Poultry Science	melissa_scherpereel@ncsu.edu	919-515-5403
	Joe Kleiss	Soil Science	joseph_kleiss@ncsu.edu	919-515-2643
Desmarais, Jamie	Wendell McKenzie	Genetics	wendell_mckenzie@ncsu.edu	919-515-5722
	Matt Veal	Bio. & Ag. Engineering	mwveal@unity.ncsu.edu	919-515-6764
	Janet Spears	Crop Science	jan_spears@ncsu.edu	919-515-4070
Gray, Jennifer	Sara Ash	Food Science	sarah_ash@ncsu.edu	919-515-4043
	Bob Beckmann	Plant Biology	robert_beckmann@ncsu.edu	919-515-5024
	Shannon Brandt	FYC	shannon_brandt@ncsu.edu	919-513-5838
Hanes, Alex	Arnold Oltmans	Ag. & Resource Econ.	arnie_oltmans@ncsu.edu	919-515-7727
	Frank Armstrong	Biological Sciences	frank_armstrong@ncsu.edu	919-513-1761
	Bob Usry	Ag. & Resource Econ.	bob_usry@ncsu.edu	919-515-4544
Jones, Stephanie	Mike Williams	Poultry Science	mike_williams@ncsu.edu	919-515-5540
	Nick Haddad	Zoology	nick_haddad@ncsu.edu	919-515-4588
	Billy Flowers	Animal Science	william_flowers@ncsu.edu	919-515-4003
Miller, Erin	Jim Knopp	Biochemistry	jaknopp@ncsu.edu	919-515-5828
	Lisa Parks	Zoology	lisa_parks@ncsu.edu	919-515-3494
	Sue Carson	Biotech Program	sue_carson@ncsu.edu	919-513-0330
Mueller, Megan	Lynn Turner	Food Science	lynn_turner@ncsu.edu	919-513-2093
	Chad Jordan	Botany	chad_jordan@ncsu.edu	919-513-2181
Poston, Megan	Jenny Campbell	Zoology	jenny_campbell@ncsu.edu	919-513-0659
	Kimberly Ange	Animal Science	kim_ange@ncsu.edu	919-515-4218
Schnell, Nicole	Jim Gilliam	Zoology	james_gilliam@ncsu.edu	919-515-2589
	Mitch Hockett	Animal Science	mitch_hockett@ncsu.edu	919-513-4633
	Debra Curran	Sociology	debra_curran@ncsu.edu	919-513-0438
Shah, Nishant	Dominique Robertson	Plant Biology	niki_robertson@ncsu.edu	919-515-1901
	Jim Brown	Microbiology	james_brown@ncsu.edu	919-515-8803
Shelton, Julie	Stuart Warren	Horticulture	stu_warren@ncsu.edu	919-515-1193
	Tom Wentworth	Plant Biology	tom_wentworth@ncsu.edu	919-515-2168
	Bill Miller	Biochemistry	wlmiller@ncsu.edu	919-515-5762
Sheridan, Marlana	William Grant	Biological Sciences	bill_grant@ncsu.edu	919-513-3928
	Jenny Ellerbee	Biological Sciences	jenny_ellerbe@ncsu.edu	919-513-2450
Smith, Rondell	Bobbie Kelly	Biological Sciences	bobbie_kelley@ncsu.edu	919-515-2588
	Chris Daubert	Food Science	chris_daubert@ncsu.edu	919-513-2092
Trott, Lauren	Bob Grossfeld	Zoology	robert_grossfeld@ncsu.edu	919-515-3018
	Paul Siciliano	Animal Science	paul_siciliano@ncsu.edu	919-515-7690
Wong, Jennifer	Bob Patterson	Crop Science	bob_patterson@ncsu.edu	919-513-3424
	TJ Schneeweis	Microbiology	tj_schneeweis@ncsu.edu	919-515-5344

Faculty Liaison Script

Here are the main events/topics we would like for you to discuss in your **FALL** faculty liaison meeting.

1. Focus On Your Future
 - a. Tuesday, October 2nd
 - b. 2215 Williams
 - c. 3:00-6:00pm
 - d. There will be a chance for students to win a "Make Over"
 - e. Students must register online. There are only 100 seats available. Please e-mail your advisees and encourage them to sign up with the registration link.
2. Kick Start
 - a. Two sessions per week (beginning September 5th and 6th)
 - i. Wednesdays 12:30-1:20pm in Ricks 2
 - ii. Thursdays 6:00-6:50pm in 104 Fox
 - b. Students who attend at least 6 sessions will receive a certificate of completion from the Dean, suitable to document on their resume.
 - c. Students will learn resume building tools; ways to develop their e-portfolio; effective networking strategies; tips to ace job interviews; and advice on finding internships and exploring graduate school options.
 - d. Kick Start is fun; there are many prizes and food. It's informative without being a boring lecture.
3. CALS Career Expo
 - a. Thursday, October 25th
 - b. Talley Student Center
 - c. 9:00am-3:30pm
 - d. Over 100 companies and graduate schools
 - e. This is a GREAT chance for students to learn about various career fields, network, and possible meet their future employer!
 - f. Give your faculty liaison a list of employers attending highlighting the ones that would have an interest in their students

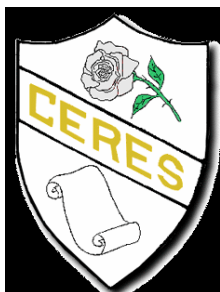
**You will receive the spring script when spring semester begins.

Club Assignments

Name	Club
Pooja Apte	Genetics Club
Ashley Auman	Collegiate FFA Club
Richelle Bangi	CERES International Women's Fraternity
Jamie Desmarais	Agricultural and Extension Education Club
Jennifer Gray	Biology Club
Alex Hanes	Jeffersonian Club
Stephanie Jones	Animal Science Club
Erin Miller	Biochemistry Club
Megan Mueller	Agricultural Institute Club
Megan Poston	Pre-Veterinary Medical Association
Nicole Schnell	Zoology Club
Nishant Shah	Agribusiness/NAMA Club
Julie Shelton	Microbiology Club
Marlana Sheridan	Pre-Med/Pre-Dent Club and Alpha Epsilon Delta
Rondell Smith	Agri-Life Council
Lauren Trott	Agronomy Club
Jennifer Wong	Food Science Club

You will be responsible for contacting your assigned club and scheduling one announcement per semester.

You have been given the College of Agriculture and Life Sciences Clubs and Organizations 2007-2008 booklet with all of the officers contact information as well as the faculty advisors, meeting times, goals and purposes, and activities.



Club/Classroom Announcement Script

Fall:

Hello my name is _____ and I am part of the CALS REACH Team. REACH stands for Recognizing Educational Aspirations and Career Horizons. We are a student group with the mission to promote career services to our peers. I would like to update you on the new programs that are being offered this semester to CALS students.

We are fortunate in CALS to have our own dedicated career office that strives to meet our needs so that we can reach our career goals. Take a minute to think about your future. Do you have a plan to reach your goals?

The first program I recommend to help you get your plan started is FOCUS ON YOUR FUTURE. This is offered on Tuesday, October 2nd from 3:00-6:00pm in Williams 2215 and seats are limited. I attended this seminar last semester along with a sold out group of 100 CALS majors who wanted to get a competitive edge on their classmates and were willing to spend an afternoon learning from hiring managers what they look for in resumes and how to find internships and jobs. The most valuable thing I learned was _____. It may sound boring to spend three hours in a classroom, but it was a fun session and it really kept my attention and I am not just saying that because I am on the REACH Team, over 90% of students recommended the session to a friend.

If you prefer shorter seminars, we have our Kick Start series weekly on Wednesdays at 12:30 and Thursdays at 6pm. See our web page for locations and topics. You will get a professional development certificate from the Dean at the end of the semester if you attend 6 Kick Start sessions. It is only 6 hours and well worth the time investment. Plus they have food and games so the sessions are engaging as well as informative.

The second big event is the CALS Career Expo. This will be the 16th Career Expo put on by CALS. Mark your calendars for Thursday, October 25th, the Expo will be held in the Talley Student Center from 9:30-3:20. It will be a great opportunity for you to meet up too 100 company and graduate school representatives, network, and possibly meet your future employer.

We have a number of other services; including one-on-one counseling available by appointment, and our on-line resume and ePortfolio system. Just call us at 515-3249 if you have any questions, or email us at cals_career@ncsu.edu and we will be happy to help you design a strategy to reach your career goals when you graduate.

Thank you!

Note: Write the following on the chalkboard-
CALS Career Services, 107 Patterson Hall, 515-3249, cals_career@ncsu.edu
www.cals.ncsu.edu/career

Helpful Handout

Effective Presentation Checklist

Start preparing early; don't wait until the last few days to prepare:

- prepare it early, let it rest a little bit and come back to it
- practice your entire presentation-including your slides
- if you can practice it before a group of colleagues or friends

Think about Your Audience:

- who are they and why are they here
- what are their interest
- what do they know; what do they want to know; what is a worthwhile investment in their time

Be clear about your purpose:

- are you motivating or lecturing
- tell them what you are going to do, tell them, tell them what you told them

Use an Effective Introduction:

- orient the audience; explain why it is important; set the tone
- establish a relationship between the speaker and the audience; establish credibility
- avoid weak introductions such as apologies, jokes, rhetorical questions

Use supporting materials to flesh out main points:

- use examples, statistics, expert opinions, anecdotes

Compose for the Ear, not for the Eye:

- use simple words, simple sentences, markers, repetition, images, personal language ("you" and "I")

Create and Effective Conclusion:

- summarize, set final image, provide closure; don't trail off, don't use trite phrases
- don't just present data or summarize results; share your conclusions with the audience

Sound spontaneous, conversational, and enthusiastic:

- use key phrases in your notes so you don't have to read, use the overhead instead of notes
- vary volume, don't be afraid of silence, and don't use fillers like "um"...
- Practice, Practice, Practice

Use Body Language Effectively:

- relaxed gestures, eye contact; don't play with a pen or pointer
- don't block visual aids

Analyze and Environment:

- check out size of room, placement of chairs, time of day, temperature, distractions
- check AV equipment ahead of time

Adapted from the following website – <http://web.cba.neu.edu/~ewertheim/skills/oral.htm#concl>

Online Logging

As a REACH Team member you committed to 10 service hours per semester to the College of Agriculture and Life Science. You will keep track of these hours on our REACH website with our online logging tool.

Go to www.cals.ncsu.edu/career

Under "Quick Links" select [REACH Team](#)

At the bottom of the REACH webpage click on the link [Online Tracking Tool](#)

From there you will be able to select from the following events:

- Classroom/Club Announcements
- Club Fairs
- Faculty Outreach
- Hanging Posters/Flyers
- Minute Clinics
- Planning/Preparing REACH activities
- Podcast
- Wolfpack Welcome Week
- Other

Once you have selected the category that you spent time working on you will fill in the appropriate fields and log the amount of time that you spent working on that specific task.

If you select "Other" in the additional comments box please explain the specific task that you worked on.



August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 WolfPack Welcome Week 3:00-4:30 Ice Cream Social	21 Focus On Your Future 1:00-4:30pm	22 Classes Start	23 REACH Meeting 3:30-4:20pm	24	25
26	27	28	29 CALS Club Fair Talley 4-6pm	30	31	



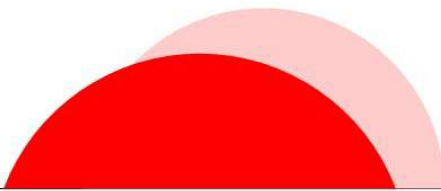
Pooja Apte
Biological Science Major
Enjoys reading and traveling.



Ashley Auman
Animal Science Major
Studied abroad in Queensland,
Australia this past summer.

Recognizing Educational Aspiration and Career Horizons





September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Richelle's Birthday
2	3 Labor Day University Closed	4	5 Kick Start	6 Kick Start REACH Meeting 3:30-4:20pm	7	8
9	10	11	12 Kick Start	13 Kick Start	14	15
16	17	18	19 Kick Start	20 Kick Start REACH Meeting 3:30-4:20pm	21	22
23	24	25	26 Kick Start	27 Kick Start	28	29
30						



Richelle Bangi
Biological Sciences Major
Enjoys volunteering a Rex
Hospital and baking.



Jamie Desmarias
Biological Science Major
Studied abroad in Peru this
past summer.

****Kick Start Session
will be held in Ricks 2
on Wednesdays and 104
Fox on Thursdays.**

Recognizing Educational Aspiration and Career Horizons



October 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
	FOYF 3:00-6:00pm 2215 Williams	Kick Start	Kick Start REACH Meeting 3:30-4:20pm			
7	8	9	10	11	12	13
				Fall Break	Fall Break	
14	15	16	17	18	19	20
			Kick Start	Kick Start REACH Meeting 3:30-4:20pm		
21	22	23	24	25	26	27
Pooja's Birthday				CAREER EXPO		
28	29	30	31			
Marlana's Birthday			Kick Start			



Jennifer Gray
Biochemistry Major
Works as a pharmacy tech.



Alex Hanes
Biological Science Major
Went to Costa Rica this past
summer with International
Student Volunteers.

Recognizing Educational Aspiration and Career Horizons

***Kick Start Session
will be held in Ricks 2
on Wednesdays and 104
Fox on Thursdays.



November 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Kick Start REACH Meeting 3:30-4:20pm	2	3
4	5	6	7 Kick Start	8 Kick Start	9	10
11	12	13 Nishant's Birthday	14 Kick Start	15 Kick Start REACH Meeting 3:30-4:20pm	16	17
18	19	20	21 Thanksgiving Break	22 Thanksgiving Break	23 Thanksgiving Break	24
25	26	27	28	29 REACH Meeting 3:30-4:20pm	30	



Stephanie Jones
Animal Science Major
Completed an internship
working with swine.



Erin Miller
Biochemistry Major
Holds position in the
biochemistry club.

Recognizing Educational Aspiration and Career Horizons

**Kick Start Session
will be held in Ricks 2
on Wednesdays and 104
Fox on Thursdays.



December 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
	Dead Week	Dead Week	Dead Week	Dead Week	Dead Week	15
9	10	11	12	13	14	
	Exams	Exams	Exams	Exams	Exams	
16	17	18	19	20	21	22
	Exams	Exams				
23	24	25	26	27	28	29
30	31					



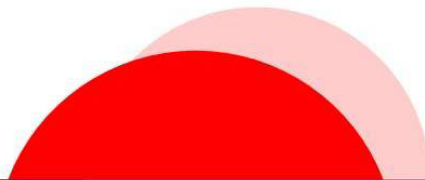
Megan Mueller
 Animal Science Major
 Enjoys horseback riding and kayaking.



Megan Poston
 Biological and Animal Science Major
 Enjoys horseback riding and photography.

Recognizing Educational Aspiration and Career Horizons





January 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9 Classes Start	10	11	12
13	14	15	16	17	18	19
20	21 University Closed	22	23	24	25	26
27	28	29	30	31		



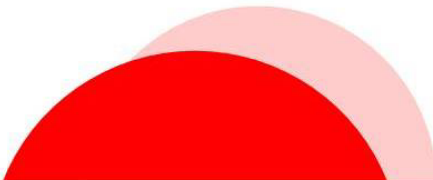
Nishant Shah
 Biological Sciences Major
 Captain of the Wolfpack
 Bhangra Dance Team.



Nicole Schnell
 Animal Science Major
 Completed a semester long
 equine internship in
 Kentucky last spring.

Recognizing Educational Aspiration and Career Horizons





February 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7 Alex's Birthday	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	



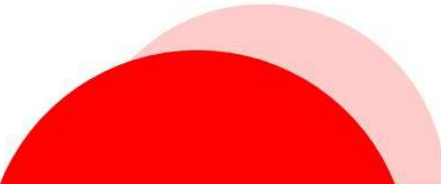
Julie Shelton
Biological Sciences Major
Is a certified EMT.



Marlana Sheridan
Biological Sciences Major
Traveled to South Africa and
the Dominican Republic over
the summer.

Recognizing Educational Aspiration and Career Horizons





NC State University

March 2008

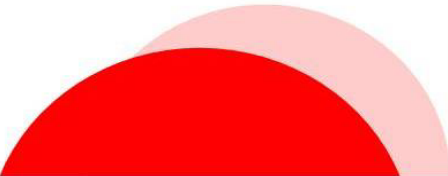
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	
9	10	11	12	13	14	15
16	17 Ashley's Birthday	18	19	20	21 Spring Holiday No Classes	22
23	24	25	26	27 Stephanie's Birthday	28	29
30	31 Megan P's Birthday					



Rondell Smith
Animal Science Major
Completed the Medical
Education Program at UNC
over the summer.

Recognizing Educational Aspiration and Career Horizons





April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11 Lauren's Birthday	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Julie's Birthday Exams	29 Exams	30 Jennifer G's Birthday Exams	Dead Week	Dead Week	Dead Week



Lauren Trott
Biological Sciences Major
Enjoys playing Lacrosse and camping.



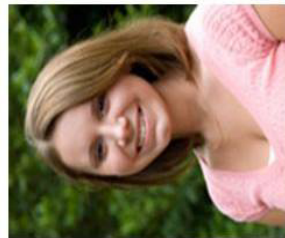
Jennifer Wong
Biological Sciences Major
Enjoys meeting new people and going to art museums.

Recognizing Educational Aspiration and Career Horizons



May 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Nicole's Birthday	2	3
4	5	6	7	8 Exams	9 Exams	10
11	12 Exams	13 Exams	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Brook Grindstaff
REACH Student Coordinator



Melissa Kahn
Career Advisor
REACH Advisor

Recognizing Educational Aspiration and Career Horizons



CALS 16th Annual Career Expo
There's a career in everyone.

Thursday, October 25, 2007
9:30 a.m. - 3:30 p.m.
Talley Student Center

The fall semester is the perfect time for you to connect with employers about future job and internship opportunities. Join other CALS students as you visit with more than 100 employers and graduate/professional school recruiters to discuss your future. You can learn about position openings as well as higher education programs.

The Career Expo is a great chance to meet new people and network. CALS alumni from various career fields will be available to discuss your interests and answer questions. Don't forget to bring several copies of your resume!

Minute Clinics

Too busy to stop by Patterson Hall? Be on the lookout for the REACH Team who will be stationed at Minute Clinic displays outside CALS Lecture Halls. On your way out of class, stop by to get a drink koozie and quick career tips to help you reach your future goals.

We've Renovated!

Come by Patterson Hall, Room 107, to see our newly renovated space! We have a great new student-friendly atmosphere that you will enjoy. We are here for students and we want to see you; so stop by between classes and see our office makeover.

Kick Start Your Career!

CALS Career Services has a formula to get you rolling with your job search. To fuel up for success, join us either Wednesdays 12:30-1:20 p.m. in Ricks 2 or Thursdays 6:00-6:50 p.m. in Fox 104 this semester (beginning September 5th or September 6th).

Students who attend at least six sessions will receive a certificate of completion. Want to make a positive impression with potential employers? Participate in Kick Start and earn the right to document this achievement on your resume.

You will learn: resume building tools; ways to develop your skills portfolio; effective networking strategies; tips to ace job interviews; advice on finding internships and exploring graduate school options; how to make the most of job fairs; and options to explore if you want to take a year off after graduation.

CALS ePack is Here!

Visit our web site to register with CALS ePack. By creating your profile on our new system, you will be able to search jobs, view upcoming career workshops, and view and sign-up for on-campus interview schedules. When you upload your customized resume, you can make yourself visible to top employers. So log-on and check out our new system.

If you had a resume in our old database, you'll need to upload it into our new system. Watch your email for more detailed instructions.

Take 5...New Videos!

Our office is pleased to announce the release of *Extreme Student Makeover*, our newest video in the online collection for CALS students! Watch as a student is taken from academic drab to career fab in under five minutes.

Take 5 is a series of five minute web-based career videos designed with the busy college student in mind. Recognized nationally for an innovative approach of providing services to students, you won't want to miss these. You will find career direction and techniques to enhance your professional skills. Each module includes video streams, PowerPoints and handouts. Start with a quick video and link to in-depth information when time permits in your schedule. Then visit Career Services to receive guidance on your career concerns, either in a group or individual session. Our friendly counselors are here to help you.

PackNet

Looking for career advice from actual professionals? Visit our online database where hundreds of CALS alumni are listed and willing to help. Contact them to develop your networking skills and tap into the knowledge of experienced professionals in career fields of interest to you.

Meet with a Peer Counselor

Specially trained CALS Ambassadors are available to assist with your career needs. Drop by 118 Patterson or call 515-3249 for an appointment.

If you are just beginning to explore career options, a friendly face (who's been in your shoes) is here to provide help and guidance.



Kick Start Your Career Series
 Wednesdays 12:30 – 1:20 p.m. Ricks 2
 Thursdays 6:00 – 6:50 p.m. 104 Fox

FALL 2007 SCHEDULE

Kick Start Your Career...A Professional Development Workshop Series

Join us either **Wednesdays 12:30 – 1:20 p.m. (Ricks 2)** or **Thursdays 6:00 – 6:50 p.m. (104 Fox)**. Freshmen and sophomores are encouraged to attend Thursdays. Juniors and seniors are encouraged to attend Wednesdays. Attend 6 workshop sessions to receive a certificate of completion from the Dean on Wednesday, November 14th or Thursday, November 15th.

Resumania

Wednesday, September 5 OR Thursday, September 6

Dynamite Letter Writing

Wednesday, September 12 OR Thursday, September 13

Outshine the Competition with a Skills Portfolio

Wednesday, September 19 OR Thursday, September 20

Finding Your Dream Internship

Wednesday, September 26 OR Thursday, September 27

How to Distinguish Yourself in a Job Interview

Wednesday, October 3 OR Thursday, October 4

How to “Work” the Career Expo

Wednesday, October 17 OR Thursday, October 18

Marketing Yourself: The Power & Danger of Technology

Wednesday, October 31 OR Thursday, November 1

Detour Ahead: Taking a Gap Year after Graduation

Wednesday, November 7 OR Thursday, November 8

Professional Development Certificate Presentations

Wednesday, November 14 OR Thursday, November 15

Special Events



Focus on Your Future

Tuesday, August 21
 Tuesday, October 2

12:00 - 4:00 p.m.
 3:00 - 6:00 p.m.

101 David Clark Labs
 2215 Williams



CALS Career Expo

Thursday, October 25

9:30 – 3:30 p.m.

Talley Student Center

