

Career Programs

2011 Spring Semester Schedule

UWSP Career Services Office | 134 Old Main Building | 715-346-3226 | www.uwsp.edu/career
When seminars are offered more than once, the content will be the same – pick the date/time that works best for you.

SEMINARS/RESOURCES FOR ALL MAJORS

EXPLORING MAJORS & DISCOVERING CAREER PATHS

Explore what you can do with your current major or a different one, and what your career options might be after graduation. Learn about WISCareers, Web resources, career assessments, and much more that Career Services has to offer!

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Tuesday, February 15	3:30 – 4:00 PM	134 Old Main Building (Career Services Office)
Monday, February 28	3:30 – 4:00 PM	134 Old Main Building (Career Services Office)
Wednesday, March 16	3:30 – 4:00 PM	134 Old Main Building (Career Services Office)
Tuesday, April 5	3:30 – 4:00 PM	134 Old Main Building (Career Services Office)
Thursday, April 21	3:30 – 4:00 PM	134 Old Main Building (Career Services Office)

RESUME/COVER LETTER CRITIQUES

Meet with a Career Services specialist for a critique of your resume or cover letter. Bring your document(s) on a flash drive or in printed form. People will be seen on a first-come, first-served walk-in basis. Stop by our office on any of these Thursday afternoons:

<u>Dates</u>	<u>Time</u>	<u>Location</u>
January 27	1:00 – 4:00 PM	134 Old Main Building (Career Services Office)
February 3, 10, 17, 24	1:00 – 4:00 PM	134 Old Main Building (Career Services Office)
March 3, 10, 17, 31	1:00 – 4:00 PM	134 Old Main Building (Career Services Office)
April 7, 14, 21, 28	1:00 – 4:00 PM	134 Old Main Building (Career Services Office)
May 5, 12	1:00 – 4:00 PM	134 Old Main Building (Career Services Office)

PREPARING FOR JOB FAIRS

Learn what to expect and how to prepare so as to present yourself professionally at job/career fairs.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Wednesday, February 9	5:00 – 6:00 PM	233 College of Professional Studies
Friday, February 18	10:00 – 11:00 AM	233 College of Professional Studies

MOCK INTERVIEWS - INTERVIEWSTREAM

Practice your interviewing skills and learn more about employer expectations and the interview process using our online system at <http://uwsp.interviewstream.com/>. Click on "Create Account" to get started. Returning users enter your e-mail and password to access the site. If you have a webcam, you can utilize this tool from your own computer with an Internet connection. Otherwise, please call Career Services at 715-346-3226 to schedule your practice interview in our facilities during these times:

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Mondays through Fridays	8:00 AM – 4:00 PM	134 Old Main Building (Career Services Office)

PREPARING FOR INTERVIEWS

Learn about employer expectations and the interview process. Get tips on what to expect and how to prepare. Open to all majors!

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Tuesday, February 1	3:00 – 3:50 PM	122 Trainer Natural Resources Building
Wednesday, February 2	1:00 – 1:50 PM	122 Trainer Natural Resources Building
Thursday, February 3	4:00 – 4:50 PM	122 Trainer Natural Resources Building
Monday, February 7	3:00 – 3:50 PM	122 Trainer Natural Resources Building
Monday, March 7	3:00 – 3:50 PM	122 Trainer Natural Resources Building
Wednesday, March 9	3:00 – 3:50 PM	122 Trainer Natural Resources Building
Thursday, March 10	4:00 – 4:50 PM	122 Trainer Natural Resources Building

FINDING JOBS & INTERNSHIPS

Learn about sources and strategies you can use to find intern or career-level employment now as well as in the future.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Friday, March 4	10:00 – 11:00 AM	233 College of Professional Studies
Wednesday, April 13	6:00 – 7:00 PM	233 College of Professional Studies

WHY SHOULD I HIRE YOU?

Learn how to identify the skills you have gained as a result of your experiences, and how to communicate these skills to potential employers.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Tuesday, March 1	6:00 – 7:00 PM	317 College of Professional Studies
Monday, April 4	4:00 – 5:00 PM	317 College of Professional Studies

MARKETING YOUR STUDY ABROAD EXPERIENCE

Make your semester abroad count – learn how to market this experience to employers.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Wednesday, February 16	5:00 – 6:00 PM	303 Collins Classroom Center
Tuesday, April 12	5:00 – 6:00 PM	303 Collins Classroom Center

EMPLOYERS SPEAK – CAREER FORUMS

Join us to hear directly from employers about careers in their industries and tips for college students, with time for questions and answers.

C. H. Robinson (transportation/logistics)	Wednesday, March 2; 5:00 – 6:00 PM	317 College of Professional Studies
Kwik Trip (retail industry)	Tuesday, March 8; 5:00 – 6:00 PM	321 Collins Classroom Center

FEDERAL JOBS: How to apply, where to find them, benefits & options

If you are interested in learning more about federal government employment, this program is for you! Open to all majors with interest in federal employment. Sponsored by the Career Services Office with speakers from the U.S. Department of Agriculture-Rural Development. Information presented will be about federal employment in general and not just USDA opportunities.

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday, March 30	5:00 – 6:30 PM	317 College of Professional Studies

YOUR FINANCIAL FUTURE IS NOW!

A financial expert from UW Credit Union will provide tips and advice to help you manage your finances as you move from the college world into your professional career. Learn ways to live within your means, enroll in your employer-sponsored retirement plan, manage student loan repayment, fund an emergency savings account and much more. Sponsored by the Career Services Office.

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday, April 6	2:00 – 3:00 PM	321 Collins Classroom Center
Wednesday, April 6	5:00 – 6:00 PM	321 Collins Classroom Center
Friday, April 15	10:00 – 11:00 AM	317 College of Professional Studies

PROFESSIONAL SOCIAL NETWORKING - LINKEDIN

Discover how to use the world's largest and fastest growing professional network through a series of 6 short videos at <http://learn.linkedin.com/students/step-1>. (Topics - What is LinkedIn and why you should join, 5 steps to building your profile and adding content; How to research careers and companies; Connect with family/friends/industry groups, and build new connections; Use your network to find intern and career opportunities, Where to find what you need to know to ace your interview.)

SEMINARS FOR SPECIFIED MAJORS

RESUME WRITING – NATURAL RESOURCES & SCIENCES

Focused toward all College of Natural Resources majors, as well as Biochemistry, Biology, Chemistry, Clinical Laboratory Science, Dietetics, Geography, Geoscience, Health Sciences, Natural Science and Physics. Information obtained from this session will enable you to write a rough draft of your resume. Follow-up individual appointments will be encouraged to refine your draft and develop a strategy for your job search.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Tuesday, February 1	7:00 – 9:00 PM	122 Trainer Natural Resources Building
Wednesday, February 2	3:00 – 5:00 PM	122 Trainer Natural Resources Building
Thursday, February 3	7:00 – 9:00 PM	122 Trainer Natural Resources Building
Wednesday, February 9	7:00 – 9:00 PM	122 Trainer Natural Resources Building
Thursday, February 17	3:00 – 5:00 PM	122 Trainer Natural Resources Building
Monday, February 21	7:00 – 9:00 PM	122 Trainer Natural Resources Building
Monday, March 14	7:00 – 9:00 PM	122 Trainer Natural Resources Building

RESUME WRITING – ARTS/DESIGN, BUSINESS, COMPUTING, & LIBERAL ARTS

This program is designed for students needing to create their resume for intern or career positions in varied fields such as general business, computing, design, communication and non-profit.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Thursday, February 3	5:00 – 6:00 PM	233 College of Professional Studies
Wednesday, March 9	5:30 – 6:30 PM	233 College of Professional Studies
Tuesday, April 5	6:00 – 7:00 PM	317 College of Professional Studies

SEMINARS FOR EDUCATION MAJORS

(Designed primarily for individuals who will be student teaching or interning fall semester 2011)

Get your copy of the **2011 Job Search Handbook for Educators** as well as other tools you need to:

- ✓ Construct an effective resume for teaching positions and gain interview tips;
- ✓ Register in **CareerPoint** and learn about key places where school districts advertise their openings;
- ✓ Gain tips on utilizing electronic applications such as **WECAN** and interviewing with **TeacherInsight**.

RESUMES, COVER LETTERS, WECAN/APPLICATIONS, & JOB REFERRALS

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Monday, February 14	11:30 AM – 1:00 PM	234 College of Professional Studies
Wednesday, February 16	9:00 – 10:30 AM	230 College of Professional Studies
Thursday, February 17	3:00 – 4:30 PM	233 College of Professional Studies
Friday, February 18	11:00 AM – 12:30 PM	230 College of Professional Studies

LOCATING JOB POSTINGS, JOB FAIRS, INTERVIEWING, & BEING A PROFESSIONAL EDUCATOR

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Wednesday, February 23	9:00 – 10:30 AM	230 College of Professional Studies
Thursday, February 24	3:00 – 4:30 PM	233 College of Professional Studies
Friday, February 25	11:00 AM – 12:30 PM	116 College of Professional Studies
Monday, February 28	11:30 AM – 1:00 PM	234 College of Professional Studies

HIRING TIPS FROM SCHOOL PERSONNEL ADMINISTRATORS

Hear from the experts – Human Resource Directors who hire teachers – how to effectively present yourself in the hiring process. Learn more about "Teacher Insight" from those who use it. An informal question and answer session will follow their remarks.

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, March 3	4:30 – 6:00 PM	321 Collins Classroom Center