

OVERVIEW OF CAREER CENTER SERVICES

Career Planning

- Individual Career Counseling
- Major Choice Assistance
- Career Exploration Panels & Workshops
- Career Assessments: Myers Briggs Type Indicator, Strong Interest Inventory, Focus2 & CareerLeader

Job Search Assistance

- SCOTjobs – Online job & internship search database for students
- Job Search, Resume Writing, Cover Letter Writing and Interviewing Workshops
- Mock Interview Tool – online interview skills practice in SCOTLink
- Resume Builder – online resume & cover letter software
- Work-Study job listings
- On-Campus Interview Program: Oct – May (Juniors/Seniors)
- Annual job fairs:
 - Finance, Accounting & Business Job Fair
 - Career Expo: Diversity Job Fair
 - STEM (Science, Technology, Engineering & Math) Job Fair
 - Engineering & Technical Career Fair
 - Internship & Non-Profit Fair
 - Education & Teacher Job Fair
 - Career Night: Spring Job Fair
 - Last Chance Job Fair

Internships

- Gain pre-professional or professional experience
- Clarify career goals
- Option to earn academic credit
- Online internship database in SCOTjobs

Graduate & Professional School Planning

- Resources for finding schools and the application process
- Online interview assistance for professional school (Mock Interview Tool in SCOTLink)
- Information on finding financial resources and test information
- **INTERFOLIO** – Open letters of reference file for graduate school
- Annual Information Day Fairs: Graduate & Professional School Information Day, Law School Information Day, and Health Professions School Information Day Fair

Online Services

- **ONLINE WORKSHOPS AND RESOURCES** – Miss the latest Career Center Workshop? Check out videos, powerpoints and handouts
- **SCOTLink** includes SCOTjobs, UCR's exclusive job and internship database
- **RESUME BUILDER, MOCK INTERVIEW TOOL IN SCOTLink**
- **VIDEOS** – Interviews with employers, and career advice
- **VAULT REPORTS** – Research companies and industries
- **LIBRARY** – Resources available in the Career Center Resource Room
- **CAREER ASSESSMENTS** – Connect values, interests, personality and skills to majors and careers
- **YOUTUBE** – Watch videos created by peer advisors
- **CAREER SHIFT** – Search, store and record hundreds of job listings
- **GLASSDOOR.com** – Reviews and salaries for more than 21,000 companies
- **SOCIAL MEDIA** – Receive information through Facebook, Twitter, Instagram, Pinterest, SnapChat, LinkedIn and YouTube.

Career Resource Room

- Career literature
- Government industry literature
- Employer directories and salary surveys
- Graduate and professional school catalogs and guides
- Computer stations for student usage

CONTINUED ON THE BACK 

OVERVIEW OF CAREER CENTER SERVICES (CONT.)

The SCOTLink 9

- 1 Complete your profile
- 2 Create your resume and cover letter using Resume Builder
- 3 Pay attention to the Announcements when you login—resources and special events of special interest to you will be highlighted here
- 4 Search for jobs and internships using SCOTjobs, CareerShift, NaceLink Network, Versatile PhD, Career Insider/VAULT and MBA JobWeb
- 5 Set up a search agent through SCOTjobs to have job search results sent right to your email inbox on a regular basis
- 6 RSVP for upcoming events that the Career Center offers by reviewing the calendar for career fairs, information sessions and workshops
- 7 Polish your interview skills by utilizing the Mock Interview Tool
- 8 Take a free self-assessment with “Focus2” and find UCR majors and career ideas that fit well with your personality, values, skills and interests
- 9 Take advantage of on-campus interviews by searching for “Only Employers that are Interviewing at the Career Center” in SCOTjobs (Open to all students, major and graduation date restrictions may apply)

Frequently Asked Questions

When Should I Visit the Career Center?

Sadly, many students wait until shortly before graduation to come to the Career Center. Because we operate on a developmental model, we offer a full range of services to students from first year through graduate school. We advise that students use our services starting their first year on campus. Attending skill-building workshops, information sessions and panel discussions are excellent ways to help students begin to develop a career focus.

Is There a Fee for Career Center Services?

Most services are covered by your registration fees. Access to online services, career counseling, workshops, on-campus interviews & career fairs are all free to currently enrolled students. Some services such as career assessments and Interfolio (the letters of reference file service) require a nominal fee.

Can I Access Career Center Services During the Summer?

The Career Center is open year-round. Students who return home for the summer can utilize our online services at careers.ucr.edu as well as schedule a phone career counseling appointment.

Will the Career Center Find a Job for Me?

The Career Center is not a placement agency. We provide resources and developmental education to assist you in finding a career path and acquiring the skills necessary to secure a job within that path. We feel that these skills are indelible and will help students in the marketplace long after you graduate.

Will I be Able to Interview on Campus?

Yes, our On-Campus Interview Program brings dozens of employers to campus each year. Students that meet employer eligibility are able to interview without the difficulties of traveling to a distant location. Various companies participate such as: Amazon, AT&T, City Year, Deloitte, GEICO, LA Dept. of Water & Power, Macy's, Peace Corps, PepsiCo, Southern California Edison, Target and more.

Will Career Assessment Testing Tell Me What Career is Best?

While assessments do a good job of helping connect your interests and personality with career ideas, they should not be seen as a foolproof means of choosing a career. Career assessments should be used in collaboration with workshops, counseling and advice from family and friends to help you find a broad career path that offers many possibilities for personal and professional growth.

Should I Work While in School?

We believe that during the first quarter of your first year, most students should not work. This gives time to settle into a routine of studying, getting engaged on campus and focusing on the future. After the fall quarter, most students can and should consider part-time work, undergraduate research, internships and work-study opportunities as ways of amplifying your education and broadening your view of the world.

Office Hours & Drop-In Hours

OFFICE HOURS

Monday – Friday 8 am – 5 pm
Wednesday 9 am – 5 pm

DROP-IN HOURS

Monday – Thursday 10 am – 3 pm
Friday 10 am – 12 pm

Sign-up begins at 8 am, must be done in person and is limited to one drop-in appointment per day



#UCRCareerReady

#HireHighlanders