

# 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

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# 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](http://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



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