

# OVERVIEW OF CAREER CENTER SERVICES

## CAREER PLANNING

- Individual Career Counseling
- Major Choice Assistance
- Career Exploration Panels & Workshops
- Career & Interest Assessments (Focus2, Career Leader, Myers Briggs Type Indicator, Strong Interest Inventory Test)

## JOB SEARCH ASSISTANCE

- SCOTjobs - Online Jobs and Careers database for students
- Job Search, Resume Writing and Interviewing Workshops
- Mock Interview Tool - online interview skills training in SCOTLink
- Resume Builder - online resume & cover letter software
- Work-Study job listings
- On-Campus Interview Program: Oct - May (Juniors/Seniors)
- Annual job and career fairs:
  - Finance, Accounting & Business Job Fair
  - Career Expo: Diversity Job Fair
  - STEM (Science, Technology, Engineering & Math) Job Fair
  - Graduate & Professional School Information Day
  - Law School Information Day
  - Engineering & Technical Career Fair
  - Internship, Government & Non-Profit Fair
  - Education & Teacher Job Fair
  - Career Night: Spring Job Fair
  - Health Professions School Fair
  - Last Chance Job Fair

## INTERSHIPS

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

## GRADUATE & PROFESSIONAL SCHOOL PLANNING

- Resources on 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

## 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 ASSESSMENT** - Interest and personality assessments to assist in goal-setting and decision-making
- **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

## SOCIAL MEDIA

#HireHighlanders #UCRCareerReady



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## THE SCOTLink 10

1. Complete your profile
2. Create your resume and cover letter using Resume Builder
3. Submit your resume into one of eight Resume Books (Arts, Education, Humanities, Physical Sciences, Business, Life Sciences, Social Sciences, Engineering & Technical)—go to your Document tab
4. Pay attention to the Announcements when you login—resources and special events of special interest to you will be highlighted here
5. Search for jobs and internships using Scotjobs, CareerShift, NaceLink Network, Versatile PhD, Career Insider, VAULT and MBA JobWeb
6. Set up a search agent through Scotjobs to have job search results sent right to your email inbox on a regular basis
7. RSVP for upcoming events that the Career Center offers by reviewing the calendar for career fairs, information sessions, and workshops
8. Polish your interview skills by utilizing the Mock Interview tool in ScotLink
9. Take a free self-assessment with “Focus2” and find work that fits well with your personality, values, and interests
10. Take advantage of on-campus interviews by searching for “Only Employers that are Interviewing at the Career Center” in ScotJobs (for Juniors & Seniors only)

### OFFICE HOURS:

Monday - Friday 8am-5pm  
Wednesday: 9am-5pm

### DROP-IN HOURS:

Monday - Thursday  
10:00 am-3:00 pm  
Friday  
10:00 am-12:00 pm

Sign-up begins at 8:00 a.m., must be done in person and is limited to one drop-in appointment per day

## 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 skills 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 assessment 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.

### 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. Juniors and Seniors are eligible to interview without the difficulties of traveling to a distant location. Various companies participate such as: Verizon, Merck Pharmaceuticals, Ernst & Young, KPMG, Schlumberger, Xerox, Deloitte, Pepsi Bottling Group, FBI, Yahoo, Disney College Program, Geico, PWC, Target, City Year, LA Dept. of Water & Power and Microsoft Corporation.

### WILL CAREER ASSESSMENT TESTING TELL ME WHAT CAREER IS BEST?

While testing does a very good job of assessing interests and values, it should not be seen as a foolproof means of choosing a career. Career & personalist 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.