OVERVIEW OF CAREER CENTER SERVICES

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, INTERVIEW STREAM**
• **PODCASTS & VIDEOS** - Interviews with employers, and career advice
• **VAULT REPORTS** - Research companies and industries
• **E-LIBRARY** - Resources available in the Career Center Resource Room
• **CAREER ASSESSMENT** - Interest and personality assessments to assist in goal-setting and decision-making.
• **INTERFOLIO** - Open letters of reference file for graduate school applications
• **YOUTUBE** - Watch videos created by peer peers
• **CAREER SHIFT** – Search, Store and Record hundreds of job listings
• **GLASSDOOR.com** – Reviews and salaries for more than 21,000 companies
• **BLOG, Career Stuff You Should Know** - Read articles featuring multiple authors and numerous topics
• **SOCIAL MEDIA** - Receive information through Facebook, Twitter, LinkedIn and YouTube.

CAREER PLANNING

• Individual Career Counseling
• Major Choice Assistance
• Career Exploration Seminars & Workshops
• Career & Interest Assessments (TypeFocus, Career Leader, MBTI, Strong Inventory Test)

JOB SEARCH ASSISTANCE

• SCOTjobs - Online Jobs and Careers database for students
• Job Search, Resume Writing and Interviewing Workshops
• Interview Stream - online interview skills training
• Resume Builder - online resume & cover letter software
• Work-Study job listings
• On-campus Interview Program: Oct - May (Juniors/Seniors)
• Annual job and career fairs:
  - Meet The Firms: Accounting Job Fair
  - Career Expo: Diversity Job Fair
  - Graduate & Professional School Information Day
  - Law School Information Day
  - Engineering & Technical Career Fair
  - Teacher Job Fair
  - Career Night: Spring Job Fair
  - Health Professions School Fair
  - Last Chance Job Fair

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

GET CONNECTED. Be in the know, keep up to date with the latest happenings and join our discussions with alumni, company and career professionals. You’ll find new and different content on each network with regular updates to keep you informed and entertained. No spam, just the career info you want, when you want it.

- Join our fan page: “UC Riverside Career Center”
- Link to our group: “UCR Career Center”
- Receive updates @ careers.ucr.edu
- Follow us: hireUCRgrads, UCRccEvents, UCRcareerAdvice
- Watch Our Videos: “UCRCareerCenter”

GRADUATE & PROFESSIONAL SCHOOL

• Resources on finding schools and application process
• Online interview assistance for professional school (Interview Stream)
• Information on finding financial resources and test information
OVERVIEW OF CAREER CENTER SERVICES

ACCESSING SCOTLINK

Go to careers.ucr.edu > Click on Student Login to access SCOTlink > Log in by using your NETID (UCR email address, everything before the @ sign) and associated UCR email password. Complete system profile if necessary.

SEARCH FOR A JOB/INTERNSHIP

Click Jobs from the menu bar >
> Choose SCOTJobs for work-study, internship, part-time and full-time positions. Looking for on-campus part-time positions - use keyword UCR > Search by position type and select a position type you want > Click search
> Choose NACElink Network for national and local part-time, full-time and internship positions. > Type keywords and/or location > Click search

RSVP FOR AN EVENT

Click Events tab > Click the Career Fair, Information Session or Workshop tab > Click the name of the event you would like to attend > Click RSVP

SCOTLINK FEATURES

SCOTLINK FEATURES
• Store resumes, cover letters, unofficial transcripts, etc.
• Jobs & Internships: SCOTJobs (exclusive to UCR students) and NACElink Network
• Employer Profiles
• On-campus Interview Program – companies recruit UCR juniors & seniors
• Event Calendar – workshops, career fairs and information sessions
• Resume Builder
• Interview Stream – practice interview skills using web technology
• Glassdoor.com – reviews and salaries for more than 21,000 companies
• Career Insider – research companies and industries
• TypeFocus - free career interest test

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 from 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?

WILL I BE ABLE TO INTERVIEW ON CAMPUS?

WILL CAREER ASSESSMENT TESTING TELL ME WHAT CAREER IS BEST?

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, socializing, 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.

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SHOULD I WORK WHILE IN SCHOOL?

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. and must be done in person and is limited to one drop-in advising per day