

Career Services Overview

WORKSHOPS AND PRESENTATIONS
Fall 2015 Semester

EVENTS AND WORKSHOPS

For details and to register, login to Hire a Flyer.

AUGUST

- 17** International Student Resource Fair
Kennedy Union Ballroom 12:00 – 1:30 pm
- 27** Employment Seminar for International Students
VWK 12:00 – 1:30 pm

SEPTEMBER

- 4** Employment Seminar for International Students
Rike Center 206 2:00 – 3:30 pm
- 8** Choosing a Major
Career Services 6:00 – 7:00 pm
- 10** Fall Recruiting Kick-Off with Alumni Leaders
McGinnis Center 6:00 – 7:00 pm
- 11** International Students and Career Fairs: How to Best Prepare and Top Reasons to Go
Barrett Dining Hall 3:30 – 5:00 pm
- 15** Resume Writing
Science Center Room 114 6:30 – 7:30 pm
- 16** Resume Writing
Science Center Room 114 6:30 – 7:30 pm
- 17** Resume Review Day
Kennedy Union Torch Lounge 1:00 – 4:00 pm
- 21** Student Employment On-Campus Job Fair
Kennedy Union Ballroom 1:00 – 3:00 pm
- 23** Resume Review Day
Kennedy Union Torch Lounge 1:00 – 4:00 pm
- 24** Career Fair Preparation
Career Services 3:30 – 4:30 pm
- 25** Career Fair Preparation
Career Services 3:30 – 4:30 pm
- 28** Fall 2015 Career and Internship Fair
UD Arena 1:00 – 5:00 pm

OCTOBER

- 1** What Every International Student Should Know About U.S. Employment WITH Dan Beaudry
Boll Theater 12:00 – 2:00 pm
- 13** Interview Preparation and Execution
LTC Forum 044 6:30 – 7:30 pm
- 14** Salary Negotiation
LTC Studio 042 6:30 – 8:30 pm
- 16** Networking for Introverts
Career Services 3:30 – 4:30 pm
- 16** Interview Skills for International Students
Miriam Hall Room 119 3:30 – 5:00 pm
- 19** Bound for Graduate School WITH Don Asher
Science Center Room 114 6:00 – 7:00 pm
- 19** Cracking the Hidden Job Market WITH Don Asher
Science Center Room 114 7:30 – 8:30 pm
- 20** Graduate School Fair
Roesch Library, 2nd Floor 5:00 – 7:00 pm
- 21** How to Ace the Top 10 Interview Questions
LTC Studio 042 6:30 – 7:30 pm

OCTOBER

- 23** H-1B Visa & Green Card Info Session
VWK 2:00 – 4:30 pm
- 27** Cover Letter Writing
Career Services 7:30 – 8:30 pm

NOVEMBER

- 3** Creating a Better LinkedIn Profile
Career Services 6:30 – 7:30 pm
- 10** Salary Negotiation
LTC Forum 044 6:30 – 8:30 pm
- 11** Using LinkedIn in the Job Search
Career Services 6:30 – 7:30 pm
- 13** What Employers Want From YOU
Career Services 3:30 – 4:30 pm
- 17** Find the Job You Want
Career Services 6:30 – 7:30 pm
- 30** Internship Preparation
Career Services 3:30 – 4:30 pm

GENERAL CAREER SERVICES INFORMATION

CAREER ADVISORS

Available to meet with students via appointment by scheduling online at www.udayton.edu/careerservices/student or calling 937-229-2045 (alumni need to call office directly) for individual assistance with: **Choosing a Major or Career Path | Resume and Cover Letters | Job Search Strategy | Interview Assistance**

CAREER EVENTS

Fall and Spring Career Fairs | Education Interview Day | Workshops | Resume Review Days with Employers | On-Campus Interviews

ACCESS TO HIRE A FLYER

Search hundreds of job listings | Post your resume | Sign up for interviews on campus | View and register for career events and workshops | Additional resources include GoingGlobal, LexisNexis Academic, Reference USA, The International Educator and Uniworld

STUDENT EMPLOYMENT

On-campus jobs posted in Hire a Flyer | Off-campus Federal Work Study, community jobs posted in Hire a Flyer | Earn money while improving your job skills

INTERNSHIPS/CO-OP EXPERIENTIAL EDUCATION

Summer, full semester and part-time positions are posted in Hire a Flyer | Develop career-related skills while completing your degree | Academic credit granted through some academic departments | Co-op means alternating semesters of work and study

CAREER MINI COURSES

Choosing Your Major and Employment Readiness

Monday, Thursday, Friday: 8:30 am – 4:30 pm
Tuesday, Wednesday: 8:30 am – 7:00 pm

Walk-In Hours

Monday through Friday: 1:00 – 3:00 pm

www.udayton.edu/careerservices
careerservices@udayton.edu

937-229-2045

Career Services

937-229-3249

Student Employment

UNIVERSITY of



DAYTON

Career Services

FOUR YEARS TO SUCCESS

FIRST YEAR

formulating a plan

Check out our website and login to our career and job resource site, Hire A Flyer, to see the amazing resources we have to help you each step of the way

Meet with your academic advisor regularly

Explore campus organizations and join one or more

Become familiar with campus services

Contact Student Employment if you are considering an on-campus, part-time job

Get to know your professors personally

Consider possible majors by taking a variety of courses

Talk to and shadow professionals in specific industry and/or career fields of interest

Go to the Career Services website and take FOCUS (a self-paced, online career/education planning tool) and login to take assessments and explore

Meet with a Career Advisor to discuss your interests, skills and values

SOPHOMORE YEAR

laying the foundation

Select a major, minor, and/or concentration

Visit our website and research career interests using O-Net Online, What Can I Do with this Major?, and Inside Jobs

Open an account on LinkedIn.com and/or take advantage of the Alumni Mentoring program to talk (network) with professionals in industry or career fields of interest

Consider interning and/or volunteering

Check out our Career Events tab by logging in to Hire a Flyer on our website to see on-campus career workshops, career fairs, employer resume reviews, and much more!

Research Study Abroad opportunities

Develop and enhance your computer skills

Assume leadership positions on and/or off campus

Have your resume reviewed by Career Services - need help creating a draft resume?

Use the Resume Creator by logging into Hire A Flyer

Visit the library and meet with a reference librarian to research possible industry interests

JUNIOR YEAR

building the frame

Evaluate job, and possibly, graduate and professional school, and service options

Secure an internship, externship or volunteer position in your industry or career field of interest

Verify degree requirements with your academic advisor

If applicable, take graduate school exams (i.e. GRE, MCAT, GMAT, LSAT) and research prospective graduate schools

Identify at least 3 industry and/or career options in your field

Update your resume and cover letter

Attend job fairs. Locate and initiate contact with potential employers through calls, letters and informational interviews

Continue to check out our Career Events tab by logging into Hire a Flyer on our website to see on-campus career workshops, career fairs, employer resume reviews, and much more!

SENIOR YEAR

adding finishing touches

Identify your post graduate industry or career goals

Gather letters of recommendation if you plan on going to graduate school

If applicable, define and pursue your graduate school plans by completing applications and essays

Make your job search a priority early in the fall semester

Participate in Career Services recruitment programs

Sign up for a mock interview in Career Services to test your skills

Finalize your cover letter and resume and send to potential employers

Accept the employment position or graduate school that best fits your career needs and goal