Career Planning

Students are encouraged to make individual appointments with counselors in the center in order to discuss their career development and planning, their desire to pursue graduate or professional school, and to prepare for their internship or job search. Juniors and Seniors in particular, are encouraged to work with counselors through their search in order to access and learn how to most effectively use a variety of online and hard-copy resources. For many students, internship and job searching typically begins during the fall semester, so those interested should work closely with Career Services.

Major & Career Exploration

Students of any year, but particularly those who are first and second year students, are encouraged to deeply explore their unique characteristics that will have an influence on satisfaction in their major as well as in their future career path. Career Services offers the following assistance to students who wish to learn more about their characteristics as well as careers they may be able to pursue once they leave PhilaU:

careerEDGE

Competition for internships and full-time opportunities is high and it is important to learn how to gain an edge over those against whom you will be competing. careerEDGE outlines a step-by-step process for first-year students so that they can confidently articulate their characteristics and how they impact what they are looking for in the job market. The process will be introduced and described to students during individual and groups sessions.

Career Inventories

Selected counselors in the Career Services Center can work with students on an individual basis to explore more deeply their values, interests, personality, and skills through researched career inventories as well as departmentally developed tools.

Majors Worksheets

Majors worksheets are one-page sheets that supply descriptions of major programs and typical as well as atypical career paths associated with each. Students who find themselves asking, “What can I do with my major?” will find this resource particularly helpful. Most job titles originate from Senior Survey data that is collected from each graduating class of students.

Print & Online Resources

Students can browse through a variety of major-specific books and online resources in order to learn more about potential career paths and job titles, characteristics, and skills of professionals in their industry, as well as the future job outlook and salary information. Visit http://www.philau.edu/career/students/usefullinks.html in order to browse the online resources that are available.

Resume Reviews

During Writing Seminar II, Career Services staff teaches all PhilaU students how to craft an effective resume. Students are also encouraged to visit the Career Services website in order to browse sample resumes, view major-specific templates, and to refresh their memory on how to write effective bullets and how to format the content they choose to fill the document: http://www.philau.edu/career/students/ResumeElements.htm and http://www.philau.edu/career/students/ResumeTemplates.htm.

Once a resume has been drafted, students have several opportunities to receive feedback from a Career Services staff member:

Resume Appointments

Students can schedule an individual appointment with a Career Counselor in order to have their resume reviewed. Resume review appointments take place in the afternoon and typically last anywhere between 20 minutes to a full hour.

Walk-Ins

Most mornings, between the hours of 10:00 and 11:30am, a Career Services staff member is available on a walk-in basis to review a student’s resume. These appointments typically last between 10 and 15 minutes and should be utilized with a final draft document.

Open Resume Reviews

Career Services staff sets aside blocks of time before major events (such as Corporate Connections) for students to stop in on a walk-in basis to have their resume critiqued.
The Internship Program

The Center manages the logistics of the Internship Program and will support students in navigating through the process of obtaining and being successful in this very important co-curricular experience. Students who would like to learn more about internships, both credit-bearing and otherwise, are encouraged to stop by the center and to check out the internship section of the Career Services website (http://www.philau.edu/career/students/internship_program.html) in order to determine their level of interest and how best to proceed.

The Job Search

Career Services offers a variety of workshops, both virtually and in small group settings, in order to support students as they prepare for life after graduation. The following is a list of services that the Center offers:

*CareerLink & On-campus Interviewing*

The Career Services Center strives to build relationships with employers across industries specific to the students at PhilaU. In recent years, nearly 200 on-campus interviews were conducted for students seeking internship and full-time opportunities. In order to participate in on-campus interviews, students must register with the University’s online recruiting software, CareerLink. CareerLink connects students to employers who specifically seek out the skills of Philadelphia University students. Through CareerLink, students have the added benefit and ability to access and sign up for workshops and events, which will allow them to be better informed about companies with which they might be interested in pursuing.

Because some organizations cannot make it to campus to conduct interviews, CareerLink also allows students to access additional full-time and internship opportunities. To register with CareerLink, visit http://www.philau.edu/career and select “CareerLink for Students” from the menu on the right-hand side of the page.

*Special Job Search Workshops*

Attend a variety of workshops, presented by Career Services staff members and/or employers on topics including (but not limited to) preparing for career fairs, perfecting interviewing skills, working in the non-profit sector, and preparing a portfolio.

*Job & Internship Search Portfolio*

The recession has forced job seekers to go back to basics to conduct an effective job search: thorough research, networking and consistent, professional communication. Accessible online and located at http://www.philau.edu/career/students/JobSearchPortfolio.htm, students can access tools and resources that will teach them how to begin and sustain an effective internship or job search.

*Career Tools and Links*

The STUDENTS section of the Career Services website is filled with helpful resources, organized around topics that relate to the internship or job search process. Browse the table located at http://www.philau.edu/career/students/index.htm where you will find advice, tips, and tools that will help you to feel more confident about uncovering opportunities that fit your interest areas.

Featured Events

**Corporate Connections**
Thursday, September 20-from 12:00 to 2:15pm in the Kanbar Campus Center Performance Space

**Alumni Portfolio Showcase**
Tuesday, November 6 from 6:30 to 8:00pm in the Kanbar Performance Space

**Virtual Fashion Career Fair**
Wednesday, November 7 through Wednesday, November 14 on the University’s online job-posting site, CareerLink

**Career & Internship Fair**
Thursday, February 14 from 12:00 to 2:15pm in the Kanbar Campus Center Performance Space

**DesignExpo**
Thursday, April 4 in the Gallagher Center