



Centenary
COLLEGE OF LOUISIANA

Getting Started!

Career Services

Career Services is your one-stop resource for career services on campus. Whether you are selecting a major, looking for an internship or pursuing your first professional position, Career Services is your number one resource. The Career Services staff will help you get started on the path to reaching your goals.

ASK QUESTIONS: Our doors and ears are open! The staff at Career Services will provide you with answers relevant to your situation and career goals. Learn about all of the services we provide during our Drop-In Counseling hours of 1:00 p.m. to 4:00 p.m., Monday through Friday. Simply sign-in at the front desk and one of our staff will review the services with you. Our services include the following: individual career advising, resume critiques, workshops, information on *CAREERlink*, internships, on-campus interviewing and career fairs.

FIND A MAJOR AND CAREER THAT ARE RIGHT FOR YOU: Chances are you have some idea about what kind of work you would like to do. Take classes that interest you and use general electives to explore options for your major. Try not to limit your course work to one academic discipline. Ask a Career Services staff member about taking a career interest and skills assessment to help you determine possible majors, personality preferences and careers of interest.

DEVELOP EFFECTIVE JOB SEARCH STRATEGIES: It's never too early to begin exploring varied fields and organizations while gaining valuable work experience. Internships, work-study and jobs on campus provide students in all academic schools and program's an opportunity to learn about many types of interesting work environments. Think outside the box! This is your chance to stretch beyond your major! A great way to identify job opportunities is through exploring the Career Services online job listings...*CAREERlink*, attending employer information sessions, posting your resume on *CAREERlink*, attending career fairs and networking with Centenary alumni.

Visit the Career Services website at www.centenary.edu/career to get answers to frequently asked questions (FAQs) and to access our weekly events calendar. You can also register on *CAREERlink* to take advantage of other valuable services.

FIRST YEAR: Take some time to adjust to college. During the second semester stop by Career Services for a quick orientation about what we do and how we can help **you**. Focus on your academics. First semester grades will affect your overall GPA and your ability to meet requirements set by potential employers. Set the following goals for the spring of your first year:

1. Get Involved! Take advantage of social & academic organizations and services on campus! Visit www.centenary.edu/calendar.
2. Become familiar with the services & resources provided by Career Services.
3. Register with Career Services through the Centenary *CAREERlink* system at www.centenary.edu/career.
4. Take a career interest and skills inventory to help you know how your unique interests, talents and values relate to career & major direction. Career Services can help you with this!
5. Use Career Services to help make choices about on/off campus positions and identify summer opportunities.

SOPHOMORE YEAR: Now is the time to explore your interests and test your perceptions of career fields. This is the year you will declare a major and you should feel comfortable with your choice and the foundation it will provide for your first job. You have probably mastered the skill of research while completing your class projects. Now use this skill to manage “Project You”!

1. Visit Career Services (Rotary Hall-Lower Level) to learn about career options related to your major.
2. Attend career fairs & career-related workshops.
3. Research and apply for an internship or career-related part time job.
4. Register for Career Explorations 251 (as part of the Centenary Plan) & develop a first draft resume.
5. Join a professional association to learn more about options.

JUNIOR YEAR: During this year, you will be exploring options for your life after college. Should you attend graduate or professional school immediately after graduation or seek full-time employment?

1. Attend career fairs & career related workshops—find out who is hiring.
2. Prepare to do a summer job/internship that will help you clarify your career goals.
3. Develop a list of possible full-time employers.
4. Identify Centenary alumni to serve as advisors to your job search.
5. If grad school is in your plans, research schools, fellowships and admissions requirements.

SENIOR YEAR: Now the questions are coming fast and furious. What are you going to do after graduation? Do you have a job yet? Have you been accepted to medical school? Your friends may return from the summer with full-time job offers from an internship and you may begin to feel that you are out of the loop and falling behind.

1. Meet with a Career Services staff member to focus your search.
2. Research employers and keep up by reading trade publications. (Don't forget web sites!)
3. Finalize your resume and review it with a Career Services staff member and Centenary alumni in the career field of your choice.
4. Schedule a mock interview.
5. Register for on-campus interviews.
6. Stay healthy and focus on completing your degree requirements.

Remember—each career field has its own hiring cycle. Don't Panic! YOU NEED A PLAN.

The staff of the Career Services Center is here to help you discover your options, so call and make an appointment today @ 869-5208 or career@centenary.edu