

Location: North Library, 3rd Floor, Suite 3000
Phone: 310-243-3625
Email: CareerCenter@csudh.edu
Website: CSUDH.EDU/CareerCenter

Office Hours

Monday – Friday
8:00 AM – 5:00 PM

Drop-in Hours – No Appointment Necessary

Fall 2019 Drop-in Hours:

Tuesdays, 9:00 AM – 12:00 PM &
Wednesdays, 1:00 – 4:00 PM

Have a quick career question?

Fifteen minute consultations are available with a Career Coach during Drop-in sessions.

ONLINE Career Resources

Log on at CSUDH.EDU/CareerCenter

Need an internship or job? Check out CSUDH Handshake!

Created for CSUDH students and alumni, use Handshake to:

- Search for jobs & internships
- Sign up for career coaching appointments, workshops & events
- Submit your resume for a critique
- Refer your resume to interested employers

Update your profile today!

What Can I Do With This Major?

- Ties your major to career paths
- Offers advice on how to be your competitive best

Focus II

- Provides quick and easy assessment tools
- Offers current career information
- gotoros is your access code

Be Your Competitive Best in Your Next Interview. Try Interview Stream.

- Practice interviewing via webcam
- Save and review your interview with a career coach
- Webcams available in Career Center, North Library, 3rd Floor, Suite 3000
- Your ToroMail email address is your access code

Watch Career Spots Job Search Videos

Need quick tips on your resume, dressing for the interview, your elevator speech and more? These videos will give you the answers.

GoInGlobal

This online resource provides career and employment information to international and study abroad students. Access world-wide internship and job postings, H1B employer listings, corporate profiles, career resources, and more! Log on to CSUDH Handshake to gain access.

Above are free services to CSUDH students.

FALL 2019 Workshops & Programs



A Division of Student Affairs

FALL Career & Internship Expos

Three targeted Career & Internship Expos will be offered this fall, enabling you to reach employers in specific industries. Register beforehand to attend one or all three, depending on your career interests. Bring resumes and dress professionally! All Career & Internship Expos will be held in the LSU Ballrooms. Check your ToroMail for more details.

Social Services, Health Sciences, and STEM Career and Internship Expo

Tuesday, October 15, 12:00 PM – 3:00 PM

Business & Government Career & Internship Expo

Wednesday, October 16, 12:00 PM – 3:00 PM

Arts & Entertainment Career & Internship Expo

Wednesday, November 6, 12:00 PM – 2:00 PM

Graduate & Professional School EXPO

Considering graduate school? Meet with representatives from graduate and professional school programs in California and throughout the U.S.

Wednesday, September 25, 11:00 AM – 3:00 PM
Loker Student Union East Vendor Walkway

Graduate & Professional School Week

Graduate & Professional School week takes place from Monday, September 16 – Thursday, September 19. Attend panel discussions and workshops to learn more about various graduate and professional school programs and their potential career paths. Check your ToroMail for more details.

Extended Career Center Drop-ins

Need help with your resume or preparing for the Career & Internship Expos? Come to the Career Center during our Extended Drop-in hours for a 15-minute consultation. Topics can include resume/cover letter, professional dress, elevator pitch, job search, and more!

9:00A AM – 12:00 PM & 1:00 PM – 4:00 PM

Tuesday, September 3 and Thursday, September 5

Monday, October 7 – Thursday, October 10

Tuesday November 12 – Thursday, November 14

Monday, December 9 – Thursday, December 12

CSUDH

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

OTHER Career Center Events

Peer Led Conference

This peer led conference will engage students in topics areas of Academic Success, Student Engagement, Wellbeing, and Career and graduate school readiness.

Tuesday, October 8, 9 AM – 12 PM LSU Ballrooms

JCP Suit It Up Event

The Career Center has partnered with JC Penney to bring you an amazing opportunity to shop for your professional wear! Shop with JCP sales associates and CSUDH staff to find the perfect business attire. All those who attend will receive 60% off the ticketed price. *Registration on Handshake required.*

Sunday, October 13, 5:00 - 8:00pm, JCP at South Bay Pavilion, Carson, CA

Internship Week

Did you know that 72% of students who complete an internship have a job offer by the end of their senior year (NACE, 2016)? Join us for a week dedicated to learn about internships, how to find one, and connect with employers from a variety of companies. Join us for employer panels, giveaways, and more! Check your ToroMail for more details!

Monday, October 21 – Thursday, October 24

ASI Mocktail/Mixer

Learn how to navigate networking events with employers and more!

Tuesday, November 19, 5:00 PM – 7:00 PM

Loker Student Union Ballrooms A & B

Evening Career Center Drop-ins

For those students who cannot make our normal business hours or extended drop-ins, drop-ins will be hosted in the Career Center from 4:00PM – 7:00PM on the following Wednesdays:

Wednesdays: October 2, October 9, October 30, November 6, November 13, November 20

Welcome Week

The Career Center is offering expanded drop-in hours (9:00 AM – 4:00 PM) on **Tuesday, September 3 and Thursday, September 5**. We are also having an Open House On **Wednesday, September 4**. Stop by to see our new space, update your resume/Cover letter, explore job or internship opportunities on CSUDH Handshake, and enter a raffle to win prizes. Stop by the Career Center during these hours at the Student Success Hub in the North Library, 3rd Floor, Suite 3000. Check your ToroMail for further information.

On-campus Recruiting Events September through November

Employers host on-campus interviews, information tables, and information sessions each semester regarding full-time and internship opportunities with their organizations. Watch your ToroMail for further information.

NACE Career Readiness Competencies

The National Association of Colleges and Employers (NACE) have defined career readiness as the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. All of the NACE Career Readiness Competencies are embedded in the workshops offered by the CSUDH Career Center to help students with their professional development. Refer to the legend below to see which competencies are represented in each of our workshops!

NACE Career Readiness Competencies Workshops



NACE Competency:

Career Management

Learn how you can clearly identify and articulate your skills, strengths, and experience as it relates to your future career and professional goals.

Thursday, October 3
4:00 PM – 5:00 PM
LSU 320



NACE Competency:

Professionalism/ Work Ethic

Develop a clear plan to demonstrate professional behaviors including accountability, punctuality, and more.

Monday, November 18
11:30 AM – 12:30 PM
LSU 320



NACE Competency:

Oral/Written Communications

Discover the importance of mastering public speaking skills and the ability to write and edit text to effectively convey ideas and thoughts.

Monday, October 7
2:30 PM – 3:30 PM
LSU 320



NACE Competency:

Leadership

Enhance your leadership skills by leveraging the strengths of others to achieve common goals using interpersonal skills to coach and develop others.

Monday, December 2
4:00 PM – 5:00 PM
LSU 320



Critical Thinking/Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems.



Oral/Written Communication

Articulate thoughts and ideas clearly and effectively in written and oral forms.



Teamwork/Collaboration

Build collaborative relationships with colleagues with others, and negotiate and manage conflict.



Digital Technology

Leverage existing digital technologies ethically and efficiently, and demonstrate adaptability to new technologies.



Leadership

Leverage the strengths of others to achieve common goals, and interpersonal skills to coach and develop others.



Professionalism/Work Ethic

Demonstrate personal accountability, effective work habits, integrity, and ethical behavior.



Career Management

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to career goals.



Global/Intercultural Fluency

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.

Career & Professional Development WORKSHOPS

Please sign up for workshops in advance. Log in through **MyCSUDH**, and go to the schedule of events on **CSUDH Handshake**. Workshop locations are noted on Handshake and below.

Putting Your Major to Work



Not sure of your career options? Learn how to connect your major with careers to make informed decisions about your future.

Tuesday, September 10, 2:00 PM – 3:00 PM LSU 320
Wednesday, October 30, 4:00 PM – 5:00 PM LSU 320

Resume Writing 101



Learn tips to prepare a competitive resume that is ready for the job market.

Monday, September 30, 3:30 PM – 4:30 PM LSU 320
Thursday, November 7, 2:30 PM – 3:30 PM LSU 325

Advanced Resume Writing



Are you a seasoned professional looking to polish your resume? This workshop will help you stay competitive in the job market.

Monday, October 28, 11:30 AM – 12:30 PM LSU 320
Wednesday, November 20, 4:00 PM – 5:00 PM LSU 320

Cover Letter Writing 101



Learn how to write a compelling cover letter that effectively communicates your strengths and qualifications.

Thursday, September 12, 4:00 PM-5:00 PM LSU 320

Interviewing Success Strategies



Learn about winning employment interview skills and techniques in this workshop.

Thursday, October 10, 4:00 PM – 5:00 PM LSU 113

Professionalism in the Workplace



You've got the job, now learn the do's and don't's of how to behave at work! Hear tips and ideas to improve your chances of career success.

Thursday, September 26, 4:00 PM – 5:00 PM LSU 320

Advanced Job Search



Are you a seasoned professional entering the job market? Learn updated strategies of job searching and how to confidently navigate job search sites.

Tuesday, November 26, 1:00 PM – 2:00 PM LSU 320

Personal Branding: Build Your Professional Image



Learn tips for career & professional branding techniques, including effective networking techniques and dressing for success. This workshop can help you prepare for meeting employers at our Career & Internship Fairs and events!

Wednesday, November 13, 4:00 PM – 5:00 PM LSU 323

LinkedIn Strategies 101



Learn what LinkedIn is, its various functions, why it's the #1 professional networking tool, and how to start your own.

Tuesday, November 5, 4:00 – 5:30 PM
Location Library Lab 2021B

Techniques for Purposeful Networking



Did you know that approximately 85% of jobs are filled through networking (LinkedIn, 2016)? This workshop covers how to expand your network, and use it to develop professional opportunities.

Wednesday, December 4, 3:30 PM-4:30 PM LSU 320

Salary Negotiations



Salary negotiations have a compounding effect on your earnings throughout your lifetime. Discover strategies on how to negotiate your salary as a new professional.

Thursday, October 17, 4:00 – 5:00 PM LSU 113

Confidently Navigating the Career Expos



The Career Center hosts several Career Expos in the Fall Semester. Learn how to increase your confidence and maximize your experience before, during, and after the career expos to effectively communicate with recruiters and secure job and internship experiences.

Monday, October 14, 1:00 PM – 2:00 PM LSU 130

CSUDH | CAREER CENTER

The Career Center offers assistance to students seeking to determine and match their academic studies, skills, interests, and abilities with a potential career path. The Career Center provides individual career & professional coaching appointments, workshops, and employer networking events.

Review this calendar for a list of events, services, and programs we are offering in Fall 2019.

TIP: Plug in the dates now to your calendar and set reminders!

Career Coaching Appointments

One hour and 30 minute appointments available. Log on to CSUDH Handshake, and schedule at least 24 hours in advance:

[CSUDH.EDU/CareerCenter](https://www.csudh.edu/careercenter)

Resume Critiques

We provide reviews of resumes, cover letters, personal statements, and curriculum vitae (CV). Log on to CSUDH Handshake, submit your document, and a coach will critique your document for you in 5-7 business days. Personal statements require an appointment with a career coach. You may also bring your resume or cover letter to Drop-in hours.

Interview Practice

You can now practice your interview answers using our interactive Interview Stream software in CSUDH Handshake. Practice at home with your personal computer if you have a webcam, or call the Career Center to request an interview practice room with "smart" capabilities.

Toro Career Corner

The Career Center has an exclusive space for Toros with six laptops to allow career planners and job hunters the ability to conduct online job searches, type resumes, draft personal statements, and access software to help in their career and professional development needs.

Online Resources

Numerous resources are available at www.csudh.edu/careercenter, including schedules of upcoming events, online job search engines, streaming videos of workshops, and a variety of how-to guides.

Additional workshops offered by the Career Center are available upon request.