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! Log on through MyCSUDH.

What Can I Do With This Major?

• Connect 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
• CSUDH Handshake 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, WH D360, or Instructional Media Center, Library C121
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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

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Above are free services to CSUDH students.

OTHER Career Center Events

Office Hours

Monday – Friday
8:00 AM – 5:00 PM

Drop-in Hours – No Appointment Necessary

Spring 2018 Drop-in Hours:
Tuesdays, 9:00 AM – 12:00 PM
Wednesdays, 1:00 – 4:00 PM

Summer 2018 Drop-in Hours:
Tuesdays, June 5 – June 26
Wednesdays, July 11 – July 24

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SPRING Career & Internship Expos

Major & Minor Fair
Are you undeclared or undecided about your major? Meet CSUDH Faculty, Advisors, and Students from each academic department to help you decide!
Wednesday, January 31, 1:00 PM – 3:00 PM
Loker Student Union

Criminal Justice & Law Enforcement Expo
Meet employers in the industries of criminal justice, government, and law who will be recruiting for internships, full-time, and part-time positions.
Tuesday, March 6, 12:00 PM – 2:00 PM
Library 5th Floor
LSU East Vendor Walkway Drop-ins: Tuesday, February 27 & Wednesday, February 28, 11:30 AM – 1:30 PM

Spring Career Expo
Meet with employers across all industries. This event is for students of all majors and class levels.
Wednesday, February 21, 12:00 PM – 3:00 PM

Extended Career Center Drop-ins: Monday, February 12 – Thursday, February 15
9:00 AM – 12:00 PM
1:00 – 4:00 PM

LSU East Vendor Walkway Drop-ins: Tuesday, February 6, 13 & Wednesday, February 7, 14
11:30 AM – 1:30 PM

Education Career Expo
Meet representatives from various schools and districts who will be recruiting for teachers, counselors, school psychologists, and administrators.
Wednesday, March 14
2:00 PM – 5:00 PM
Loker Student Union
LSU East Vendor Walkway Drop-ins: Wednesday, March 7
& Thursday, March 8
11:30 AM – 1:30 PM

OTHER Career Center Events

JCP Suit It Up Event
The Career Center has partnered with JCPenney 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 40% off the ticketed price. Registration on Handshake required.
Saturday, January 28, 6:30 PM – 9:30 PM
South Bay Pavilion

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, January 29 – Thursday, February 1

LSU East Vendor Walkway Drop-ins
Bring your lunch and join us at the LSU Vendor Walkway with any questions around your career and professional needs.
Tuesdays: February 6, 13, 27, April 10
Wednesdays: February 7, 14, 28, March 7
Thursday: March 8

Library Drop-ins
For those students who cannot make our normal business hours, drop-in hours will be hosted at the Library every Wednesday from 4:00 – 7:00 PM.
Wednesdays: March 7, March 14, March 21, April 4, April 11, April 18, April 25

ASI Mocktail/Mixer
Learn how to navigate networking events with employers and more! Practice makes perfect.
Thursday, April 12, 12:00 PM – 2:00 PM
Loker Student Union

Freshman Fridays
The Career Center will be hosting a variety of programming focusing on Freshman career development: developing a resume, Clifton Strengths Assessment, MBTI, and more!
Fridays: April 6, April 13, April 20, April 27

Finals Week Drop-ins
Monday, May 14 – Thursday, May 17, 9:00 AM – 4:00 PM

Toros Taking Charge: Alumni Forum
Are you a recent graduate? Learn about the job search, networking techniques, and the personal experiences of successful employers. Boutique fair hosted at the conclusion of the forum.
Thursday, June 14, 9:00 AM – 2:00 PM, Loker Student Union – Ballroom C

Career & Professional Development
Center • A division of Student Affairs

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Welcome Week

The Career Center is offering extended drop-in hours (9:00 AM - 4:00 PM) from Monday, February 5 – Thursday, February 8. Stop by the Career Center during these hours in Welch Hall, Room 360, where you can develop a career plan, explore job or internship opportunities on CSUDH Handshake, and enter a raffle to win prizes. Watch your ToroMail for further information.

On-campus Recruiting Events February through April

Information Sessions & Outreach Tables
Employers host information sessions and outreach tables each semester regarding full-time and internship opportunities with their organizations.

On-campus Interviews
Job and internship interviews with national companies and public agencies take place on campus each semester. Visit CSUDH Handshake and check your ToroMail to see if companies are interviewing on-campus.

Popular requests include candidates for management, sales, accounting, finance, information systems, and customer service positions. Watch your ToroMail for announcements.

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. All workshops are held at the Career Center, Welch Hall D360, unless otherwise noted.

Putting Your Major to Work
Not sure of your career options? Learn how to connect your major to the work world to make informed decisions about your future.

Thursday, January 25, 1:00 PM – 2:00 PM
Tuesday, May 8, 2:30 PM – 3:30 PM

Resume Writing 101
Learn tips to prepare a competitive resume that is ready for the job market.

Thursday, February 8, 4:00 PM – 5:00 PM
Wednesday, March 21, 2:30 PM – 3:30 PM
Thursday, April 19, 1:00 PM – 2:00 PM
Monday, May 28, 4:00 PM – 5:00 PM
Thursday, July 19, 1:00 PM – 2:00 PM

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

Thursday, February 27, 4:00 PM – 5:00 PM
Tuesday, May 1, 4:00 PM – 5:00 PM
Thursday, May 24, 4:00 PM – 5:00 PM

Cover Letter Writing 101
Learn how to write a compelling cover letter that effectively communicates your strengths and qualifications.

Monday, February 12, 3:30 PM – 4:30 PM
Thursday, March 1, 11:30 AM – 12:30 PM
Tuesday, June 5, 3:30 PM – 4:30 PM
Tuesday, July 17, 3:30 PM – 4:30 PM

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

Monday, February 19, 4:00 PM – 5:00 PM
Tuesday, April 10, 11:30 AM – 12:30 PM
Monday, May 28, 4:00 PM – 5:00 PM
Thursday, July 26, 2:00 PM – 3:00 PM

Job Search 101
Learn successful strategies for getting even the most “one-of-a-kind” opportunities using proven job search techniques. Hear about new ways to think “outside the box” in a competitive job market.

Thursday, February 15, 1:00 PM – 2:00 PM
Wednesday, June 6, 1:00 PM – 2:00 PM
Monday, July 9, 1:00 PM – 2:00 PM

Advanced Job Search
Learn advanced job search strategies for seasoned professionals looking to take their career to the next level.

Thursday, May 3, 1:00 PM – 2:00 PM

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 and programs 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.

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 efficiently and effectively, 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.

the CAREERcenter

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 Spring & Summer 2018.

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

Career Coaching Appointments:
One hour appointments available. Log on to CSUDH Handshake, and schedule at least 24 hours in advance: csudh.edu/careercenter

Resume Critiques:
We provide reviews of resumes, cover letters, personal statements, and curriculum vitae (CV) in-person (drop-ins) and online. Log on to CSUDH Handshake, submit your document, and a coach will critique your document for you in three 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, or if you have a webcam, or call the Career Center to request an interview practice room with “smart” capabilities.

Career Library:
The Career Center offers six computers 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.

Virtual Career Center:
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.

On-campus Interviews
Job and internship interviews with national companies and public agencies take place on campus each semester. Visit CSUDH Handshake and check your ToroMail to see if companies are interviewing on-campus.

Popular requests include candidates for management, sales, accounting, finance, information systems, and customer service positions. Watch your ToroMail for announcements.

Salary Negotiation
Salary negotiations have a compounding effect on your opportunities.

Negotiating Your Salary
Take tips to prepare a competitive resume that is ready for the job market.

Thursday, February 22, 2:30 PM – 3:30 PM
Tuesday, April 3, 1:00 PM – 2:00 PM
Wednesday, July 11, 2:30 PM – 3:30 PM

Internships Lead to Career Success
This workshop will cover what an internship is, how to find one, tips on what to expect, and getting the most out of your internship once hired.

Monday, January 29, 11:30 AM – 12:30 PM
Wednesday, March 7, 1:00 PM – 2:00 PM
Wednesday, April 4, 4:00 PM – 5:00 PM
Monday, July 30, 3:30PM – 4:30PM

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.

Tuesday, February 6, 2:30 PM – 3:30 PM
Monday, April 23, 3:00 PM – 4:00 PM
Wednesday, May 23, 2:30 PM – 3:30 PM

LinkedIn Strategies 101
Learn what LinkedIn is, its various functions, why it’s the #1 professional networking tool, and how to start your own.

Wednesday, April 18, 3:30 PM – 5:00 PM
Library Computer Lab 2021A

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, April 25, 4:00 PM – 5:00 PM

Professionalism in the Workplace
You’ve got the job, now learn the do’s and don’ts of how to behave at work! Hear tips and ideas to improve your chances of career success.

Thursday, February 22, 2:30 PM – 3:30 PM
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