



CAREER Services

Quarterly Update

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Mark your calendar:

The remaining Career Fairs for the 2005-2006 Academic Year

FEBRUARY:

- WINTER CAREER FAIR
Wednesday, February 8,
10 a.m.-3 p.m., at the
Convocation Center

APRIL:

- TEACHER RECRUITMENT
CONSORTIUM
Friday, April 7, 8 a.m.-4
p.m., at the Convocation
Center

Need career assistance?

Visit the Office of Career Services on the web!

By Reanna Stoinoff

While collegiate studies are meant to prepare students for the future, the truth is that without deliberate and honed professional skills, a college graduate's future could include more frozen hamburger patties and less success than he or she originally had in mind.

This is not a cause for panic, however, because the Office of Career Services at Ohio University has made it easy for students to explore career paths, learn and practice professional skills, and network with alumni, among a number of other activities. Though it is recommended that students visit the Office of Career Services at 185 Lindley Hall for one-on-one assistance with many of these matters, the office's web site, located at <http://www.ohio.edu/careers/>, is also helpful.

Career and Majors Exploration:

For students who may not yet have declared a major or who are unsure of their career goals, there are several resources available through the Career Services Web site.

A new tool that has been added to the online resources through Career Services is VAULT Online Career Library. Students, faculty, and staff of Ohio University can use VAULT to receive free downloads of dozens of "VAULT Guides"—documents designed to outline statistics, descriptions and tips for career seeking students according to industry, specific employers, and even basic interviewing and resume writing skills.

The site boasts more than 20 Industry Career Guides, 53 specific Career Profiles, more than 2,500 company profiles, surveys completed by employees in a variety of occupations, and more. There are also Career Advice Articles ranging from topics such as "A Day in the Life," in which a typical employee is "shadowed" throughout a day at work, to "Famous Careers" of people such as Bill Gates and Kurt Vonnegut.

To access VAULT, go to <http://www.ohio.edu/>

[careers/students/resources.cfm](http://www.ohio.edu/careers/students/resources.cfm). Enter your e-mail address to receive a password, which works for 24 hours. Each time you need to access VAULT (unless it is in the same day) you will need to repeat this process.

FOCUS is an online program designed to help students evaluate skills, preferences, work values, and current areas of study. From these results, the program compiles a list of potential occupations and broader areas of work for students to explore. FOCUS also allows users to get information about occupations, such as forecasted job market, required education, salary ranges, and advantages and disadvantages of particular careers. Users can also do side-by-side comparisons of occupations and collect a list of potential careers. Once students complete the FOCUS program, they can print their results and are encouraged to discuss these results with a counselor at Career Services.

To participate in FOCUS, go to <http://www.ohio.edu/careers/students/focus.cfm>. Create a username and password and follow the link to the FOCUS program.

The Resources and Handouts section of the web site (<http://www.ohio.edu/careers/students/resources.cfm>) is another generally useful tool, with instructions for writing resumes, cover letters, and Curriculum Vitae, as well as Job Search information and links to other resources including VAULT and FOCUS.

Multicultural Resources

A diverse and supportive work environment is one of the most important things to consider when seeking employment, and the Career Services web site has included a page of useful links and information in its Multicultural Resources section (<http://www.ohio.edu/careers/students/multicultural.cfm>). These links relate to diversity in the workplace, Diversify Your World~ Your

continued on pg. 2

Good news for grads: Recruiters report improved hiring climate

By Reanna Stoinoff

This year's college graduates might find some assurance in indications that the hiring climate is getting warmer.

Though after the recession of 2001, when the job market suffered a severe drop, many companies in various sectors are reporting that they plan on increasing their staff by greater numbers than past years. A report released in December of 2004 by Matt Ferguson for CNN indicated that although "old standbys" such as healthcare had increased hiring, even slumping industries including manufacturing and information technology are adding more employees.

For recent alumni and soon-to-be college graduates, this could mean not only more jobs available, but higher starting salaries and more opportunities for advancement. However, a college degree will not necessarily guarantee a position. "I don't want to say they're a dime a dozen, because they're very expensive, but a college degree isn't the only thing people (hiring employees) are looking for," said Rob Weil, a recruiter for CVS, "So many people have college degrees now that you really have to have more to show than just that."

CVS was present along with approximately 100 other recruiting companies at Ohio University's fall Career Fair on October 12. Weil said the job market for college graduates, at least for CVS, is improving because the company is making a concerted effort towards attending all career fairs.

Matt Peter, a recruiter for Parker Hannifin, said in his five years with the company, he had never had as many positions

open for college graduates. The manufacturing company with a branch in Cleveland attended the career fair in search of engineers. According to an article on www.jobweb.com, engineering firms are high on the list of companies most earnestly seeking new graduates.

U.S. Steel was another company that indicated a major surge in hiring of college graduates. Jinnyn Tata, Manager of Personnel and Labor Relations, and Rick Mahon, Manager of Employee Relations for the Lorain branch of the company, attended the career fair seeking employees for many positions within the steel-making company. "We have a big commitment to hiring; we plan on hiring at least 200 grads in the next 2 years in our management training program," said Tata.

"We have a major initiative in our hiring program, and it reflects a change in the work force demographics," said Mahon. "We're looking for the next generation of leadership. There was a gap, and that is because the health of the industry has changed. It is a great time to join the steel industry. There are opportunities for advancement and you can work your way up much quicker than ever before," he added.

Recruiters at this fall's career fair and recent reports are both indicative of a turn around in the job market. Though having a college degree does not eliminate competition in the workforce, 49 of the 50 highest paying jobs requires a college degree, according to *The Occupational Outlook: Tomorrow's Jobs*, published by the U.S. Department of Labor Bureau of Labor Statistics in June 2004. Air traffic controller is the only occupation that does not.

Web site from pg. 1

Campus (a campaign developed by the Office of the Dean of Students and the Student Affairs' Commission Advocating Diversity and Change), LGBT Programs Center, Multicultural Programs and the Lindley Cultural Center, and Diversity Job Search Links as well as International Job Search Links.

Graduating Seniors and Alumni

For those who are nearing graduation, the Office of Career Services has a number of resources to help find employment at little or no cost, which can be invaluable for those seeking to establish a solid career. One of these resources is the Bobcat Online Job Search Program, which encompasses a number of services available to graduating seniors, graduate students, and alumni. To register for this program, students and alumni must submit a registration form, attend a 30-minute registration orientation session, turn in a \$5 fee, complete a profile, and upload a resume. Alumni are not required to attend the orientation session.

Once this process is complete, users are able to utilize the computerized resume referral service, view online job postings, participate in on-campus interviewing with companies such as Key Bank, JP Morgan Chase, and Sherwin-Williams, along with dozens of others. Another program within Bobcat Online Job Search is the Alumni Mentors Program, in which alumni volunteer their time and expertise to advise graduates and recent alumni on topics such as interviewing and resume writing, networking, and general career guidance. For more information about the Bobcats Online Job Search Program, please visit <http://www.ohio.edu/careers/students/oncampus.cfm>.

In addition to the above resources, the Office of Career Services web site is constantly being changed and improved to meet the needs of students, alumni, faculty and employers. New information and resources are always being added, so continue to check it whenever you have questions or concerns about your career. As always, if you cannot find answers online, do not hesitate to visit our office at 185 Lindley Hall.

Share your success story with us!

If you have used any of the OCS resources, such as resume critiques, mock interviews, career fairs, etc. and have been offered a position of employment and would like to share your story, we would love to hear from you. The Office of Career Services is dedicated to the success of OU students and would like to demonstrate how our services can improve students' abilities to stand out as potential employees. If you are a current student who has been offered an internship opportunity or a graduating senior or alumni who has recently been hired and has received some sort of assistance from our office, please contact our newsletter editor, Reanna Stoinoff, at rs186304@ohio.edu.

Employers issue new challenge to job hunters

Increasing number of companies are going high-tech with the application process

Imagine applying for your first post-college job in your underwear.

No, this is not a horrific nightmare, but a scenario made possible by the ever-increasing number of companies accepting, encouraging, or even requiring applicants to submit resumes or application forms online from home. For the millions of college graduates accustomed to designing their resumes with beautiful fonts, attention-getting bullets, or the finest watermarked resume paper, this very well could seem like a nightmare. However, with careful preparation, an online application can lead to a successful career-- no matter what you were wearing when you submitted it.

Often, online resumes are not presented to employers the way paper resumes are. For convenience they are often processed automatically into databases, so employers can search applicants by keywords, career objectives, education, etc. Some companies will allow the submission of resumes in full, either copy-pasted or sent as a PDF file, in addition to online forms.

Some such companies that are welcoming online applications into their hiring process include McDonalds, CVS, the Cleveland Clinic, U.S. Steel

Corporation, Parker Hannifin, and Microsoft. Even Ohio University just began accepting online applications for employment. Not all application processes are the same, however.

"We have just started accepting online applications," said Jinnyn Tata of U.S. Steel. This company hires employees in a variety of departments and allows people to submit resumes and applications to whichever departments in which they are most interested.

Tata's colleague Rick Mahon, Manager of Employee Relations and OU alum of 1977 offered some advice to applicants. "Don't apply to every single position there is. When you go online, you can see we have very specific credentials we're looking for. We don't want people with retail management degrees applying for a totally unrelated area. If we can see you just hit up 40 jobs, it's a huge turnoff," he said.

"Also, focus your career objective on the position you're applying for," said Tata. "I know we're recruiting students and time is a big issue, but be selective in your thought process and it will really impress employers."

Rob Weil, recruiter for CVS, echoed

this sentiment. "I go through hundreds of resumes a day. You have me for 30 seconds, and if you don't show me what I'm looking for in that time, I forget about you," he said.

Steve Byington, a store manager with CVS, explained his company's take on the online application process. "We encourage online applications, but we still allow in-person (applications) for people who don't have access to computers or the Internet," he said. For management positions, CVS has a database that stores online resumes in full that can be searched. Store employee applications, however, are faxed to the CVS located nearest the applicant's home.

The difference between online applications and paper resumes is that words alone must be capable of selling a potential employee's abilities and motivation. There are several resources available online to help applicants make the most of their online resumes, but attention to detail and preparation are two points to remember when filling out an application. There are several online resources that can help job seekers master this new challenge and successfully communicate their strengths to future employers.

Applying online? Guidelines for submitting outstanding online resumes

- <http://www.rileyguide.com/eresume.html>:

Free career and employment information, and a guideline for perfecting an online resume.

- http://www.jobweb.com/resources/Library/Interviews__Resumes/How_to_Apply_On_272_1.htm:

"How to Apply Online and Get an Employer's Attention," an article in the Jobweb career library.

- <http://jobsearch.about.com/od/jobapplications/a/onlineapplicat.htm>:

An article by Alison Doyle on about.com detailing the pros and cons of online application and how to use them to your advantage.



Stand OUT

Tips for success from Career Services Resources

Topic: Choosing a major

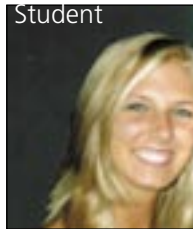
- If you are unsure where your strengths and interests lie, participate in FOCUS (located on the Career Services web site) to help you explore your options.
- There is usually no “moment of revelation” regarding the perfect major or perfect career. Remember that everyone has skills transferable to several different fields. Consider where your interests lie.
- Speak to professors or acquaintances who have chosen fields you are considering. If you are able to, shadow someone for a day to see how you like the job environment.
- If you still are unsure what major to declare, schedule an individual appointment with a Career Services counselor. They have many resources to help you with your decision.

For more information, visit the Office of Career Services, or view the source document for these tips at <http://pages.ohio.edu/careers/students/upload/ExploringM&C2005-06Web.pdf>.

PROFILES: Meet the Staff and Student Employees at Career Services

Name: Marissa Boitnott
Class Status: Junior
Major: Organizational Communication
Position: Special events coordinator

Student



Marissa Boitnott
Special Events Coordinator

Job Description: “I assist the comprehensive planning and coordinating of all Career Services Career Fairs. I organize event related material and packets for students and employers. I also coordinate and order catering for the events and work with a team of staff members in the Career Services offices to successfully execute the events sponsored by the OCS.”

How did you get the job? PACE (Program to Aid in Career Exploration.)

Career goals: “I hope to work for a convention center or hotel and plan conferences and events for the organization.”

Other activities on campus: NCASC (National Communication Association Student Club), Campus Crusade for Christ, previous member of OU Dance Team.

Name: Bettie Johnson
Position: Referrals Coordinator for six years

Staff



Bettie Johnson
Referrals Coordinator

Job Description: Bettie works to match up OU students and alumni with employers and works with both applicants and employers who use Career Services’ eRecruiting. She also prepares statistical reports for eRecruiting and distributes job posting information. Bettie also works with a PACE student to update the OCS web site.

Career advice: “Do research on any jobs or careers you may be interested in. First-hand experience through internships, co-ops, or volunteer work will help you decide if this is the right career path for you. Also, network with people currently in the industry, OU alumni if possible... and visit your campus career center to meet with a career counselor. Loads of resources and information are available there!”

Outside the office: “My husband and I like to camp whenever possible. I also enjoy gardening ... and working outside. Crafts and scrapbooking keep me busy during the winter months. My husband and I also enjoy OU athletics, from football to hockey to basketball. Go Cats!”

Link to Career Services

This issue's link:

www.ohio.edu/careers/students/seminars.cfm

Career Services holds many seminars for students in all stages of their college careers, on several topics of interest. The fall quarter schedule of seminars is located at this link.

For students who are considering declaring or changing majors, there is a seminar to explore various majors within the university and careers relating to these majors.

Students pursuing internships or jobs can

attend seminars focusing on resume writing and basic or advanced interviewing skills.

Other seminars include “Planning for Graduate School,” “Career Search Strategies,” and “Career Fair Etiquette.”

All seminars are approximately 50 minutes long. They are led by the staff of Career Services. Most are located in-office, but check the schedule for exact times and locations.



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Office of Career Services
Student Update Newsletter
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Reanna Stoinoff is a student writer and editor for the Office of Career Services.

Career Services is dedicated to helping students and alumni prepare for future career success. Our services, such as **mock interviews, meetings with counselors, and resume critiques**

can be invaluable to those seeking internships, jobs, or just knowledge about careers. However, due to high demand of our services we

Don't Procrastinate! We recommend that you schedule these services **EARLY.**

We want you to be as well prepared as possible for interviews and other opportunities, and our time is in high demand, especially during spring quarter. Make sure you have the advantage: schedule early and do not be reluctant to ask for our help. **It's what we're here for!**