

CAREER

The Career Development Center is located on the upper level of the Student Union and serves all York College students and alumni.

- Beverly E. Evans**
Assistant Dean of Student Affairs for
Career Development & Campus Activities
- Joylenn Varano**
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- Howard Alexander**
Career Counselor/Engineering
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Hours: Monday, 8:30 a.m. - 6 p.m.; Tuesday - Friday, 8:30 a.m. - 5 p.m.
(717) 815-1452 ~ email: careerdevelopment@ycp.edu ~ www.ycp.edu/careerdevelopment

HIGHLIGHTS OF CAREER DEVELOPMENT PROGRAMS AND SERVICES

Study Abroad Information

Career & Major Exploration
FOCUS Computerized Self-Assessment Program
Individual Career Counseling Appointments
Informational Interviews Through
Alumni Career Contact Program

Graduate School

Graduate and Law School
Preparation Workshops
Graduate School Guides
Information and Registration Materials
for Graduate Admission Tests

Internship & Job Search Related

Success After College Week
Resume Writing, Job Search,
and Interviewing Workshops
Drop-Off or Appointment-Based
Resume Critiques
Mock Interviews and Perfect Interview
On-Campus Recruiting and
York College-Sponsored Job Fairs
Online Resume Posting and
Job Search Resources
Preparing for an Internship Workshops

Dear Senior Parent:

Senior Year can be both challenging and exciting. However, the time is NOW to start actively developing a plan for the future. As parents, you play a vital role in coaching your seniors along the path to becoming successful professionals in the world.

As the semester begins, we wanted to draw your attention to some of the special events that the Career Development Center will sponsor during the fall semester. We will be offering events designed to help seniors prepare for their professional lives: Job Fairs, Dress for Success, Resumania, and Mock Interview Day events.

The combination of these programs along with your encouragement will guide these seniors in making the transition from college student to working professional. Our hope is that your student will take advantage of the services and resources available, while actively engaging in their own career planning.

It is important that your senior gets the job search underway well before graduation, since the average job search takes two to six months from start to finish. So please encourage them to utilize our services and resources as they prepare for their transition from York College to the next phase of their life.

Sincerely,

Beverly E. Evans

Beverly E. Evans

Technology: Use It Wisely

We all use and enjoy technology every day. Students need to be aware that the electronic images they present are just as important as a polished resume, professional dress, and interview preparation. Some tips:

- Voice mail messages should be short and professional.
- Email correspondence with employers should be professional, not casual (check your spelling and grammar).
- FaceBook and other social networking site information should be clean. Beware of references to controversial groups and comments about personal interests or partying.

THE JOB SEARCH STARTS NOW!



There are a lot of steps that go into a successful job search and they begin NOW (not a month or two before graduation)! Here are some fall semester events to help seniors get started:

Count Down to Graduation Party!	September 30	4 - 6 p.m.
Dress for Success with Project Runway Winner Leanne Marshall	October 6	8 p.m.
State Government Session	October 7	3 - 4:30 p.m.
Resumania (advance sign-up required)	October 14/15	9 a.m. - 5 p.m.
Experience Harrisburg	October 22	5:30 p.m.
Capital Region Internship Fair Penn State Harrisburg Campus	October 27	10 a.m. - 3 p.m.
Fall Career Expo and Grad School Fair Messiah College	November 2	11 a.m. - 2:30 p.m.
Federal Government Session	November 10	3 - 4:30 p.m.
Mock Interview Days (advance sign-up required)	November 12/13	9 a.m. - 5 p.m.
Is More Schooling in Your Future?	November 17	3:30 p.m.

On-Campus Recruitment (ongoing)

Employers state *on-campus recruiting* as their #1 way to look for new hires! Each semester, employers from a variety of fields will schedule dates with Career Development to interview seniors for entry-level positions. This is a great opportunity for students to interview right on campus without having to take the time and effort to travel to the employer. Students must sign up in advance, submit a resume, and come to the interview professionally dressed and prepared. Students should plan to participate in on-campus interviews during BOTH semesters leading to their graduation since each employer's hiring timeline varies.

For more information or to register for these events, students should contact the Career Development Center.

Note to York College Parents

Do you have a job or internship opening at your place of business? Let the Career Development Center help you fill openings with a York College student! Send information on opportunities to:
Career Development Center: Fax - (717) 849-1625 • Email - careerdevelopment@ycp.edu

WHAT EMPLOYERS WANT!

Top 5 Ways Employers Look for New Hires

1. On-campus recruiting
2. Organization's internship program
3. Employee referrals
4. Organization's co-op program
5. Career/job fairs

Employers Rate Student Experiences

Employers who recruit on college campuses for entry-level positions cite the following as very important when they review resumes of candidates. Experiences are listed in priority order.

1. Relevant Work Experience
2. Internship
2. Co-op Experience
3. Any Work Experience

Source: NACE Job Outlook 2009
and NACE website

Employers Rate the Importance of Candidate Qualities/Skills

Communication Skills
Strong Work Ethic
Teamwork Skills
Initiative
Interpersonal Skills
Problem Solving
Analytical Skills
Flexibility/Adaptability
Computer Skills
Technical Skills

Data collected by the National
Association of Colleges and Employers
and published in Job Outlook 2009.

Practice Makes Perfect

York College Career Development has an online tool to help students prepare for interviews! The tool, called *Perfect Interview*, engages its users in realistic interview simulations by allowing them to see and hear the interviewer and then answer the question on the spot. The software contains over 1,500 interview questions whose content covers a wide range of categories that are designed to reflect the latest trends in the job market. It also includes sample answers and hints to improve one's interview performance. York College students can utilize *Perfect Interview* via our website (www.ycp.edu/careerdevelopment).

As an extra feature, if a student owns a webcam, *Perfect Interview* can record and playback the student's answers to the interview questions, right on the computer, thus providing instant feedback. If a student does not own a webcam, he or she can contact Career Development at 717-815-1452 and arrange to utilize the office's computer and webcam, conveniently located in a private office in our suite.

In addition to *Perfect Interview*, Career Development also has a number of other online resources available to students including *FOCUS*, a career assessment program that provides detailed information on careers and salary. It is a great tool for seniors who are preparing for the job search or for students who are somewhat unsure of what positions they want to pursue. *FOCUS*, along with all of our other online resources is available at www.ycp.edu/careerdevelopment.

Adapted from www.perfectinterview.com

Things to Ask Your Student as They Progress Through Their Final year

Fall Semester:

Have they used *Focus* to learn more about career options and salary information?

Have they attended Career Marketing 101 & 201?

Have they had their resume critiqued in Career Services?

Do they plan to attend the Capital Region Internship Fair to look for spring internship opportunities?

Are they signing up for on-campus interviews with organizations of interest to them?

Do they have appropriate interview attire?

Have they started job searching and sending out resumes?

Is their resume posted on collegecentral.com/york?

Have they signed up for the Student/Alumni Networking events held in NYC, Philadelphia, and Baltimore in January?

Spring Semester:

Are they attending any of the following job fairs?

Cumberland Valley Consortium Job Fair in Gettysburg, PA (February)

Central Pennsylvania Employment Consortium Job Fair in Camp Hill, PA (February)

York College Career Expo (March)

Are they registered for Success After College Week?

Internships

Career-related experience is a tremendous asset for students as they begin their job search. The Internship Program at York College helps provide students with a competitive edge in their field.

Academic internships are designed to allow students to gain meaningful, pre-professional experiences in their field of study prior to graduation and, in addition, earn college credit for their learning experiences.

It is not too late for seniors to participate in an internship.* They should:

1. Work with their faculty advisor and with Jolynn Varano, Associate Director of Career Development for Internships.
2. Attend the Capital Region Internship Fair on October 27 at Penn State Harrisburg.

* *Eligibility: Students must have a cumulative GPA of at least 2.5 and have completed at least 60 credits.*

Center for Professional Excellence (CPE)

York College's Center for Professional Excellence will announce the results of its first-ever poll on professionalism in October. Stay tuned for this important information including: what attributes human resource officers are looking for in candidates, how they define professionalism, and how your student can distinguish himself/herself as a professional.



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