

SECTION NINE: BECOMING A SUCCESSFUL UIC GRADUATE

CAREER SERVICES

The UIC Office of Career Services is located in Suite 3050 of the Student Services Building, 1200 W. Harrison Street, (312) 996-2300. Website: <http://www.uic.edu/depts/ocs/ocs.htm>

Students are encouraged to take advantage of the assistance offered by the Office of Career Services long before they seek help to find permanent employment. Many services are provided to help students determine their vocational objectives, choose a career, write a resume, plan for graduate school, etc.

Upperclassmen should contact OCS in their **junior year** in order to take advantage of the valuable seminars provided to help students prepare for their job search. Remember, **recruiting begins on-campus in the fall for positions offered to May graduates**. After graduation the University of Illinois Alumni Career Center at 200 S. Wabash is available to graduates and provides a full range of services.

Some services available through the Career Services and Alumni Career Center are described below:

Drop-In Advising

Career counselors are available for several hours a day, Monday through Friday, to review resumes and cover letters and answer general questions. No appointment is necessary. Check with Career Services for the schedule for the semester.

NETRESume

NETRESume is an internet-based system which combines registration data and your personal resume. It is used by the Office of Career Services for on-campus interviews and in providing resume books/referrals to employers.

Exploration Center

The Center contains hundreds of folders containing annual reports, pamphlets, and recruiting literature from individual companies. Folders containing catalogs and information from graduate and professional schools across the nation are also housed there.

Employment Counseling

A staff of professional personnel is available to students from all academic disciplines seeking individualized career counseling and help with resume preparation and job hunting. Appointments may be arranged by visiting the office or calling 996- 2300.

Employment Opportunity Listings

OCS maintains continuous listings of career opportunities reported by employers. These listings are kept in binders in the Exploration Center and are organized by occupational field. Students are encouraged to review these listings on a regular basis. Job listings are also available on the internet through jobtrak.com (now part of Monster.com).

Mock Interviews

OCS conducts mock interviews which are videotaped for students. Students may view their tape and will receive helpful advice on interview preparation and effectiveness. An appointment is required. In addition, engineers may attend Engineering Mock Interview Day, which takes place on August 14, 2001. Contact OCS for more information.

On-Campus Interviewing

Nearly 300 companies and agencies are scheduled each year for on-campus recruiting of graduating students. The fall and spring semesters are the two major recruiting times. Students must be registered with OCS (this involves attending a Career Preparation Seminar) and have their resume on NETRESume in order to participate in on-campus recruiting.

Remember: Junior year is the time to register with OCS for on-campus recruiting. If you wait until senior year, you may miss out on many interview opportunities.

Sigi Plus

The System of Interactive Guidance and Information is a very user-friendly system that can help students examine their interests and skills, look at their career options, refine their goals, and decide how to achieve them.

Videotape Library

The office maintains a collection of company and general information videotapes available for viewing. Appointments must be made to view videotapes by visiting the office or by calling 996-2300.

Workshops, Seminars, Classes, Career Days

Throughout the school year workshops, seminars, classes, and career days are held. They cover a wide variety of topics such as resume writing, preparing for interviews, and preparing for job fairs.

University Alumni Networking Opportunities

The University of Illinois Alumni Networking File is a database of over 3,000 University of Illinois Alumni that is available to students and alumni in the Alumni Career Center, 200 S. Wacker Drive, (312) 575-7830, Mezzanine level. It is an invaluable tool for making contacts and gathering information on careers from professionals who work in the field or fields of your choice.

Career Preparation Seminars

By attending a career preparation seminar sponsored by UIC Career Services, students can interview for on-campus interviews for permanent positions. These seminars cover resume and cover letter writing, interviewing, and other functions of the job search. Students beginning their JUNIOR year should plan to attend as soon as possible. Interviews for full-time positions take place during the senior year, not once you graduate.

In the event that your Engineering 100 instructor includes a guest lecturer from Career Services covering these topics, attendance at a seminar would be redundant and not necessary. ***However, if you are absent for any portion of these lectures, including arriving significantly late and missing the beginning of the lecture, you will be required to attend a Career Preparation Seminar in order to pass Engineering 100.***

CAREER SERVICES 2002-2003 CALENDAR OF EVENTS

Career Prep Seminars

All seminars will be held in the Student Services Building, 1200 W. Harrison Street

FALL

Thursday, August 29, 2002	5 p.m.-7 p.m.	Meeting Room B
Monday, September 9, 2002	5 p.m.-7 p.m.	Meeting Room B
Tuesday, September 17, 2002	10 a.m. - Noon	Meeting Room B
Tuesday, September 24, 2002	2 p.m. - 4 p.m.	Meeting Room B
Saturday, September 28, 2002	9 a.m.- 11 a.m.	Meeting Room B

Wednesday, October 2, 2002	2 p.m.-4 p.m.	Meeting Room B
Friday, October 4, 2002	11 a.m.- 1 p.m.	Meeting Room B

SPRING

Wednesday, January 15, 2003	5 p.m.-7 p.m.	Meeting Room B
Tuesday, January 21, 2003	Noon - 2 p.m.	Meeting Room B
Saturday, January 25, 2003	9 a.m.-11 a.m.	Meeting Room B
Monday, February 3, 2003	1 p.m.-3 p.m.	Meeting Room B
Friday, February 7, 2003	10 a.m.-Noon	Meeting Room B
Thursday, February 13, 2003	3 p.m. - 5 p.m.	Meeting Room B
Friday, February 21, 2003	11 a.m.- 1 p.m.	Meeting Room B

Career Services Orientation Seminars

(only for graduate students and students who already attended a College of Business seminar)

FALL

Tuesday, September 3, 2002	3 p.m.-4 p.m.	Meeting Room B
Wednesday, September 18, 2002	3 p.m. -4 p.m.	Meeting Room B
Tuesday, October 8, 2002	1 p.m.-2 p.m.	Meeting Room B

SPRING

Wednesday, January 29, 2003	1 p.m.-2 p.m.	Meeting Room B
Tuesday, February 11, 2003	3 p.m.-4 p.m.	Meeting Room B

WORKSHOPS

DRESS FOR SUCCESS

Fall

Thursday, October 3, 2002 (for women)	4 p.m. -5 p.m.	CCC
Thursday, October 10, 2002 (for men)	4 p.m. -5 p.m.	CCC

Spring

Wednesday, March 5, 2003 (for women)	3 p.m. -4 p.m.	CCC
Wednesday, March 12, 2003 (for men)	3 p.m. -4 p.m.	CCC

HOW TO WORK A JOB FAIR

Fall

Tuesday, September 10, 2002	3 p.m.-4 p.m.	Meeting Room B
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Spring

Tuesday, April 8, 2003	2 p.m.-3 p.m.	Meeting Room B
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RESUME WORKSHOPS

Fall

Tuesday, October 8, 2002	3 p.m.-4 p.m.	Meeting Room B
Thursday, November 7, 2002	10 a.m.- 11a.m.	CCC RM 713

Spring

Tuesday, January 28, 2003	9 a.m. - 10 a.m.	Meeting Room B
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INTERVIEW WORKSHOPS

Fall

Wednesday, September 25, 2002	3 p.m.-4 p.m.	Meeting Room B
Thursday, October 31, 2002	10 a.m.-11 a.m.	Meeting Room B

Spring

Thursday, January 30, 2003	2 p.m.-3 p.m.	Meeting Room B
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SPECIAL EVENTS

Accounting Mock Interview Workshop

Friday, August 23, 2002	8:30 a.m.-1 p.m.	SSB Room 3050
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Business/LAS Mock Interview Workshop

Friday, August 30, 2002	8:30 a.m.-1 p.m.	Meeting Room B
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Meet the Firms Night

Tuesday, September 3, 2002	6 p.m.-8 p.m.	Illinois Room
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Engineering Career Prep Day

Saturday, September 7, 2002	8:30 a.m. - 4 p.m.	Illinois Room
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Free Test Drive – GRE, LSAT, GMAT, MCAT, DAT, TOEFL*

Saturday, September 21, 2002 9 am - 4:30 pm		D LC
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Test Taking Strategies*

Tuesday, September 24, 2002 6 p.m. - 8 p.m.		A1 LC
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How to Conduct Your Off-Campus Job Search,

presented by Julie Hays, Associate Director, Alumni Career Services

Monday, November 4, 2002 1 p.m.		SSB, Meeting Room B
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How to Negotiate Your Salary

Wednesday, November 13, 2002	5 p.m. - 6 p.m.	CCC Rms 509-510
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Build Your Future Workshop*

Tuesday, January 28, 2003	6 pm - 8 pm	A1 LC
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Free Test Drive – GRE, LSAT, GMAT*

Saturday, February 8, 2003	9 am - 4:30 pm	D LC
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Test Taking Strategies*

Tuesday, February 11, 2003	6 p.m. - 8 p.m.	A1 LC
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How to Negotiate Your Salary

Wednesday, February 12, 2003	5 p.m. – 6 p.m.	CCC Rm 329
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How to Conduct Your Off-Campus Job Search

presented by Julie Hays, Associate Director, Alumni Career Services

Monday, April 7, 2003

1 p.m.

SSB, Meeting Room B

* Sponsored by the Office of Career Services, University of Illinois Alumni Association, UIC Student Alumni League & KAPLAN. Register for these events by calling 1-800-KAP-TEST.

JOB FAIRS

On-Campus Job Fair

Tuesday, September 3, 2002

11 a.m.-2 p.m.

Illinois Room

Diversity 2001 Career Day

Thursday, September 19, 2002 10 a.m.-3 p.m.

PEB

Seasonal Job Fair

Thursday, October 17, 2002

9:30 a.m.-2 p.m.

Illinois Room

Criminal Justice Career Fair

November 5, 2002

10:00 to 2:00 pm.

Illinois Room

Internship & Part Time Career Fair

Thursday, February 6, 2003

9:30 a.m.-2 p.m.

Illinois Room

Engineering Career Day

Wednesday, February 19, 2003

1:00 p.m. - 4 p.m.

Illinois Room

Education Career Day

Wednesday, March 12, 2003

1:00 p. m. - 5:00 p.m.

Illinois Room

Spring Diversity Career Fair

Friday, April 25, 2003

9:30 a.m.-2 p.m.

Illinois Room

Please check the Career Services website as these events approach for more details.

**For more information on Meet the Employers, contact the Col. Bus. Admn. Career Center at (312)996-0255.*

Useful Websites for Exploring Career Options and Locating Employment

<http://www.dbm.com/jobguide> The famous "Riley Guide" the most comprehensive and organized list of internet job sources, including many for entry-level job and internship seekers.

<http://www.jobweb.com/> A service of the National Association of Colleges and Employers, this site contains targeted information for college students, including recent graduate salary information. This is the most relevant nationwide salary information available to new graduates. It also has a virtual job fair.

<http://www.jobhuntersbible.com/> A site authored by Richard Bolles, the guru of career counselors, whose book, What Color is your Parachute, is the gold standard for job searchers and career changers. He offers his expert assistance here, including how to incorporate the internet into your job search.

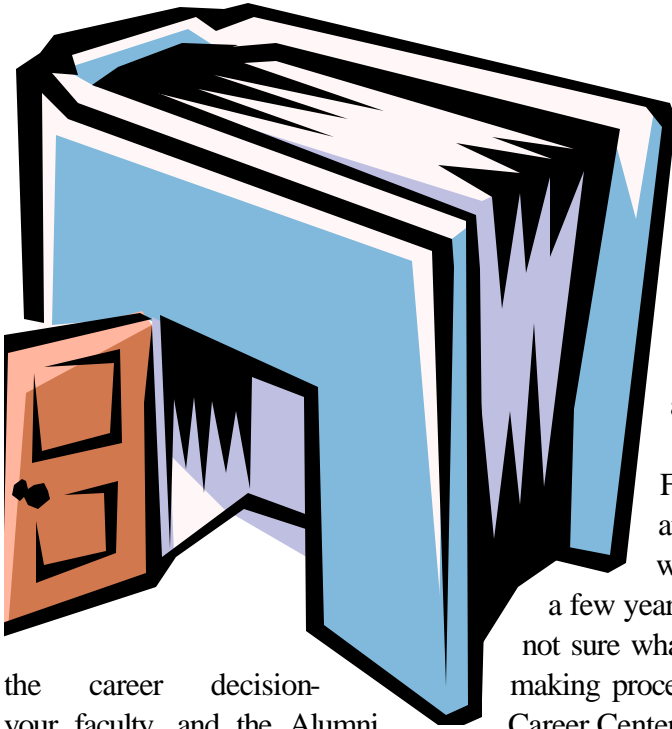


- <http://www.careerbuilder.com/> This site enables job seekers to easily and quickly find the jobs that are most appealing to them. A great site to check first.
- <http://www.jobtrak.com/> Another site specifically for college students seeking <http://www.monster.com/> employment. Call UIC Career Services for the password (996-2300) if you are logging on from a non-university server.
- <http://www.internshipprograms.com/> Lists open positions for interns--search by state or by field of interest.
- <http://www.careermag.com/> Daily downloading and indexing of job postings from the major internet job newsgroups.
- <http://www.campuscareercenter.com/> Search this site for full-time and internship positions. If you register with their service, they will send you a regular e-mail update of available jobs.
- <http://www.engineerjobs.com/> You can browse or search engineering/technical jobs from all over the U.S.
- <http://www.engcen.com/> Lists jobs by discipline and also has a list of entry-level openings.
- <http://www.collegegrad.com/> You can easily search for intern and entry-level jobs at this site. Also offers information on job search preparation.
- <http://www.directemployers.com/> This site, sponsored by a non-profit organization, posts jobs from its many corporate members. When you apply for the job, it automatically takes you to the hiring firm's site to apply.
- <http://www.net-temps.com/> Net-Temps brings together the world's leading staffing firms with the best candidates for contract assignments and direct placement. This site could help you locate short-term work (for example, summer work).
- <http://www.cec-il.org/> For those in civil or structural engineering, this site lists member firm of the Consulting Engineers Council of Illinois and is a good place to begin a job search.
- <http://www.computerjobs.com/> This is a large job database for computer-related positions. It lists part-time, entry-level and positions with employers willing to sponsor those on a visa.
- <http://www.dice.com/> another computer-related job database. This site also provides salary information.
- <http://www.bio.com/> Biotechnology companies and job listings.
- <http://www.black-collegian.com/> variety of information to answer your job search and graduate school questions, plus listings from employers seeking diverse candidates.
- <http://www.latpro.com/> Specializing in job listings for Spanish/English and Portuguese/English bilinguals.
<http://www.imdiversity.com/> Another site featuring listings from employers seeking diverse candidates.

Don't forget to check the web pages of the _____ engineering association or society in your field of

engineering. Most, if not all, offer some type of open positions list and career information.

THE GRADUATE SCHOOL OPTION



Those graduating with a bachelor's degree in engineering have a multitude of options open to them. Engineers are generally highly sought-after by employers, and do not need further education in order to be employed in their field. They also can attend graduate or professional school and further specialize in an area of interest, like patent law, or medicine. A question all students should ask themselves during the course of their undergraduate career is: "Is an advanced degree necessary to accomplish my career goal?"

For example, if you want to be a patent attorney, you must attend law school and obtain your Juris Doctorate degree. If you want to climb the ranks of a corporation, pursuing an MBA after a few years of solid work experience may be more appropriate. If you are not sure what your exact career goal is at this time, then you must continue making process. That means utilizing resources like UIC Career Services, Career Center to get the help you need.

the career decision-making process, consult your faculty, and the Alumni

The decision to attend graduate school requires research and a strong sense of career direction. It should never be a default option when a student is facing a tough post-baccalaureate job search or simply does not know what he or she wants out of a career. Students entering graduate programs, whatever they may be, are expected to have a commitment to a particular field and, in many cases, a *specific* research interest.

Resources

Your faculty members are a logical starting point to ask about graduate programs, but in addition, talk to those working in your chosen discipline who have attended graduate or professional school and those who have not. You can locate University of Illinois alumni through the Alumni Networking File, located in the Alumni Career Center at 200 S. Wacker (312) 575-7830. You can also make contacts through friends, family, your work experiences, faculty, and professional organizations. ***Do not underestimate how helpful this will be to you in the career decision-making process. Getting this first-hand information from people working in your field of interest will be the single most important piece of research you can do.***

Helpful Web Sites



Peterson's Guides have assisted potential graduate students for many years. Their on-line site offers information on colleges and universities, graduate programs, career education and guidance, and more. You can ask questions of their resident education counselor as well. Go to:

<http://www.petersons.com/>

U.S. News and World Report ranks graduate programs in the U.S. This site will give you the latest ranking

information: <http://www.usnews.com/usnews/edu/beyond/bcrank.htm>

The **Jobweb site** has a section specifically devoted to applying to graduate and professional schools. This site is packed with information to start you on your graduate school journey, including articles written by knowledgeable counselors and faculty regarding making the decision to apply for graduate school, links to get help writing application essays, links to Kaplan and Princeton testing information and more. It can be found at:

<http://www.jobweb.com/catapult/gguides.htm>

The *Yale Daily News* has written several informative books targeted at current and future college students. These include the flagship *Insider's Guide to the Colleges*, *The Yale Daily News Guide to Internships*, *The Yale Daily News Guide to Fellowships and Grants*, *Working Knowledge* and more. Go to:

<http://www.yaledailynews.com/books/ - insidersguide>