Dear Colleagues:

The beginning of a new year inspires a fresh outlook, spirit of optimism, and renewed commitment to setting and achieving goals. As we work together to support our students’ retention to graduation, it is critical that we engage students in affirming not only their academic path, but a career vision based on personal reflection and sound research regarding the quickly changing career landscape.

If asked, “What is one of the most important decisions you will make in life? How would you respond?” How about, “Choosing one’s career path!”, as this decision can ultimately impact one’s lifestyle options and daily sense of accomplishment that comes from making personally meaningful contributions.

Helping our students make these critical life choices requires your help. We appreciate your referral of students (prospective through all class years) and employers who seek to hire our candidates. Our welcoming staff will help students honestly assess their interests, abilities, and values, investigate the world of work, and make decisions that will put them on a path for translating hands-on experiences and classroom learning into meaningful future employment. Students utilizing the Career Services Center consistently indicate they are glad they came (and wish they had come sooner!) and employers rank our recruiting services as “excellent or above average”.

I encourage you to contact me, or any of the staff in the Career Services Center, regarding how we can further assist your students in achieving successful career outcomes.

Sincerely,

Ann Motayar
Director, Career Services Center

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Interns are the number one way in which employers identify future hires.
We are a centralized, comprehensive career services center serving Kent State University alumni, prospective students, and students across all majors, class years, and campuses. We count on you to point students and employers to our office.

Office Hours: Monday – Friday, 8 a.m. – 5 p.m.
Location: 261 Schwartz Center (above Admissions Office)
Phone: 330-672-2360
Email (General Questions): career@kent.edu
Email (Job Postings & Employers): cscjobs@kent.edu
Email (KSU Student Employment): campusworks@kent.edu

What’s on YOUR Resume?
A resume serves as a marketing document and executive summary of a student’s relevant qualifications. Our staff assist students daily to develop resume content and formatting that can best showcase their credentials. It’s never too early for a student to begin this process as it often demonstrates to students the need to further clarify their career goals and areas in which they need to acquire additional skills and experiences. Remember, 73% of recruiters will toss aside a resume with a typo!

The Difference an “E” Can Make
A law school candidate listed "bulldog breeding" as a hobby on her resume; however, she misspelled “breeding”. Her resume indicated her hobby as “bulldog breading”. One law firm that received her resume responded, “Thank you for your interest. We do not currently have any openings, but by the way, we are very curious about your recipe for bulldog breading.”

Moral of the Story
If you want to make some bread, always have someone else look at your resume before a potential employer does!
Source: Etiquette Tip of the Week, Culture and Manners Institute http://www.cultureandmanners.com

99% of students surveyed agreed that Career Services Center counselors are knowledgeable.
FACULTY PARTNERSHIPS AND SERVICES

As a KSU faculty member, you can...

1. Incorporate career planning into your syllabus and request a presentation on a variety of career topics. Visit our Faculty and Staff web page to submit your request online.

   Frequently-requested presentation topics include:
   - Career Services Overview
   - Networking and Using Social Media
   - Selecting a Major/Career
   - The Internship Advantage
   - Resume and Cover Letters
   - Interview Do’s and Don’ts

2. Add a career-focused assignment and refer students to our services for resume writing, interview prep, attending a job and internship fair, and more.

3. Refer employers who can benefit from our recruiting services and by connecting with candidates across all colleges.

4. Refer students to one of our career counseling staff who specialize in staying abreast of career trends related to academic program areas (see page 4).

Online Career Resources for You and Your Students

**Interview Stream** - Choose from hundreds of practice interview questions, record your answers, and receive feedback.

**Career Spots Videos** – Choose from more than 60, 1-3 minute videos on job/internship search topics including networking, interviewing, personal branding, social media, and more.

**Going Global** – Access this website in FLASHline on the Student Career Path tab to find H1B employers, work permit/Visa regulations, and cultural advice for working around the globe.

**Experience Job and Internship Board** – Students and alumni can upload a resume and apply to positions posted year round by employers seeking candidates to fill internship, part-time, and full-time professional positions.

**Annual Job and Internship Fairs** – Students can network in the Kent Student Center Ballroom with representatives from a wide variety of organizations seeking interns and job candidates for immediate and future openings.

**Spring Job/Intern Fair:**
   - **February 27, 2014**

**Fall Job/Intern Fair:**
   - **October 29, 2014**

**EMPLOYER PARTNERSHIPS AND RECRUITING SERVICES**

**Employer Recruiting Services**

*Assist employers by letting us help them navigate the university to hire our quality students and graduates.*

- Promote position openings through our online Experience Job and Internship Board
- Recruit at our annual Job and Internship Fairs
- Develop an internship program and hire interns
- Interview on campus in one of our eight professional interview suites
- Connect with faculty and student organizations
- Staff a student information table

**Employer Recruiting Activity 2012-13**

5,100 employers actively recruited at KSU through the Career Services Center

- **# Positions Posted**
  - 1,284 internships
  - 2,575 professional jobs
  - 938 student jobs

- **# Employers Attending Annual Recruiting Events**
  - Spring 2013 Job/Internship Fair – 130 employers
  - Fall 2013 Job/Internship Fair – 139 employers
  - Teacher Interview Day – 70 school administrators
  - Meet the Accountants Night – 41 employers

- **Additional Employer Recruiting Activity**
  - 78 - Interviewed in Career Services
  - 60 - Scheduled Student Center information tables
  - 13 - Held employer information sessions

165 career-related presentations were delivered to more than 3,100 KSU students in 2012-13.
On-Campus Employment Pays Off for Students

The Career Services Center is responsible for the administration of the student employment program across KSU’s eight-campus system. CSC staff are responsible for: facilitating the completion and imaging of all initial employment paperwork; managing jobs data in Banner; posting job openings on the Experience Job and Internship Board; administering the CampusWorks hiring workflow; ensuring compliance with state, federal, and university policies; and working frequently with campus supervisors to clarify policy, problem-solve, and support them in their work with student employees.

Did You Know?
On average, 75% of all college students are employed while taking classes. Studies show that students who work on campus 20 hours or less each week actually do better academically than those students who work off campus or do not work at all.

Other benefits for working students include:
- Working in a supportive environment with supervisors who take an interest in students' well-being and academic success
- Obtaining valuable work experience and professional references for resume development
- Developing critical skills employers seek
- Clarifying academic and career goals

Testing for Credit and Admission

The Career Services Center offers the ACT-Residual test to students seeking admission to Kent State University as well as the College-Level Examination Program® (CLEP) tests. CLEP provides students with the opportunity to earn college credit for prior knowledge in 24 of 33 available subject areas.

Students who earn credit through CLEP move into more advanced courses sooner and save time and money at only $115 per test.

<table>
<thead>
<tr>
<th>Students Taking CLEP Exams for College Credit</th>
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</thead>
<tbody>
<tr>
<td>AY 2012-13</td>
</tr>
<tr>
<td>Of 321 students taking the CLEP exam, 211 (65%) successfully earned three or more hours of academic course credit.</td>
</tr>
<tr>
<td>Most Popular CLEP Exams</td>
</tr>
<tr>
<td>College Algebra (Math 11010)</td>
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<tr>
<td>College Composition (English 11011)</td>
</tr>
<tr>
<td>French and Spanish Language (Elementary I &amp; II and Intermediate I &amp; II)</td>
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</tbody>
</table>

...refer them to our favorite resources ►

My Plan: Match Majors & Careers

Salary Calculator

U.S. Department of Labor Resources
O’Net: http://www.onetonline.org/

What Can I Do with this Major?
http://whatcanidowiththismajor.com/major/majors/

When students ask…

What can I do with this degree?

Academic Year 2012-13: 5,981 students were employed in 7,977 on-campus positions