

# OVERVIEW OF CAREER CENTER SERVICES

## Career Planning

- Individual career counseling and daily Drop-In Career Advising
- Major choice assistance
- Career exploration panels and workshops
- Career Assessments: Myer Briggs Type Indicator, Strong Interest Inventory, Focus2, and CareerLeader
- Career development programs and/or workshops for first-generation college students, graduate students, student veterans, students with disabilities, undocumented students, and international students

## Job Search Assistance

- UCR Handshake - Online job and internship search database for students
- Annual job fairs:
  - Student Employment Fair
- Job search, resume writing, cover letter writing, and interviewing workshops
  - Business & Diversity Expo
  - Science, Technology, Engineering, & Math (STEM) Career & Internship Fair
- Mock interview practice using the StandOut mock interview tool in the Resources section of UCR Handshake
  - Engineering & Technology Career Fair
  - Education & Social Impact Career Fair
- Work-study job listings in UCR Handshake
  - Spring Career & Internship Fair
  - Just in Time Career Fair
- Campus Interview Program: October - May (Junior/Seniors)
- Employer information sessions, employer coffee chats, and various job search strategy workshops
- *Job fairs may be offered virtually, please check UCR Handshake*

## Internship Search Support

- Gain pre-professional or professional experience
- Clarify career goals
- Option to earn academic credit
- Online internship database in UCR Handshake

## Graduate & Professional School Planning

- Resources for finding schools and the application process
- Mock interview practice with a career counselor and via the StandOut mock interview tool in the Resources section of UCR Handshake
- Information on finding financial resources and test information
- INTERFOLIO - Open letters of reference file for graduate school (may require a fee)
- Annual Information Day Fairs: Graduate, Professional, and Law School Fair and Health Professions Information Day
- Tailored workshops and panels

## Online Services

- **ONLINE WORKSHOPS AND RESOURCES** - Miss the latest Career Center workshop? Check out PowerPoints and handouts in our Online Resources at [careers.ucr.edu](https://careers.ucr.edu) > Students > Resource Hub > Online Workshops & Resources
- **UCR HANDSHAKE** includes UCR's exclusive job and internship database
- **CAREER ASSESSMENTS** - Connect values, interests, personality, and skills to majors and careers
- **YOUTUBE** - Watch videos created by Career Center staff
- **STUDENT POPULATION RESOURCES** - Resources for diverse UCR student populations
- **SOCIAL MEDIA** - Receive information through Facebook, Instagram, LinkedIn, and Youtube
- **STANDOUT** - an online mock interviewing tool

## Career Resource Room *(Available on-site only)*

- Career literature
- Government industry literature
- Employer directories and salary surveys
- Career peer advisor support
- Graduate and professional school catalogs and guide
- Computer lab for student career usage

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# OVERVIEW OF CAREER CENTER SERVICES (CONT.)

## The UCR Handshake 10

- 1 Complete your profile
- 2 Upload your resume, cover letter, and transcripts. Make your resume public so employers may contact you.
- 3 Pay attention to the "For You" page when you login - jobs and special events of special interest to you will be highlighted here
- 4 Search the job and internship database under the "Jobs" section.
- 5 Register for upcoming events that the Career Center offers by reviewing the calendar for career fairs, information sessions, and workshops
- 6 Set up a search agent to have job search results sent right to your email inbox on a regular basis
- 7 Polish your interview skills by utilizing the StandOut Mock Interview Tool found in the Resources section
- 8 Take a free self-assessment with "Focus2" and find UCR majors and career ideas that fit well with your personality, values, skills, and interests
- 9 Take advantage of virtual campus interview. In the "Jobs" section of your UCR Handshake account, click on "Virtual Campus Interviews" to see a list of all upcoming interview opportunities and apply
- 10 Schedule an appointment with your career specialist

## Frequently Asked Questions

### When Should I Visit the Career Center?

As soon as possible! Because we operate on a developmental model, we offer a full range of services to students from first year through graduate school. We advise that students use our services starting their first year on campus. Attending skill-building workshops, information sessions, and panel discussions are excellent ways to help students begin to develop a career focus.

### Is There a Fee for Career Center Services?

Most services are covered by your registration fees. Access to online services, career counseling, workshops, virtual campus interviews, and career fairs are all free to currently enrolled students. Some services such as career assessments and Interfolio (the letters of reference file service) require a fee.

### Do career assessments tell me what career I should choose?

Career assessments are an excellent resource for helping individuals inform decisions about careers, but they do not measure education, skill or aptitude. They capture interests and preferences we share with those in various career fields. Research is clear that sharing interests with those with whom we work helps us enjoy our jobs. When we enjoy our jobs we are more likely to be successful.

### Can I Access Career Center Services During the Summer?

The Career Center is open year-round. Students who return home for the summer can utilize our online services at [careers.ucr.edu](http://careers.ucr.edu) as well as schedule a phone or virtual career counseling appointment.

### Will the Career Center Find a Job for Me?

The Career Center is not a placement agency. We provide resources and developmental education to assist you in finding a career path and acquiring the skills necessary to secure a job within that path. We feel that these skills are essential and will help you in the marketplace long after you graduate.

### Will I Be Able to Interview on Campus?

Yes, our Virtual Campus Interview Program brings dozens of employers to campus each year. Students who meet employer eligibility are able to interview without the difficulties of traveling to a distant location. Various companies participate such as Amazon, City Year, Deloitte, Kohl's, LA Dept. of Water & Power, Peace Corps, PepsiCo, Southern California Edison, Target, and more.

### Will Career Assessment Testing Tell Me What Career Is Best?

While assessments do a good job of helping connect your interests and personality with career ideas, they should not be seen as a foolproof means of choosing a career. Career assessments should be used in collaboration with workshops, counseling, and advice from family and friends to help you find a broad career path that offers many possibilities for personal and professional growth.

### Should I Work While in School?

We believe that during the first quarter of your first year, most students should not work. This gives time to settle into a routine of studying, getting engaged on campus, and focusing on the future. After the fall quarter, most students can and should consider part-time work, undergraduate research, internships, and work-study opportunities as ways of amplifying your education and broadening your view of the world.

## Office Hours & Express Career Advising

We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

### OFFICE HOURS

Monday-Friday 8 a.m.-5 p.m.

### EXPRESS CAREER ADVISING

Daily

Each day's Express Career Advising schedule will be available for sign-up the evening before. Visit [careers.ucr.edu](http://careers.ucr.edu) to sign up for a virtual Express Career Advising appointment.

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (8/2023)



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#HireHighlanders