JOB AND INTERNSHIP HUNTING TIPS

What you need to start your job search:

- Resume
- Cover Letter
- Updated Dolphin CareerLink Profile
- Updated LinkedIn Profile

HANK LACAYO INTERNSHIP PROGRAM

The Henry L. “Hank” Lacayo Institute (HJI) Internship Program focuses on facilitating career development and exploration for selected CI students. Through experiential learning, students will integrate their academic studies to gain practical paraprofessional work experience in preparation to enter the workforce.

For more information visit:
go.csuci.edu/internapp

LINK INTO YOUR FUTURE CAREER TODAY!

Features Include:

- On- and Off-campus Jobs and Internships
- Resume and Interview Handbooks
- Graduate School Handbook
- Salary Calculator
- Job Search Database
- Registration for Workshops and Events
- Student Employment Application (On-campus)
- Career Assessments
- Career Exploration Resources
- Networking Strategies

HOW TO FIND ON-CAMPUS EMPLOYMENT

1. Search on Dolphin CareerLink
2. Upload necessary documents such as a Student Employment Application
3. Check document approval status after 24 hours
4. Visit the Career Development Center for additional assistance

For more information please contact the Career Development Center at (805) 437-3270 or career.services@csuci.edu. Persons who, because of a special need or condition, would like to request an accommodation should contact Disability Resource Programs at (805) 437-3331 or email accommodations@csuci.edu as soon as possible, but no later than ten business days before the event, so that appropriate arrangements can be made.

CAREER DEVELOPMENT SERVICES

SPRING 2017 EVENTS AND WORKSHOPS SCHEDULE

Bell Tower 1548 | 805-437-3270
career.services@csuci.edu
go.csuci.edu/cdsweb
M - F: 9:00 a.m. - 5:00 p.m.
Career Development Center Open House
Meet with staff to get your career or graduate school questions answered. Bring a hard copy of your resume and/or cover letter for a critique.
Feb 2 | 10:00 a.m. - 2:00 p.m. | Bell Tower 1548

MBTI Interpretation
Obtain your MBTI results and understand how to utilize the results of your personality type in career decision making. Must complete an assessment at BT 1548 prior to the workshop.
Feb 14 | 10:00 a.m. - 11:30 a.m. | Bell Tower 1548

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CI Connection Luncheon
Connect with local employers, build contacts and practice your networking skills. Students also participate in a formal business luncheon with potential mentors. Students must RSVP and attend a training prior to the event. For more information please visit go.csuci.edu/cdsnews.
Feb 16 | 10:30 a.m. - 1:30 p.m. | Spanish Hills

Employer Interviews
Polish your interview skills by reserving a 30-minute interview with a local employer. RSVP via your myCI portal on Dolphin CareerLink. Select the “Events & Workshops” tab to schedule your time slot.
Mar 15 | 2:30 p.m. - 4:30 p.m. | Bell Tower 1548

Linkedin 101
Discover how employers recruit with social media and how to use LinkedIn as a job search tool. Please bring your own personal laptop to create and edit your LinkedIn Profile.
Apr 04 | 2:00 p.m. - 3:30 p.m. | Bell Tower 1548

MBTI Interpretation
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Apr 05 | 3:00 p.m. - 4:30 p.m. | Bell Tower 1548

15th Annual Career & Internship Fair
Network with local organizations that are actively recruiting to fill internship, part-time and/or full-time employment positions. For a list of participating employers, visit go.csuci.edu/cdsnews.
Apr 13 | 10:00 a.m. - 2:00 p.m. | Central Mall

Career Boot Camp
Obtain the necessary skills to locate full-time employment, prepare for the interview process, and learn how to secure an employment opportunity.
Apr 18 | 4:00 p.m. - 5:30 p.m. | Bell Tower 1548

Summer 2017 Drop-In Career Counseling Schedule
June 12th - August 18th
Located in Bell Tower 1548
Mondays: 1:00 p.m. - 4:00 p.m.
Thursdays: 9:00 a.m. - 12:00 p.m.
Drop-In is available on a first-come, first-served basis. Drop-In sessions are limited to 30 minutes.

*Appointments outside of Drop-In times are not available during the summer.

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HOW TO USE LYNDACOM VIDEOS:
1. Locate the workshop materials at go.csuci.edu/cds/news.
2. Select the workshop you wish to view.
3. You will be prompted to sign-in to your myCI student portal.
4. Press play to start the video.
5. Complete the workshop guide as you watch the video.

ONLINE SERVICES
Resources:
• Resume Templates, Samples and Handbook
• Career Assessments
• Career Research/Job Search Databases
• Virtual Mock Interviews
• Skype Appointments
Online Career Counseling Appointments Now Available!
For more online resource please visit go.csuci.edu/cds-students

GRADUATE SCHOOL PREPARATION RESOURCES
Graduate School Application Advising:
Visit Career Development Services during Drop-in Career Counseling to discuss the basic steps of graduate school research, the application process, planning, and preparation methods.
Graduate School Bound Program (online only):
The Graduate School Bound Program assists CI students who are interested in graduate school. The program is offered in a self-paced online module format accessible at go.csuci.edu/cdsgraduate.