



Career Services Faculty Newsletter

April 2010

NOTES FROM THE DIRECTOR

IN THIS ISSUE...TRENDS, TIPS, AND THANKS

First, thank you for your support, direction and kindness to all IU Southeast students. When we think of our personal learning process, there is usually at least one instructor we credit with 'opening our eyes' to our future possibilities. Career Services knows that many of you are that 'one instructor' to our students and we want you to know your service is appreciated.

If you have students who are graduating, they may be asking you to act as a reference for them or to write them a reference letter. See our links below for resources to help with this endeavor. Please ask students for a copy of their resume so you know what work experience they have had as an employer may ask you about something the student has not mentioned to you.

Lastly, we hope you have the chance to enjoy a few 'lazy days' this summer. Have a great one!

EMPLOYMENT TRENDS

According to the National Association of Colleges and Employers (NACE), employers plan to hire 5.3 percent more new college graduates in 2009-10 than they did in 2008-09. We are beginning to see an uptick in job postings in our office which is consistent with the NACE findings. Not enough to crow about yet...but a good sign in and of itself. Click for the full NACE article "[Job Outlook: Hiring Up 5.3 Percent for Class of 2010](#)" (NACE 4/14/10)

Also, according to NACE's *2010 Student Survey*, accepting a job offer depends on salary and proximity to mom and dad! [Read more...](#) (NACE 03/31/10)

HELP OUR SENIORS SUCCEED WITH THEIR JOB SEARCH!

HERE'S WHAT YOU CAN DO...

1. Remind them that it can take upwards of six months, sometimes longer in this economy, to find employment.
2. Advise them to create an individual account with the Career Services Office called **CareerLink**. This account offers them access to view jobs, prepare for interviews, and valuable links to research career and industry reports in their area of interest.
3. Suggest they upload their resume, cover letter and reference list on their **CareerLink** account with Career Services and a counselor in our office will critique and provide suggestions.
4. Meet with one of our Career Counselors to create a "job search plan."
5. Network with people in their targeted industry. Career Services has a database of professionals willing to talk to students and provide advice.
6. Obtain a professional suit for their interviews. A career counselor would be able to help them if any questions about appropriate interview attire.
7. Encourage them to create a [LinkedIn](#) account which is becoming one of the fastest growing networking sites online for professional networking.

DIRECT STUDENTS TO CAREERLINK

The Office of Career Services utilizes CSO Research as our online database for job search, job posting, and resume development. Students login to our CSO software to create their individual **CareerLink** account which is designed specifically for students and alumni of IU Southeast. By logging into **CareerLink**, they have access to full-time and part-time jobs and internships opportunities that are posted by local and regional employers. Students and alumni may also submit their resume to posted positions.

INTERNSHIP CORNER

Once again we had a great spring semester, with 73 students participating in internships! This number is up over 7% from students placed in the spring of 2009.

We still have over 100 summer internship positions available for just about all majors. Please encourage your students to find work experience that is relevant to their future career goals. In today's tough job market, experience is a key factor in landing that first professional job after graduation. Internships can provide students the relevant experience needed to succeed in this tight job market. Students must maintain a 2.5 GPA and have completed 56 credit hours to participate in an internship.

Some of the opportunities available range from Marketing/Event Planners, GIS Technician, Nature Center Intern, Graphic Design Intern, Patient Services Intern, Web Administrator, Political Interns, Social Media Intern, Training and Development Intern, Business Development Intern, Lab Assistant, and Accounting Interns. Please refer students to Rosie Shannon, Internship Coordinator, at roshanno@ius.edu for more information.

A ROUND OF APPLAUSE!

Thanks so much to all of the 09-10 Internship faculty sponsors for your support this past year sponsoring over 125 student interns! Your support and guidance with these students is greatly appreciated!

Jean Abshire
Ronald Allman
Douglas Barney
Chris Bjornson
Linda Christiansen
Debra Clem
Chris Cox
Donna Dahlgren
Audrey Deterding
Uric Dufrene
Aimee Edison
Ronald Finkbine
Richard French
Joanna Goldstein
Kenneth Harris
Michael Harris
Ranida Harris

Please accept our invitation to create your own [CareerLink](#) account. Simply go to www.ius.edu/CareerServices and click on the blue burst icon to create your own account which may be useful as you counsel students in your office.

FACULTY RECOMMENDATION LETTERS

Each year faculty are asked to prepare letters of recommendation for students and graduates of the University. Faculty are under no obligation to write letters of reference for students. If you do not feel that you can write a strongly supportive letter of recommendation, please tell the student. This will be kinder to you both. You will not waste your time, and the student will be able to find a recommender who can fully endorse him or her.

[Sample recommendation letter from NACE](#) (EXCEPTION to the NACE sample letter: NACE's sample letter mentions including the student's grades (with their permission). Due to FERPA regulations, it is suggested you not include this information.)

It is always a good idea to obtain a signed written [Waiver of Access](#) from the student and to keep this signed waiver with a copy of your recommendation letter.

STUDENTS STILL CLUELESS ABOUT MAJOR OR CAREER OPTIONS?

If you are advising students who are still unsure about an academic major or how their major might lead them to professional jobs and internships, we hope you'll encourage them to contact our office for one-on-one career counseling or enroll in one of our Career Choices and Competencies courses next fall. With the costs of higher education today, we want to do all we can to help students use their skills and interests as guides to fulfilling academic and professional careers. Questions? Contact mjhatfie@ius.edu, 812.941.2271.

TOP 10 SOCIAL MEDIA TIPS FOR THE JOB HUNT

How can you help students use social media sites to their advantage for a job search? This article from *The Christian Science Monitor* lists [Top 10 Tips for the Job Hunt](#) which you may want to share with your students.

JOIN US ON FACEBOOK, TWITTER, AND LINKEDIN

Check out upcoming events, post a success story or comment, connect with other students, meet the staff, view our albums, etc. Let us know what you think.



Yan He
Joe Hollingsworth
Randy Hunt
Brian Jones
Carl Kramer
Greg Krieger (*posthumously*)
Alysa Lambert
Eldon Little
Todd Manson
Eric Milliner
Robin Morgan
Bernadette Olson
Vijay Reddy
Diane Reid
Diane Russell
Valerie Scott
Sam Sloss
Frances Squires
James St. Clair
Erich Stem
William Sweigart
Kenneth Taurman
David Taylor
Barbara Thompson-Book
Manuel Tippog
Frank Wadsworth
Joseph Wert
Marilyn Whitesell
Diane Wille
Alan Wong
Annette Wyandotte

Internship Appreciation Luncheon

Please remember to [RSVP](#) (email roshanno@ius.edu) to attend the Internship Appreciation Luncheon on Wednesday, April 21, in the Hoosier Room from 12:00-1:30—Our keynote speaker will be Ms. Tawana Bain, CEO at New Age Communications! Our student speaker will be Jala Miller, class of 2010 (B.A. – Communications) and now Account Manager at WDRB-FOX 41.

OUR SERVICES INCLUDE:

Resume Writing Tips, Interviewing Techniques Training, Internship Program, Job Fairs, Networking and Dining Etiquette, Career Classes, Job Postings for degreed and non-degreed positions on CareerLink, for part-time and full-time positions, Career Counseling, Career Interest Inventories, Career Library Resources, Web Site Career Resources, Graduate School Application Information and Test Applications: GMAT, GRE, MCAT, LSAT, VCAT.
