

## 2007-08 Programs

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### Career Services Orientations for Seniors

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#### REGISTRATION PROCEDURES & ON-CAMPUS INTERVIEWING

Learn about Career Services' NEW registration procedures, our services, on-campus interviewing, and important dates and programs.

Wed., August 22	5 – 6 pm	Shriver MPR - BC
Tues., August 28	5 – 6 pm	Shriver MPR - BC
Wed., August 29	4:45 -5:45 pm	Shriver MPR - BC
Thurs., August 30	12 - 1 pm	Shriver MPR - BC
Thurs., August 30	5 – 6 pm	Shriver MPR - BC
Tues., September 25 (make-up)	5 – 6 pm	Hoyt Hall
Wed., January 16 (make-up)	4 – 5 pm	Hoyt Hall

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### Job and Internship Search Workshops

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#### JOB-SEARCH STRATEGIES

There are many ways to find a job besides on-campus interviewing. Learn how to conduct a self-directed job search. Includes tips on using the Internet and finding a job long distance.

Tues., September 4	4 – 5 pm	Shriver MPR - A
Wed., September 26	6:15 – 7:15 pm	Shriver Heritage Room
Mon., February 25	5 – 6 pm	Hoyt Hall

#### HOW TO BEGIN YOUR INTERNSHIP SEARCH

Find out about our Internship Services and the methods of locating an internship.

Wed., October 3	4 – 5 pm	Shriver Heritage Room
Mon., October 15	5:15 – 6:15 pm	Shriver MPR - C
Tues., November 6	12:30 – 1:30 pm	Shriver Heritage Room
Tues., November 6	5 – 6 pm	Shriver Heritage Room
Mon., December 3	5 – 6 pm	Hoyt Hall
Tues., January 22	5 – 6 pm	Shriver MPR - C
Wed., February 6	4 – 5 pm	Hoyt Hall

#### RESUMES & COVER LETTERS

Learn how to write resumes and cover letters for your job or internship search.

Tues., September 4	5:15 – 6:15 pm	Shriver MPR - A
Wed., September 5	4 – 5 pm	Shriver Heritage Room
Mon., October 1	5:15 – 6:15 pm	Shriver MPR - A
Thurs., November 1	5 – 6 pm	Hoyt Hall
Tues., January 29	4 – 5 pm	Shriver MPR - C
Mon., February 4	5 – 6 pm	Hoyt Hall

#### INTERVIEWING TECHNIQUES

Discover how best to prepare for an interview and what to expect. After attending this workshop, call us to arrange for a videotaped mock interview.

Wed., September 5	5:15 – 6:15 pm	Shriver Heritage Room
Tues., October 23	5 – 6 pm	Hoyt Hall
Tues., January 29	5:15 – 6:15 pm	Shriver MPR - C
Wed., February 13	4 – 5 pm	Hoyt Hall
Tues., March 4	5 – 6 pm	Hoyt Hall

#### ADVANCED INTERVIEWING SKILLS

In-depth instruction regarding how to respond to behavioral interview questions, plus tips for second interviews.

Mon., October 1	4 – 5 pm	Shriver MPR - A
Thurs., January 31	5 – 6 pm	Hoyt Hall

**OPPORTUNITIES IN NONPROFIT ORGANIZATIONS** Investigate career and internship possibilities in the nonprofit sector.

Mon., October 8	5 – 6 pm	Hoyt Hall
Tues., February 12	5 – 6 pm	Hoyt Hall

**HOW TO GET A GOVERNMENT JOB**

A presentation introducing federal, state, and local government career opportunities.

Mon., October 15	4 – 5 pm	Shriver MPR - C
Wed., March 26	5 – 6 pm	Hoyt Hall

**SHORT-TERM ALTERNATIVES**

Seeking something “different and exciting” prior to graduate school or your real job? Learn how to find an interim job, internship, or alternative experience (e.g., teaching English abroad, travel, etc.).

Mon., November 12	5 – 6 pm	Hoyt Hall
Tues., April 8	5 – 6 pm	Hoyt Hall

**PLANNING FOR GRADUATE SCHOOL**

Discover how to identify and apply to graduate schools.

Wed., September 26	5 – 6 pm	Shriver Heritage Room
Tues., March 25	5 – 6 pm	Hoyt Hall

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**Education Workshops and Events**

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**CAREER SERVICES ORIENTATION FOR TEACHER EDUCATION SENIORS**

Learn about the employment outlook for 2007-08, our services, important dates and programs, and NEW registration procedures.

Mon., August 27	5:30 – 6:30 pm	Shriver MPR – BC
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**JOB-SEARCH BASICS FOR TEACHER CANDIDATES**

Special job-search topics presented specifically for teacher candidates.

*Resumes & Cover Letters*

Mon., September 24	5:30 – 6:30 pm	Shriver MPR - A
Thurs., February 7	5:30 – 6:30 pm	Shriver Heritage Room

*Making Employer Contacts & Interviewing*

Tues., October 16	5:30 – 7 pm	Shriver MPR - C
Tues., February 26	5:30 – 7 pm	Shriver MPR - C

**MOCK INTERVIEW DAY FOR TEACHER CANDIDATES**

Employers from school systems conduct practice interviews with students. Online sign-up is required by Nov. 26.

Wed., November 28	9 am – 4 pm	Hoyt Hall
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**INTERVIEW SIGN-UP PROCEDURES FOR TEACHER CANDIDATES**

Learn how to utilize the NEW on-campus interviewing system.

Mon., January 14	5:30 – 6:30 pm	Shriver MPR - A
Wed., January 23 (make-up)	5:30 – 6:30 pm	Shriver MPR – C

**TEACHER JOB FAIR 2008**

Meet with school system representatives and interview with those in which there is mutual interest.

Wed., April 2	8:30 am – 5 pm	Millett Hall
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## Special Events and Important Dates

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### TRAINING SESSION FOR CAREER FAIR 2007

Tips presented on how to make the most of the Career Fair.

Mon., September 10 5 – 5:45 pm Shriver MPR – BC

**CAREER FAIR 2007** Explore employment options with regional and national employers. For students graduating Dec. 2007, May 2008, or Aug. 2008.

Wed., September 19 3 – 7 pm Millett Hall

### MOCK INTERVIEW DAY

Selected employers from the Career Fair conduct practice interviews with students. Online sign-up is required by Sept. 18.

Thurs., September 20 8:30 am – 5 pm Hoyt Hall

### ON-CAMPUS RECRUITING DATES FOR 2007-08

Mon., October 1 – Thurs., December 6, 2007

Tues., January 22 – Thurs., April 24, 2008

**TRAINING SESSION FOR SPRING INTERNSHIP & CAREER EXPO** Gain helpful tips on how to make the most of the Expo.

Mon., February 11 5 – 5:45 pm Shriver Heritage Room

### SPRING INTERNSHIP & CAREER EXPO (SPRING ICE)

Explore internships and/or full-time employment with regional and national employers. For all interested students.

*Note: This is a Monday/Tuesday Exchange Day.*

Wed., February 20 1:30 – 5:30 pm Millett Hall

*For an updated listing of programs, visit the Office of Career Services Web site at: [www.muohio.edu/careers/](http://www.muohio.edu/careers/)*