



Overview of USF Career Services



Educating Minds and Hearts to Change the World

Register with CSC at www.usfca.edu/career

2130 Fulton Street, University Center, 403
San Francisco, CA 94117-1080
Tel 415/422-6216 Fax 415/422-6470

Monday, Thursday & Friday.....9:00am - 5:00pm
Tuesday & Wednesday.....9:00am -7:00pm
Drop-Ins.....M-Th 2-4pm, Fri 1-3pm, & Tu /Wed 5-7pm

CSC MISSION STATEMENT

The primary mission of the Career Services Center (CSC) is to assist USF students and alumni in developing, evaluating and effectively implementing their career plans. To fulfill this mission, the Career Services Center provides career counseling, job search preparation and recruiting activities.

Clarity Vision Enlightenment

A Career Development Quiz

- Can you explain why you chose your major or your profession?
- Can you list at least five work-related skills and abilities you have?
- Can you name at least three fields of employment into which you might fit?
- Can you name at least five employers who hire people in your chosen field and clearly state why you are interested in working for each one?
- Have you prepared a resume with which you are satisfied?
- Do you have at least 10 networking contacts with whom you can regularly interact?
- Do you know the questions employers are likely to ask you in an interview?

*"I gained...skills and confidence in myself through meeting with you...I now realize that I have...skills, knowledge, and experience that I did not really think about before."
— undergraduate student*

If you answered "no" to any of these questions, we recommend that you visit the Career Services Center (CSC) to begin developing your own career plan for success!

PREPARE: KNOW YOURSELF & EXPLORE YOUR OPTIONS

Meet with a Career Counselor

- ◆ Sessions available in-person and via phone. Use 15-minute Drop-in session for initial meeting; subsequent appointments also available.
- ◆ Identify your interests, skills, personality, and values and relate these unique elements to fulfilling occupational choices; available career exploration & assessment tools* online include:
 - * Strong Interest Inventory (interest)
 - * Myers-Briggs Type Indicator (personality)
 - * Campbell Interest and Skill Survey (interest/skill)
 - Skillscan (skill)
 - Values Driven Work (values)
- *SII, MBTI, & CISS available for a nominal fee, requires initial visit with a career counselor
- ◆ Develop and implement a career plan that takes into consideration your unique combination of interests, education, and experiences.

Research careers, industries, and employers

- ◆ Visit the CSC website and Resource Library for excellent materials (some also available at Gleeson Library) on careers/ industries, employment trends, salary surveys. Computer terminals available for internet research.

Research careers, industries, and employers (continued)

- ◆ Use CSC Career Planning Guides (online and in hard-copy), develop strategies to
 - Research occupations and employers
 - Write resumes and cover letters
 - Prepare for interviews
 - Explore: "What can I do with this degree/major?"
- ◆ Attend Career Information Programs
 - Annual Career Fair and Nonprofit Expo
 - Alumni panels, guest speakers
 - Cooperative programs with classes, student clubs, alumni organizations, academic divisions, and residence life. Call CSC at 415-422-6216 to arrange a program/speaker for your group.

Discover Graduate School Options

- ◆ Meet with counselors for assistance in choosing a program/school, composing admissions essays and preparing for interviews.
- ◆ Access CSC Resource Library and website for grad school resources.
- ◆ Attend our Fall Graduate & Professional School Fair - over 90 school reps inform you about program offerings.

DEVELOP YOUR JOB SEARCH SKILLS

Learn How to Network - the #1 Job Search Strategy!

- ◆ Develop relationships with people who work in your field of interest.
- ◆ Gain first-hand information about careers and industries.

Create Your Job Search Toolkit

- Participate in one of our workshops and/or meet with a career counselor to
- ◆ Develop a job search strategy
 - ◆ Create effective resumes and cover letters
 - ◆ Refine your interviewing skills, participate in videotaped mock interviews
 - ◆ Receive coaching and counseling throughout your search.

CONDUCT A SUCCESSFUL JOB SEARCH

Register with Career Services Center: www.usfca.edu/career
Stay informed about career events of interest to you!

Access Job Listings

- ◆ Full-time, part-time, seasonal, national and international job listings.
- ◆ Available 24/7 via DonsCareers at: <https://usfca-csm.symphonicity.com/students/>
Store your resume for easy forwarding to employers.
- ◆ Listings posted in binders at CSC Resource Library.

Participate in On-Campus Interviews via DonsCareers - Fall & Spring Semesters

- ◆ Recruiters from a variety of companies and organizations interview undergraduate / graduate students and alumni.
- ◆ All registered graduating students and alumni may participate.
- ◆ Visit www.usfca.edu/career to register with CSC and for information / employer schedules.

Participate in Resume Collect Services

- ◆ Post your resume on DonsCareers.
- ◆ CSC forwards registered student and alumni resumes at employers' request.

Career and Internship Fair - Spring semester

- ◆ Network informally with many employers in one place.
- ◆ Learn about employer needs.
- ◆ Present yourself for career and/or internship positions.

Participate in Internship Programs

Internships

- ◆ Find out what it's like to work in a given field, gain valuable work experience, make professional contacts.
- ◆ Thousands of local, national and international opportunities, both paid and unpaid, listed through Internship Exchange:
 - Arts, social service, business, government, education and others.

WHO IS ELIGIBLE FOR CSC SERVICES?

- ◆ Students from all campuses with valid USF identification card or an official notice of admission.
- ◆ USF Alumni.
- ◆ Reciprocal students from other select universities, with a letter from their Career Center Director.
- ◆ *USF CSC does not discriminate on the basis of race, color, age, national origin, gender, sexual orientation, marital status or disability.*

FEES

- ◆ Current USF Students: no charge*
 - ◆ USF Alumni:
 - within one year of graduation: no charge*
 - more than one year after graduation: \$50/year*
 - ◆ Reciprocal Students: \$75*
Includes access to CSC library resources, job listings, workshops, handouts, career fairs, and one individual counseling session (it does not include On-Campus Interviews or the Career Advisor Networks).
 - ◆ Testing: varies
- *Testing and some special service fees priced separately (tests are priced at cost).