

# MAKING THE MOST OF CAREER SERVICES

Developed by

**The Center for Career Services**

973.655.5194 • [www.montclair.edu/career-services](http://www.montclair.edu/career-services)



## AGENDA:

- How Career Advising Works
- Self-Assessment: Focus - 2
- Career Development Services
- Experiential Education – Cooperative Education
- Social Media

# Log into *Hire a Red Hawk* for Career Advising Appts

<https://www.montclair.edu/career-services>



Montclair State University

Career Services

Career Services

About Us

Alumni

## Current Students

Career Counseling

Conduct a Job Search

Co-op & Internship Information for Students

Events and Workshops

Explore Majors and Careers

## My Hire a Red Hawk Account

Hire a Red Hawk How-Tos

Hire a Red Hawk Login

Prepare for Graduate School

Employers

Faculty

On-Campus Jobs

## What is *Hire a Red Hawk*?

*Hire a Red Hawk* is your career services management system. Through *Hire a Red Hawk*, you can:

- Easily find and apply to jobs and internships that match your program of study and interests.
- Request a career counseling appointment with your designated Career Services office.
- Manage your co-op or internship.
- Upload your resume and submit it for critique.
- Sharpen your interview skills with Mock Interviews.
- RSVP to on-campus interviews, employer information sessions, career fairs and workshops.
- Stand out to your favorite employers through a customized student profile.
- Network with recruiters and hiring managers to learn about job/internship opportunities, company culture, campus visits, and much more!

- Home
- Jobs
- Profile
- Documents
- Events
- Interviews
- Employers
- Surveys
- Resources
- Counseling & Calendar
- My Account



### Find a career you'll love!

Tell us your career interests and we'll show jobs, events and campus interviews personalized just for you.

This will take only 2 minutes.

[Get Started](#)



Nolin E Skipper



0

FAVORITE JOBS



0

FOLLOWED EMPLOYERS

[Upload Resume](#)

### Jobs For You

[See More](#)

Try these recommended jobs.

**UA** Student Employee ×  
University Advancement  
23d ago · On-Campus Student Employment

[Favorite](#)

[Not Interested](#)

**FB** Social Media Marketing Assistant  
Feliciano School of Business  
30d+ ago · On-Campus Student Employment

[Favorite](#)

[Not Interested](#)

### Employer Advisory Board



Mike Flanagan | Sr. Applications Development Manager

[Career Counseling](#)

[Request a Counseling Appointment](#)

# Who is my Career Advisor?



## **College of the Arts**

Victoria Nauta | [nautav@montclair.edu](mailto:nautav@montclair.edu) | 973-655-7495

## **College of Humanities and Social Sciences**

Nadine Verna | [vernan@montclair.edu](mailto:vernan@montclair.edu) | 973-655-4374

Jeff Poulos | [poulosj@montclair.edu](mailto:poulosj@montclair.edu) | 973-655-3055

## **College of Science and Mathematics**

Gen Hinson | [hinsonge@montclair.edu](mailto:hinsonge@montclair.edu) | 973-655-7793

## **College of Education and Human Services**

Linda Flynn | [flynnl@montclair.edu](mailto:flynnl@montclair.edu)  
973-655-6874

## **Feliciano School of Business**

Mariah Mayers | [mayersm@montclair.edu](mailto:mayersm@montclair.edu)  
973-655-3200

## **University College**

Adam Mayer | [mayerad@montclair.edu](mailto:mayerad@montclair.edu)  
973-655-5194

# Questions to Ask Your Career Advisor



- What are some job titles MSU graduates have based on my major?
- Who are some of the top employers for my major?
- Can you provide feedback on my resume and cover letter?

# Questions to Ask Your Career Advisor



- When should I pursue a co-op or internship?
- What advice can you share with me regarding the job search?
- Is there someone you recommend I reach out to/network with based on my career goals?

# Self Assessment – Focus-2



Focus-2 is an interactive, online guidance program.

1. Self-assessment of your personal attributes:  
*Interests, Values, Personality and Skills*
2. Major areas of study are identified based on results
3. Your assessment results are matched to occupations

# Focus-2 Menu – Complete the 5 Self Assessments

## Montclair State University

Let's get started developing your personalized career and education plans!



My Career Planning Readiness

START



My Academic Strengths

START

### Self Assessment

Discover majors and occupations that match your personal attributes



Work Interest Assessment

0%

START



Values Assessment

0%

START



Personality Assessment

0%

START



Skills Assessment

0%

START



Leisure Assessment

0%

START

Combine Assessments

0/5 Completed





# Focus-2 Sample Results

## Combine The Results

SAVED	OCCUPATION	GREEN JOBS	BRIGHT OUTLOOK	SUPPORTING MAJORS/PROGRAMS AT MONTCLAIR STATE UNIVERSITY	SALARY	JOB FAMILY	WORK	VALUES	PERSONALITY	SKILLS
	Administrative Service Manager			Economics Business Administration and Management	\$98,930.00	Management	-	V	P	-
	Art Professor			Education Graphic Design Art Fine and Studio Arts	\$81,050.00	Education & Training	-	V	-	S
	Art Therapist			Special Education and Teaching Educational Psychology Dance Art	\$48,190.00	Healthcare Practitioners & Technical	-	V	-	S

# Career Services Events and Programs



- Each Career Services office develops programming and workshops to assist students with their career development
  - Resume/Cover Letter Writing Workshops
  - Co-Op/Internship Info Sessions
  - Employer Info Sessions
  - Webinars
  - Employer On-Campus Interviews/Recruiting
  - Career Fairs

# Career Services Events and Programs



- Host **8 Career Fairs** throughout the academic year
  - Part-time job fair
  - Accounting/Finance Career Fair
  - MSU Career and Internship Fair
  - Seasonal/Camp Fair
  - Government, Law, and Non-Profit Career/Internship Fair
  - Health, Environmental, and Science Fair
  - Arts, Communication and Entertainment Fair
  - Business, Sales, and Technology Fair


# Experiential Education: **Cooperative Education (Co-op)**



Cooperative Education is a university-wide work-based learning course which provides academic credit.

- Partnerships with businesses and non-profit organizations are created to help students explore how classroom learning applies to work-place practices.
- Since its inception, more than **700** businesses and non-profit organizations have partnered with MSU to advance the education of over **14,000** MSU alumni.

# Benefits of a co-op/ internship?



- Test-drive your career
- Develop and enhance marketable skills
  - Teamwork, Leadership, Initiative
- Give yourself an edge in the job market
  - **59%** of interns are offered employment upon completion of their internships and **77.3%** of those interns accept (according to NACE)

# Benefits of a co-op/ internship?



- Opportunity to network – **70 to 80%** of jobs obtained through networking
- Resume builder – what are employers looking for in entry-level?
- Students who complete one or more internships prior to graduation are **more likely to receive a job offer prior to graduating and tend to have a higher salary** in their first positions than those who did not (*Guarise & Kostenblatt, 2018*)

# Previous Co-op/Internship Placements



## **College of Education and Human Services**

- Hackensack Meridian Health Mountainside Medical Center
- Parabolic Performance & Rehab
- SportsCare Physical Therapy
- Sensory Kids & Social Minds

## **School of Business**

- Merrill Lynch/Global Wealth Management
- New York Red Bulls
- Pearl Media
- Enterprise Rent-a-Cars

## **College of the Arts**

- NBC Universal
- The Wendy Williams Show
- WABC-TV
- The Daily Show

# Previous Co-op Internship Placements



## College of Humanities and Social Science

- Arista Behavioral Health
- CBS
- Christopher and Dana Reeve Foundation
- United States Secret Service

## College of Science and Mathematics

- UPS
- Panasonic
- CVS Pharmacy
- Rutherford Animal Hospital



# Experiential Education



## COOPERATIVE EDUCATION: *WASHINGTON CENTER INTERNSHIPS* [HTTP://TWC.EDU/](http://TWC.EDU/)

- ❖ The Washington Center (TWC) is a vital non-profit organization serving hundreds of colleges and universities in the U.S. and other countries by providing selected students challenging opportunities to work and learn in Washington, D.C. for academic credit.
- ❖ Students earn **up to 15 academic credits**
- ❖ TWC's mission is to prepare college and university students for civic leadership through experiential education, promoting future leadership for the public, private and non-profit sectors of society.

# Experiential Education



## COOPERATIVE EDUCATION: *DISNEY COLLEGE PROGRAM*

[WWW.DISNEYCOLLEGEPROGRAM.COM](http://WWW.DISNEYCOLLEGEPROGRAM.COM)

❖ Students earn **6 academic credits** at either the Walt Disney World Resort in Orlando, FL or the Disneyland Resort in Anaheim, CA

❖ DCP is a living, learning and earning experience for college students from all majors and backgrounds. Students can participate in Disney educational courses and seminars, including topics on Marketing, Hospitality, Leadership, Communication, Event Operations, and Career development. These offerings are designed by professionals from the Disney University and recommended for credit by the American Council on Education.

# Social Networking



Visit [www.montclair.edu/careerservices](http://www.montclair.edu/careerservices)  
to sign up!

# MAKING THE MOST OF CAREER SERVICES



**DEVELOPED BY**

**THE CENTER FOR CAREER SERVICES**

**973.655.5194**

**[WWW.MONTCLAIR.EDU/CAREER-SERVICES](http://WWW.MONTCLAIR.EDU/CAREER-SERVICES)**

## Questions?