MAKING THE MOST OF CAREER SERVICES
presented by
The Center for Career Services and Cooperative Education

AGENDA:

• How Career Advising Works
• Self-Assessment Options
• What Can I Do With My Major?
• Career Development Services
• Experiential Education – Cooperative Education
• Social Networking
How Career Advising Works...

Undeclared Students and Alumni
Career advising is done through:

The Center for Career Services & Cooperative Education
Stone Hall, 2nd Floor
973.655.5194
www.montclair.edu/careerservices
How Career Advising Works...

Declared Students

Career advising is done through major departments:

- College of Education and Human Services - Linda Flynn, flynnl@montclair.edu
  - University Hall, room 2154
- School of Business - Diane Freedman, freedmand@montclair.edu
  - Partridge Hall, room 402
- College of the Arts - Elaine Russo, russoe@montclair.edu
  - Life Hall, room 128B
- College of Humanities and Social Science - Beverly Ververs, verversb@montclair.edu
  - Dickson Hall, room 437
- College of Science and Mathematics - Gennae Hinson, csamcareers@montclair.edu
  - Richardson Hall, room 236
**Focus-2** is an interactive, computerized guidance program online.

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
The Center for Career Services and Cooperative Education

The Center for Career Services and Cooperative Education located in Stone Hall. The office provides resources to advance the students’ career development. [About Us | Frequently Asked Questions]

Declared Students: Visit your designated career advisor in your college/school.

Undeclared Students & Alumni: Visit our office for all your career counseling inquiries.

Check out our 4 Year Plan to see how we can help you and how you can help yourself get started in your career.

Semester Office Hours: 8:30am - 4:30pm, Monday - Friday

Workers: 8:00am - 5:30pm, Monday - Thursday; Closed Friday
Your Focus-2 access code is redhawk

Please fill out the form below to create your new account. When you are finished, click the "Continue" button. Fields that are required are in bold.

Your Access Code: 

Your Status: 
- Alumni
- Graduate Student
- Undergraduate Student

First Name: 

Last Name: 

Email: 

Confirm Your Email: 

Create A Username: 

Create a Password: 

Confirm Your Password: 

Continue Cancel

Insert MSU NetID
Focus-2 Main Menu

Career Readiness
- Career and Educational Goals
- Academic Strengths
- Your Accomplishments
- Your Career Planning Status
- Your Personal Development Needs

Self Assessment
- Work Interest Assessment
- Personality Assessment
- Skills Assessment
- Values Assessment
- Leisure Interest Assessment

Narrow and Refine Your Results
See Your Top Career Choices

Explore The Possibilities
- Search by Occupation Name
- Search by Industry
- What can I do with a major in ...?
- Compare Two Occupations Side by Side

Your Career Portfolio
- Review & Update Your Saved Careers
- Review & Update Your Saved Majors
- Review and Print Your Portfolio
Self Assessment Options

Testing is **ONLY** offered through *The Center for Career Services and Cooperative Education*:

**Myers-Briggs Type Indicator**

**Strong Interest Inventory**

- $22 each, payable online through [CareerDirections](#)
- Reliable and valid as scientific instruments
- Two appointments required. For more details call 973.655.5194.
What Can I Do With My Major?

Learn how your major...

- Translates into areas of employment
- The types of employers interested in your major
- Strategies for procuring employment
- See what others have done with their major
- Take a quiz to see your interests, then compare the results to MSU majors, minors and concentrations.
Career Development Services

Career Directions

On and off campus FT/PT jobs and internships are listed 24/7 via Career Directions
Create an account using your Montclair NetID

Welcome to Montclair State University's Career Directions!

Learn all about social networking: Job Hunting in a Tough Economy

No tasks available at this time.

No Events for the Next Week
view all calendar events
Career Development Services

**Workshop Instruction:**
- Online and employer-led workshops are offered.

**Career Fairs:**
- Offered each semester

**On-campus Recruitment:**
- Employers interview students in the Center.

**Employer Relations:**
- Relationships with 1000+ employers.
Career Development Services

VAULT provides inside information on 100s of organizations, including industry overviews, occupation profiles and company discussion areas.

OptimalResume guides you throughout the creation of your resume, offering suggestions on how to phrase your education and employment history. Creating an online portfolio and job seeker website are also offered.
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 14,000 MSU alumni.
Cooperative Education: Getting Started...

- Students must have accumulated **30 credits** and have at least a **2.0 GPA** at MSU prior to taking part in the program.

Begin the process below at least 1 semester in advance from the time student wants to enroll in a Co-op. 1st semester Sophomore is a recommended starting point.

- **First Step:** View the REQUIRED “Who We Are” PowerPoint presentation: [http://www.montclair.edu/career-services/cooperative-education/](http://www.montclair.edu/career-services/cooperative-education/)

- Complete the on-line application.

- **Second Step:** Make an appt to meet with your Co-op Advisor (see next slide).

- Students receive help with resume writing and interviewing skills. Co-op applications are made through an online system.
Cooperative Education: Getting Started...

Once you’ve viewed the “Who We Are” PowerPoint presentation...

- Make an appointment with the Director of Career Services in your college or school, call 973.655.5194.

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<thead>
<tr>
<th>School or College</th>
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Cooperative Education Placements

College of Education and Human Services
- University of Medicine and Dentistry of NJ
- St. Vincent’s Nursing Home
- Metuchen-Edison YMCA
- Verizon Wireless

School of Business
- Merrill Lynch/Global Wealth Management
- Disney Worldwide Services, Inc.
- Atlantic Records
- The NASDAQ OMX Group Inc.

College of the Arts
- Donna Karan International
- BET Networks
- WABC-TV
- The Daily Show with Jon Stewart
Cooperative Education Placements

College of Humanities and Social Science
- Sony Music Entertainment
- CBS
- Christopher and Dana Reeve Foundation
- The GI Go Fund

College of Science and Mathematics
- Omega Biological Laboratories, Inc.
- Kindcare Pediatric Center
- The Attentive Dentist
- The Eye Exam Group
Experiential Education

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 **8 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.
Students earn **3 to 12 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. Courses offered to students, in organizational leadership, human resource management, hospitality management, communications, and personal and career development, are designed by professionals from the Disney University and recommended for credit by the American Council on Education.
Experiential Education

Service-Learning Program is a part of the University’s broader commitment to experiential education.

**Current Service Priorities Include:**

- Literacy
- Service to older adults
- The digital divide
- Substance abuse prevention
- At-risk youth
- Peer mentoring
Social Networking

Be sure to stay connected...

Visit www.montclair.edu/careerservices to sign up!