

Discover

Discovery is the first step of your career development. What do you want? What are your career choice options? In order to consider these questions you have to conduct some serious self-assessment. These workshops will help you focus on your interests, value systems and skills.

Career Decision Making I: What do you Want?

What do you want to be when you grow up? Anybody ask you that lately? Feel like it's time to decide, but you don't know where to start? Let the career experts teach you how to clarify what will make you happy and build a strong foundation for a lifetime of smart career decisions. This workshop will focus on YOU and what you really want. It is highly recommended that this workshop be completed prior to "Career Decision Making II: Generating Options."

Mon	Feb 5	3:40 - 4:30	MU 213
Wed	Apr 4	2:40 - 3:30	MU 208E
Thu	Apr 5	2:40 - 3:30	MU 208E
Mon	Apr 16	2:40 - 3:30	MU 208E

Decide

Deciding what will work for you is a critical step in your career development. How do you evaluate your options? What decision-making style is best for you? What are your goals? These workshops will help you focus on how to gather and evaluate information most effectively.

Career Decision Making II: Generating Options

Overwhelmed by the number of career choices out there? Not sure how to start or where to look? Maybe you already know the answer and just need help seeing it! This workshop will help you identify your options and get ideas for further exploration. It is highly recommended that this workshop be completed after "Career Decision Making I: What do you want?"

Tue	Feb 20	2:40 - 3:30	MU 221
Wed	Apr 11	3:40 - 4:30	MU 208D
Thu	Apr 19	2:40 - 3:30	MU 213
Mon	Apr 30	3:40 - 4:30	MU 221

Do it!

Implementing your plan is the phase of your career development process where you go for it! How do you write a winning resume? What's the best strategy for planning an internship or job search? These workshops will help you focus on gaining experience - it's time to test drive that career you've been planning.

Internships and Co-Op Employment

Today, employers expect new graduates they hire to possess not only a degree, but to have on-the-job experience, as well. This workshop will explain the differences between credit and non-credit internships, co-operative education experience, and part-time employment. It will help identify ways to locate and develop personalized internship and co-op opportunities, and ways to maximize your experience.

Tue	Feb 13	2:40 - 3:30	MU 221
Wed	Feb 28	3:40 - 3:30	MU 213

Career Events

Spring 2007

Summer/Camp Day on the Mall

Wednesday February 7
 10:00 a.m. to 3:00 p.m.
 Cady Mall

What's Good About Education Career Fair

Wednesday February 7
 2:00 to 4:00 p.m.
 MU Ventana

Spring Career and Internship Super Recruiting Day

Thursday February 15
 10:00 a.m. to 3:00 p.m.
 MU Arizona Ballroom

Small and Local Business Career Mixer

Tuesday March 20
 4:00 to 6:00 p.m.
 Student Services Building
 3rd Floor Outdoor Patio

Community Career Mixer

Wednesday March 21
 1:00 to 3:00 p.m.
 MU Union Stage

3rd Annual Career Fashion Show

Wednesday March 28
 1:00 to 2:00 p.m.
 MU Union Stage

14th Annual Arizona Collegiate Job Fair

Saturday March 31
 10:00 to 2:30 p.m.
 Old Main Lawn

Career, Internship & Summer Super Recruiting Day

Thursday April 26
 10:00 to 3:00 p.m.
 MU Ventana

ASU Career Services offers a large variety of services to aid you in your job search, as well as your career planning and development process. For a complete list of all of our services, visit the Career Education Center or www.asu.edu/career.

Do it!

Effective Resumes and Cover Letters

Want to know how to make your resume and cover letter beat the competition and get you an interview? This workshop will show you how to market yourself on paper so you stand out above the rest. Learn how to write strong statements that focus on the valuable skills you've gained from all of your experiences (part-time/full-time jobs, volunteer work, class projects, student organizations, etc.).

Mon Feb 12 3:40 - 4:30 MU 213
Fri Mar 2 2:40 - 3:30 MU 208E
Tue May 1 3:40 - 4:30 MU 221

Evaluating Job Offers and Salary Negotiations

Begin to evaluate how much your skills are worth in your first professional job. Students who negotiate salary with employers end up with a higher salary 80% of the time. In this workshop we will discuss the array of monetary benefits that should be considered during the negotiation process, when to discuss salary and how to communicate your value during the interview process.

Tue Apr 10 3:40 - 4:30 MU 213

Successful Job Search and Networking Strategies

Looking for a job that you will enjoy is a full-time job! Statistics show that up to 80% of people find their jobs through networking. Come to this workshop to find out how to access the "hidden job market" and receive other tips for successful networking and effective job searching. Only 20% of all jobs are posted, while 80% of all the great opportunities are hidden and only found through networking. Learn the importance of connecting with people to get where you want to go in your career. It's all about what you know AND who you know and who knows you!

Wed Mar 28 2:40 - 3:30 SSV 329
Thu Apr 12 3:40 - 4:30 MU 213
Fri Apr 27 2:40 - 3:30 MU 221

Interviewing

Advanced preparation is key to your interview success. Prepare for your interviews by attending this workshop to learn: what to expect at each stage of the interview; behavioral interviewing and answering those difficult questions; professional dress and grooming; appropriate follow-up after the interview. Prepare to effectively relate past performances to answer interview questions. There will be an opportunity to practice answering behavioral interview questions.

Tue Mar 20 2:40 - 3:30 MU 208E
Tue Apr 3 3:40 - 4:30 MU 208E
Mon Apr 16 2:40 - 3:30 MU 208D

International Student Job Search

This seminar will focus on U.S. cultural expectations for interviewing. It will also identify techniques used in executing a successful job search in the United States, including information on Career Services' on-campus recruiting and networking strategies for International students.

Fri Mar 23 3:40 - 4:30 MU 208E

How to Succeed at the Career & Internship Super Recruiting Day

Prepare, communicate, and follow-up! These are the three key elements to a positive job fair experience. This workshop will teach you how to be a winner at the fair by making a great first impression. We'll ease your concerns by telling you what to expect and how to best approach the employers.

Wed Feb 14 3:40 - 4:30 MU 213

How to Succeed at the Arizona Collegiate Job Fair

Prepare, communicate, and follow-up! These are the three key elements to a positive job fair experience. This workshop will teach you how to be a winner at the fair by making a great first impression. We'll ease your concerns by telling you what to expect and how to best approach the employers.

Thu Mar 29 2:40 - 3:30 MU 213
Fri Mar 30 3:40 - 4:30 SSV 329

Business Etiquette for Job Success

This session will review appropriate, considerate and professional behavior for conducting yourself during interview situations. It takes into consideration if you will be interviewing during a meal (incorporates proper table service and ordering), etiquette of introductions, and other well-mannered behaviors. These sometimes overlooked situations can have a tremendous impact on the outcome of the interview and your job search.

Tue Mar 27 2:40 - 3:30 MU 208E



Register on Sun Devil CareerLink today! Sign up for workshops, check the Calendar of Events and post your resume on the web so prospective employers will find you! Go to www.asu.edu/career and follow the link to "Sun Devil CareerLink Student Login."

Once you're registered...

Check out the hundreds of employers that will be conducting on-campus interviews this semester.

Where?

MU - Memorial Union, Tempe campus

SSV - Student Services Building, Tempe campus