

## Videotaped Mock Interviews

Sharpen your interview skills by participating in a video mock interview. Your “interview” with a Career Coordinator will be taped/played back for your review so you can receive feedback and instruction on how to improve your interviewing skills. An appointment is required.

## Academic Partnerships

We have built strong relationships with academic departments on campus, working with faculty to ensure that a wide variety of valuable internships are available for our students.

## Career Library

The Career Library contains many resources on traditional and non-traditional careers. They include:

- Annual reports from national and international companies on the Internet
- 530 career-related and career-search books
- 31 books especially for alumni
- Computers for your job search
- Specialized directories for various fields
- Resources for resumé writing and interview help
- Handouts from workshops presented by our career experts

## Additional Resources

- Salary surveys
- Audio-visual materials
- Government information
- Periodicals

## Suggested Action Plan

### Freshman Year

- Take CSC 121 Career Orientation Course
- Identify your interests, skills and values
- Use Choices Planner
- Talk with career counselor about options
- Find out about Cooperative Education and earn \$\$\$ at Cleveland State University
- Register for [CSUcareerline.experience.com](http://CSUcareerline.experience.com)

### Sophomore Year

- Investigate career alternatives
- Obtain information on occupations that interest you
- Begin to narrow down career choices
- Engage in Co-op and internship experiences
- Register for your Co-op by taking CSC 300/400

### Junior Year

- Take CSC 321 Employment Orientation if you have not taken a career course
- Conduct informational interviews with employers in your field
- Begin learning job search strategies
- Attend Career Development Workshops and Career Fairs
- Update your resume and have it critiqued
- Continue work experience through Co-op/internships and document your Co-op by taking CSC 300/400

### Senior Year

- Register with Career Services for Senior and Alumni Services at [CSUcareerline.experience.com](http://CSUcareerline.experience.com)
- Practice and refine job hunting skills
- Perform a videotaped mock interview
- Attend Career Week events and fairs
- Participate in the On-Campus Recruiting Program

## CAREER SERVICES CENTER

# A COMPREHENSIVE STUDENT GUIDE



Cleveland State University  
engaged learning™

### CAREER SERVICES CENTER

2121 Euclid Avenue, RW 280 • Cleveland OH 44115-2214  
216.687.2233 • FAX: 216.687.9313 • [careers@csuohio.edu](mailto:careers@csuohio.edu)

[www.csuohio.edu/offices/career](http://www.csuohio.edu/offices/career)

## Career Advising

If you are uncertain about your career direction, are having trouble choosing a major, or are thinking about changing your major, you may want to talk with a career counselor. You can schedule an appointment by calling 216.687.2233.

## Career Courses CSC 121, 224, and 321

All courses are designed to be informative in assisting students with their career development issues. Topics include career planning, decision-making, resume preparation, interviewing, ethics in the workplace, and tips on the job-hunting process.

## Choices Planner

Choices Planner is a computerized career guidance program. Through self-assessment exercises, it assists with the career decision-making process. You can make a list of occupations that match your interests/skills/values, and you can choose a college major and see a list of related occupations. You can also research more than 500 occupations. Information includes a career description, educational requirements, salary information, and employment outlook. An appointment is strongly recommended to discuss your results.

## Project Springboard

Offers Cleveland State students with disabilities career advising with a focus on Cooperative Education. The objectives are to aid in defining career goals and to help students gain career-related experiences while they earn their degrees.

## Cooperative Education

Cooperative Education (Co-op) provides the connection between the classroom and the workplace by getting valuable job experience related to one's major. Co-op experience strengthens the resume and can lead to important career contacts. Co-op jobs are paid positions, can be full or part-time, and can also be used to earn academic credit. The Cleveland State University Co-op Program is one of the largest in the nation.

## LINK Program

The LINK Program expands the scope of Cleveland State's Cooperative Education Program by increasing minority student participation. Program efforts begin with the recruitment of graduating high school seniors who plan to attend CSU. LINK enriches the college experience by providing scholarships, mentoring, and a summer preparatory program. The LINK Program increases student corporate awareness and career development skills that promote success in today's competitive job market.

## Electronic Job Boards

A wide variety of part-time (year round) and full-time (summer) jobs that do NOT require a college degree are advertised through Career Services through the CSUcareerline system.

## America Reads

Provides students with rewarding job opportunities working as reading tutors with elementary age children. Flexible hours, a great selection of area schools, and the opportunity to strengthen your resume are just a few benefits along with a great hourly wage. Requirements include a Federal Work-Study Award.

## Facebook

Become a fan of Cleveland State University's Career Services Center on Facebook. Keep up with the latest news, events and career tips, and connect with other fans.

## Senior and Alumni Services On-Campus Recruiting

The On-Campus Recruiting Program is specifically for students who are graduating. More than 300 business, government and service employers interview seniors and graduate students right here on campus. Each semester, orientations are held to familiarize you with the policies and procedures of on-campus interviewing. Log onto **CSUcareerline.experience.com** to see the "Recruiting Schedule."

## CSUcareerline.experience.com

Log onto your future with **CSUcareerline.experience.com**. Visit our website at [www.csuohio.edu/offices/career](http://www.csuohio.edu/offices/career) and register for our Internet based job search system. You will have access to full-time degreed positions, on campus recruiting schedules, and a resume posting system. Co-op students use **CSUcareerline.experience.com** for resume referral to employers. Register for **CSUcareerline.experience.com** now.

## Career Workshops

Each workshop provides an in-depth look at some aspect of the job search or career planning process. A list of times and dates is available in the Career Services Center or at our website.

## Job Fairs

These job fairs provide a format for students to meet employers at different stages during their academic careers to obtain internships, part-time jobs, and full-time professional jobs after graduation. The job fairs are held in Fall and Spring.

## Job Location and Development (JLD)

If you are looking for a part-time job while in school, the Job Location and Development service can offer you numerous opportunities in a variety of fields. JLD jobs are flexible and provide opportunities to gain work experience while earning a paycheck.

