



# FACULTY MENU OF CAREER CENTER SERVICES

---

## PRESENTATIONS & WORKSHOP OFFERINGS

### RECORDINGS

#### **Career Center Overview of Services and Handshake:** 10-15 minutes

Description: Video reviews the services the Career Center has to offer. A short demonstration of [Handshake](#), La Salle's online job and internship portal where students can find opportunities both on and off campus is included. We will also walk students through how to schedule an appointment with a Career Counselor.

COMPETENCY – Career Management

#### **Resume Writing:** 20-50 minutes

Description: Video reviews resume writing basics, format structure, writing bullet statements, appropriate use of verb tense, how to include extracurricular experiences, and work/internship experiences. Additionally, this session provides instructions on where to find Career Center created resume samples and other resources on our website

COMPETENCY – Written Communication

#### **Cover Letter Writing:**

Description: Video reviews cover letter use cases, writing basics, format structure, writing bullet statements, and addresses how to connect your resume to the job description to ensure students are putting their best foot forward. Additionally, this session provides instructions on where to find Career Center created resources on our website

COMPETENCY – Written Communication

#### **Job/Internship Search Strategies:** 30-45 minutes

Description: There are so many methods to find a job that it can quickly become overwhelming. The Career Center wants to help increase students' confidence in the job search process by providing valuable tips and tricks. This presentation goes over how to use Handshake and other online sources when searching for a job or internship as well as how to use LinkedIn to create connections with fellow La Salle alumni. We will also talk about how to use the power of networking to find open positions.

COMPETENCY – Career Management

### IN-PERSON (20+ Students/class)

#### **Focus 2 and Major/Occupation Exploration Workshop:** 40-50 minutes

Description: The [Focus 2](#) Self-Assessment is a great tool for students of all majors and class levels. Not only does the assessment assist those who are undecided, it helps students find and research occupations and areas they may not have previously considered. This workshop includes a discussion on self-assessment and choosing a major. Students will be taking Focus 2 during the workshop; this session requires a computer lab.

COMPETENCY – Career Management

#### **Professional Dress and Communication:** 30-45 minutes

Description: You only get one chance to make a great first impression. This presentation will guide students in understanding the difference between casual, business casual, and business professional dress. We will show several examples and discuss questions students may have regarding articles of clothing or accessories that they should or should not wear in different professional settings. Included in this presentation is how to give a great handshake and how to create a 30-second elevator pitch.

COMPETENCY – Professionalism/Work Ethic

#### **Interview Preparation:** 30-45 minutes

Description: A student has landed an interview for their dream job! Now what? During this presentation, the Career Center will provide interviewing tips (both verbal and non-verbal) and common interview questions. In addition, we will explain "Behavioral Based" interview questions and how to answer them using the "STAR" method.

COMPETENCY – Oral Communication & Career Management



**How to Leverage your Student Experience:** 20-30 minutes

Description: Students are involved in many on and off campus activities (student organizations, athletics, research, church groups, etc.), but they often have trouble conveying those experiences both verbally and in writing to an employer. This short presentation helps students understand why it is important to articulate their successes and tell their story effectively. We will also go over sample resume bullets that are specific to out-of-the-classroom experiences. This session should be presented after a resume writing presentation or workshop.

COMPETENCY – Oral Communication & Professionalism/Work Ethic

**Career Readiness and Explorer Development:** 35-40 minutes

Description: As educators and Lasallians, our goal is to ensure that all students leave La Salle feeling prepared for the world. This workshop includes information on how to recognize one's own strengths, skills, and interests that will help prepare them for an internship or future career. We will write reflections and work in small groups to discuss what employers are looking for in new professionals.

COMPETENCY – Career Management

## ASSIGNMENTS

### *Administering the Focus 2 Self-Assessment*

Obtain the Focus 2 handout and password from us and have your students take the Focus 2 Self-Assessment as a homework assignment. We suggest following up with the Focus 2 and Major/Occupation Workshop above to debrief students on how to read and use their results. This session requires a computer lab.

### *Resume Reviews During Class*

Career Center staff and/or trained student Career Peer Advisors come into your class to review resumes. This assignment type is only available after the Resume Writing Workshop listed above.

### *Appointments with a Career Counselor*

If you would like each student in your class to complete an appointment with a Career Counselor, please contact Julia Kane, at [kanejs@lasalle.edu](mailto:kanejs@lasalle.edu). This assignment needs to be scheduled and confirmed **6 weeks prior** to the due date. We may offer an alternative due date ensure counselor availability.

### *Interview Preparation Appointment*

If you would like each student in your class to complete an appointment with a Career Counselor, please contact Julia Kane, at [kanejs@lasalle.edu](mailto:kanejs@lasalle.edu). This assignment needs to be scheduled and confirmed **6 weeks prior** to the due date. We may offer an alternative due date ensure counselor availability.

### *Mock Interview*

Mock interviews **MUST** be preceded by an Interview Preparation Appointment or Interview Preparation Presentation. It can also be preceded by a Big Interview assignment. Assigned mock interviews need to be scheduled and confirmed **6 weeks prior** to the due date. We may offer an alternative due date to ensure counselor availability. Mock interviews as an assignment happen two ways. The first is a traditional appointment scheduled through Handshake on the student's own time. The second is one dedicated afternoon or evening and students must pick a time slot. At times, we are able to include alumni to assist us with afternoon/evening mock interview days.



## OTHER WAYS TO INCLUDE THE CAREER CENTER IN YOUR SEMESTER PLANS

### *Planned Absence*

Do you have a planned absence this semester? If so, the Career Center is able to come in your place to give any of the seven presentations/workshops listed above. Please contact Julia Kane, at [kanejs@lasalle.edu](mailto:kanejs@lasalle.edu), at least **3 weeks prior** to your planned absence.

### *Canvas & Syllabus*

Add Career Center information to your Canvas course and syllabus.

### [TEMPLATE]

Career Resources: Visit the Career Center for career planning, job search resources, resume review, interview preparation, Career Closet access, student employment questions, and more! The Career Center is located in Founders' Hall Room 128 (office hours - 8:30 am – 4:30 pm) and can be contacted via email, at [careers@lasalle.edu](mailto:careers@lasalle.edu), or by phone, 215-951-1075. Check out the Career Center [Website](#) for more resources, programming, and additional information.

Handshake is the school's official job/internship portal. Thousands of employers are hiring students on Handshake. Once you fill in your career interests, you'll get personalized recommendations for jobs and events and direct outreach from employers interested in students like you—80% of students with a complete Handshake profile get messaged by employers!

- Activate your account at [app.joinhandshake.com](http://app.joinhandshake.com)
- Download the Handshake app from [Apple](#) or [Google Play](#) so you get notifications on the latest jobs, events, and employers
- Learn more: ["5 Reasons You Need Handshake More Than Other Career Sites"](#)

### *Attend a Career Center Event*

Encourage your students to attend a career fair, networking night, employer panel, or other event hosted by the Career Center.