

# Career Center Services Guide



@lasalleu\_careers



@LaSalleUniversityCareerCenter



<https://www.lasalle.edu/career-center/>

# Our Mission

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CAREER CENTER | CONNECTING ALUMNI TO EMPLOYERS

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*The Career Center at La Salle offers an array of career readiness services, programs, and resources so that every graduating student will be prepared to achieve their goals, whether that be graduate school, full-time employment, or long-term volunteer opportunities. Regardless of whether you're a current student or alumni, our staff is ready to help you for a lifetime of career success.*



# Our Career Center

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CAREER DEVELOPMENT & STUDENT ENGAGEMENT TEAM

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## Hiring In Progress

Career Center Director

*Email: [jonesv4@lasalle.edu](mailto:jonesv4@lasalle.edu)*

*Phone: 215-951-1682*



## Julia Kane

Assistant Director of Career Development

*Email: [kanejs@lasalle.edu](mailto:kanejs@lasalle.edu)*

*Phone: 215-951-5172*



## Delaney Allen

Career Center Student Employment Program (SCOPE)  
Graduate Assistant

*Email: [scope@lasalle.edu](mailto:scope@lasalle.edu)*

*Phone: 215-951-1075*



# Our Career Center

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EMPLOYER RELATIONS & EVENTS TEAM

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## Noelle Stueck

Assistant Director of Employer Relations & Events

*Email: [stueck@lasalle.edu](mailto:stueck@lasalle.edu)*

*Phone: 215-951-1171*



## Penelope Grob

School of Business Career Center Liaison & SOB  
Employer Relations

*Email: [grob@lasalle.edu](mailto:grob@lasalle.edu)*

*Phone: 215-951-5113*



## Raven Domingo

Career Center Employer Relations Graduate Assistant

*Email: [careers@lasalle.edu](mailto:careers@lasalle.edu)*

*Phone: 215-951-1075*



# Our Services

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## STUDENT SERVICES & LINKS

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### Appointments

The Career Center offers appointments to students on a daily basis on all career related topics:

- Career Readiness
- Resume/Cover Letter Review
- On Campus Student Employment (SCOPE)
- Internship/Job Search
- Interview Prep/Mock Interview
- Networking Strategy/Linkedin Branding
- Grad School
- & more!

Schedule an appointment on Handshake [here!](#)

### Interview Suite Reservations

Students can reserve the Career Center's Interview Suite rooms for virtual interviews on a daily basis, Monday through Friday from 8:30 AM to 4:30 PM. Appointments can be made online through Handshake [here](#).

### Drop In Sessions

Drop In Hours are available to students everyday for resume & cover letter reviews, no appointment needed. Drop Ins run Monday-Friday from 11:00 AM to 1:00 PM. Check in at the Career Center.

### Headshot Photos

Headshot Photos are available to students every Tuesday & Thursday, no appointment needed from 11:00 AM to 1:00 PM. Check in at the Career Center.

### Career Closet

The Career Closet is available to students every day during office hours, Monday through Friday from 8:30 AM to 4:30 PM. Check in at the Career Center.

For more information on each of these topics, click on the section links to the left!

<https://www.lasalle.edu/career-center/>



# Handshake: Students

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## STUDENT ACCOUNT SERVICES & LINKS

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### Handshake: What is it?

Handshake is La Salle's online career tool and job board that allows employers to post jobs and connect with schools around the nation and internationally. La Salle is now one of many universities to partner with Handshake that further expands this network of academics and opportunities. Handshake is a powerful tool that helps job seekers find full-time, part-time and internship opportunities with Fortune 500 companies and neighborhood businesses alike.

### Handshake Student Account

Search for the perfect job, internship, or Co-Op; post your resume and get it reviewed by the career center; register for on campus/off campus or virtual events, & more! Register for Handshake ASAP to utilize all that is has to offer as early as your first semester of Freshman year!

<https://app.joinhandshake.com/login>

### Handshake Help Center

[Students & Alumni](#)  
[Getting Started With Handshake](#)  
[The Student Onboard Experience](#)  
[Career Exploration](#)  
[Find A Job or Experience](#)  
[Build Your Network](#)

### Handshake Tools

[Jobs & Internships](#)  
[Employers](#)  
[Employer Events](#)  
[Career Fairs & Campus Events](#)

For more information on each of these topics, click on the section links to the left!

<https://www.lasalle.edu/career-center/information-for-students/using-handshake/>



# Career Resources

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## STUDENT TOOLS & LINKS

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### **Resume & Cover Letter**

Resumes and cover letters are typically the first impression an employer will perceive of you. It's best to market yourself in a position that clearly articulates your abilities and experiences in a professional and well-written manner. For more information, review our Resume & Job Search Correspondence Packet [here!](#)

### **Job Search**

Finding a job or internship takes quality time and energy to ensure a successful end. Preparing yourself prior to starting the internship or job search process will help you stay motivated!

### **Networking**

Networking is a great way to build your web of contacts that can help support you on your professional development journey. Networking does not come easily for everyone, and for many, it requires breaking out of one's comfort zone.

### **Interviewing**

There are a few stages of the Interview Process to be prepared for: Warm Up, Information Exchange, and Wrap Up. Utilize our tool, Big Interview, for mock interview practice with AI technology and questions sets for every industry!

### **Big Interview**

### **Affinity Communities**

Affinity Communities are identity-focused groups that provide students with specialized content that integrates diversity, equity, and inclusion within the career development journey.

For more information on each of these topics, click on the section links to the left!

<https://www.lasalle.edu/career-center/>

# Career Stages

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## STEP 1 : SEARCHING FOR A JOB

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### How Do I Decide What Job Opportunities Are The Right Fit For Me?

- Look over the required qualifications
  - Do you meet the minimum requirements?
- Look over the preferred qualifications
  - Do you meet most of the preferred skills?
- Review the job responsibilities
  - Do you see yourself in this role?

### How Do I Determine If A Potential Job Opportunity Is Worth Applying To?

- Research the company or organization
  - Check their website mission and values. Check reviews from previous employees (if applicable).
- Things To Consider Before Applying:
  - Location Salary, Benefits, PTO, Opportunity for advancement, & Job Security

### Where Should I Be Searching For Jobs?

- Handshake
- LinkedIn
- Indeed
- Zip Recruiter
- Monster
- Glassdoor

### How Do I Successfully Search For Jobs?

- Aim for applying to 2-3 jobs per day, or around 10-15 per week
- Network while applying to jobs:
  - Use LinkedIn to initiate conversations with experienced alumni in your desired field of interest



# Career Stages

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## STEP 2: APPLYING TO A JOB

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### How Should I Prepare For Applying To Jobs?

- Revise and update your resume
- Tailor your cover letter to each job
- Confirm your list of references
- Clean your social media profiles
- Update your LinkedIn page
  - Network with people in your field about potential jobs

### How Many Jobs Should I Apply To At A Time?

- It's good to apply to as many jobs as possible to increase your chances of landing a job
  - Make sure each application is still quality material
- Aim for 2-3 job applications per day, if applicable for your field

### What Should I Do After Applying To A Job?

- Send a follow up email
  - Be polite & keep it short
  - Reinforce your skills
  - Include any additional information
- Follow up a week or two after applying
- If another week passes and they have not responded, email again or call

### Examples Of How To Follow Up After Applying To A Job

- The Balance Careers -
  - Click on the link to view the samples
- Indeed -
  - Click on the link to view the samples

# Career Stages

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## STEP 3: INTERVIEWING FOR A JOB

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### How Should I Prepare For An Interview?

- Carefully read over the job description and required or preferred qualifications
- Research the company and position
- Research the interviewers
- Practice answers to common questions:
  - Sample Interview Questions
- Prepare questions for the employer

### How Do I Interview If I Feel I Am Underqualified or Inexperienced?

- Reframe your skills - focus on the skills you have and how to showcase them in the interview
- Pick up on the skills you lack - do some research and watch tutorials
- Provide the employers with good recommendations from previous work

### What Should I Do After An Interview?

- Send a follow up email to every person in the interview:
  - Thank them for taking the time to meet with you
  - Mention something you enjoyed discussing or learning about during the conversation
- Include a statement of a quick recap of your candidacy

### Examples Of How To Follow Up After A Job Interview

#### The Balance Careers -

- Click on the link to view the samples

#### Indeed -

- Click on the link to view the samples

# Career Stages

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## STEP 4: NEGOTIATING A JOB

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### How Do I Determine A Good Starting Salary?

- Research the average starting salary range for your position of interest
- Use salary calculating and research tools to determine your worth:
  - [Pay Scale](#)
  - [Salary.com](#)
  - [Glassdoor Know Your Worth](#)

### When Should I Negotiate With A Prospective Employer?

- Negotiate after you have received an offer from a prospective employer
- Ask for time to look over the offer if you need it, typically within 48 hours
- Prepare your talking points before responding
- Only counter the offer once or twice at most, then give the employer your response

### How Do I Negotiate A Salary Offer From A Job?

- Schedule a time to discuss over the phone or reply with a formal letter over email
- Don't push too hard, only ask for what you genuinely believe is fair
- Create a list of talking points:
  - Experience, Results in previous roles, Skills, Certifications, Etc.

### Examples Of Sending A Letter Of Salary Negotiation

- Indeed Salary Negotiation Email Examples:
  - [Negotiating Salary Tips and Samples](#)
- The Balance Career Salary Negotiation Email Examples:
  - [Negotiating Salary Tips](#)
  - [Counter Offer Letters](#)

# Career Stages

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## STEP 5: ACCEPTING OR DECLINING A JOB

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### What To Consider Before Accepting A Job Offer?

- Ask for the offer to be given to you in formal writing
- Ask for time to consider, typically 24 hours is acceptable
- Factors To Consider:
  - Salary
  - Employee Benefits
  - Retirement Plans

### How Do I Accept or Decline A Job Offer?

- **Accepting:** If you decide to accept the offer, send the company a formal acceptance letter, even if you have already accepted over the phone or in person
- **Declining:** If you decide to decline a job offer, be honest, professional, and polite

### What To Include In A Job Offer Acceptance Letter?

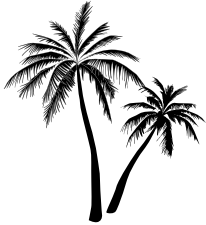
- Statement of gratitude and appreciation for the opportunity
- Statement of acceptance for the offer Terms and conditions of employment (salary, benefits, job title, etc.)
- Starting date of employment
  - Tip: Keep it brief, express gratitude, proofread and edit

### Examples Of Accepting or Declining A Job Offer

- Accepting -
  - Click on the link to view the samples
- Declining -
  - Click on the link to view the samples



# Events Calendar

**JULY****AUGUST**

**INVOLVEMENT FAIR -  
AUG 29 @ 12:00 -  
2:00 PM  
LA SALLE UNION**

**SEPTEMBER**

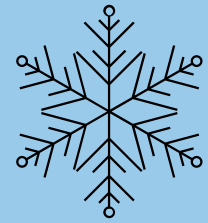
**BITCOM  
NETWORKING NIGHT  
-  
SEPTEMBER 12 @  
5:30 - 7:30 PM  
FOUNDERS HALL**

**OCTOBER**

**SOHCIV  
NETWORKING NIGHT  
-  
OCTOBER 24 @ 5:30 -  
7:30 PM  
FOUNDERS HALL**

**NOVEMBER**

**HSHS NETWORKING  
NIGHT -  
NOVEMBER 21 @ 5:30  
- 7:30 PM  
FOUNDERS HALL**

**DEC/JAN****FEBRUARY**

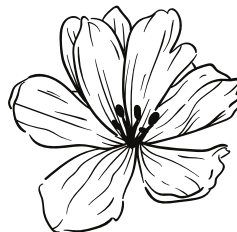
**SPRING JOB FAIR  
-  
FEBRUARY 6 @ 12:00 -  
2:00 PM  
FOUNDERS HALL**

**FEBRUARY**

**HEALTH & WELLNESS  
FORUM  
-  
FEBRUARY @ 12:00 -  
2:00 PM  
FOUNDERS HALL**

**MARCH**

**EDUCATION FORUM  
-  
MARCH @ 5:30 - 7:30  
PM  
CONNELLY LIBRARY**

**APRIL****MAY****JUNE**