

## **Career Services Guide for Parents and Families of Incoming UWSP Students**

Our mission is to provide comprehensive career/life planning and job search services linking education and the world of work for UWSP students and alumni.

### **WHAT WE DO**

We provide the following services through individual contact, group presentations, classroom instruction, our office Web site, Internet resources, and print materials accessible in our office resource room:

#### **Career Exploration**

- Career counseling for all academic majors as well as undeclared students
- Assessments (interest, skill, personality) with personal interpretation of results
- WISCareers (online career information and resources)
- Training in effective ways to use the Internet to locate career, employment and educational information
- Partnership with the Student Academic Advising Center to assist undeclared students in identifying options and choosing a direction

#### **Intern, Seasonal, and Career-level Job Search**

- *CareerPoint*, our online system of continuously updated intern, seasonal, and career-level job listings
- Links for employers with departmental intern coordinators and students seeking internships
- Coordination with the Student Involvement & Employment Office to publicize summer job listings and recruiting events
- Resume and cover letter writing assistance
- Interview preparation and follow-up
- Self-directed job search strategies including networking to tap the “hidden job market”
- Employer database access through the *CareerPoint* online system
- Career events calendar – extensive schedule of workshops on career and job search topics
- Referral of candidates to employers seeking intern or career-level candidates
- Coordination of and sign-up for employer visits to campus for interviews, informational sessions, and/or booths
- Job fairs - sponsorship of events in a variety of fields and preparation strategies to promote a productive experience

#### **Graduate/Professional School**

- Graduate/professional school indexes, Web links, and catalogs for many schools in Wisconsin and surrounding states
- Study guides and applications for graduate admission exams
- Assistance with the identification of programs and the application process.

These services are available to current UWSP students as well as our alumni.

### **WHAT STUDENTS TELL US**

Based on research of our students: \*

- Over 72% indicate working on life planning is a top or high priority
- Over 77% indicate making a commitment to a chosen career is a top or high priority
- Over 67% indicate that developing an awareness of work is a top or high priority

Our students are clearly concerned about their futures and are pursuing higher education to enhance their employability after graduation.

## **WHAT EMPLOYERS TELL US**

- Based on our individual contacts with employers and supported by nationwide research: \*\*
- Obtaining practical work experience before entering a career field continues to be important, with many employers using their internship programs for employee development and hiring
- Strong emphasis is placed on communication, leadership, teamwork, computer literacy, and being able to manage information with advanced critical thinking skills
- Focus is on integrity, initiative, innovation, continuous learning, and global understanding.
- Graduates are expected to be able to market their academic preparation and transferable skills effectively through their correspondence, resumes, and interviews with employers
- Geographic mobility is important to maximize employment options and promotional opportunities

The first position upon graduation is usually a stepping-stone in the career path, not the destination.

Sources:

- \* "Stated Wellness Needs of Graduating Seniors and Entering Freshmen at the University of Wisconsin-Stevens Point," Robert Mosier, Ph.D., University of Wisconsin-Stevens Point, 2006-2007.
- \*\* "2006 – 2007 Recruiting Trends," Collegiate Employment Research Institute, Michigan State University, 2006.

## **WHAT YOU CAN DO TO HELP**

Encourage your student to:

- Think about and plan for the future early in their college education
- Visit our office for a career assessment
- Meet with us to discuss their interests as well as develop career plans and job search strategies
- Attend career programs sponsored by our office
- Join campus or community organizations that will help them investigate careers and develop skills for future employment
- Pursue an internship or other practical experience during their college years
- Participate in job fairs and on-campus interviews for summer, intern, or career employment
- Develop a portfolio documenting their accomplishments, experiences, and academic preparation
- Learn more about the world of work and job search strategies (we recommend books such as *Career Planning Today*, by C. Randall Powell, and *What Color Is Your Parachute?* by Richard Bolles, with the companion Web site: [www.jobhuntersbible.com](http://www.jobhuntersbible.com))

In addition, you can:

- Be patient; recognize that most college students are apprehensive about making career decisions when faced with a multitude of choices
- Be a good listener when your student wants to talk with you about career plans and concerns
- Be a mentor; be willing to share your experiences and help make contacts with professionals in fields that may be of interest to them
- Encourage your student; let them assume responsibility for their own academic success and career direction

## **WHO WE ARE**

Mary Mosier, Director

Lorry Walters, Associate Director

John Zach, Career Development Coordinator

Mike Pagel, Career Specialist (and Coordinator of New Student Orientation)

Lauri Martin Keefe, Career Specialist

Patti Tomlinson, Scholarship & Honors Intern Program Coordinator

**WHERE WE ARE AND HOW TO CONTACT US:**

Career Services Office

134 Old Main

UW-Stevens Point

Stevens Point, WI 54481

Web page: [www.uwsp.edu/career](http://www.uwsp.edu/career)

Email address: [career@uwsp.edu](mailto:career@uwsp.edu)

Phone: 715-346-3226

Hours: Monday-Friday 7:45 am-4:30 pm

Walk-ins (academic year) Thursdays 1-4 pm