



FALL 2016 Workshops & Events

the CAREER Center

Career & Professional
Development

Fall Career & Internship Fairs

Three targeted Career & Internship Fairs will be offered this fall, enabling you to reach employers in specific industries. Register beforehand to attend one or all three, depending on your career interests. Bring resumes and dress professionally! Check your ToroMail for more details.

STEM & Health Science Career & Internship Fair

Tuesday, October 11, 12:00 – 3:00 PM
Loker Student Union Ballrooms

Business, Government, & Other Career & Internship Fair

Wednesday, October 12, 12:00 – 3:00 PM
Loker Student Union Ballrooms

Arts & Entertainment Career & Internship Fair

Thursday, October 13, 12:00 – 3:00 PM
Loker Student Union Ballrooms



Career & Internship Fair Preparation Week

**Personal Branding & Networking:
Standing Out Before, During, and After the Fair**
Monday, October 3, 1:00 PM – 2:00 PM,
Career Center, Welch Hall 360

Advanced Job Search

Monday, October 3, 4:00 PM – 5:00 PM,
Loker Student Union 324-325

STEM & Health Sciences Resume Writing

Tuesday, October 4, 2:30 PM – 3:30 PM,
Career Center, Welch Hall 360

Preparing for the Career & Internship Fair: Employer Panel

Tuesday, October 4, 5:30 – 6:30 PM,
Loker Student Union Ballroom B

Introduction to LinkedIn

Wednesday, October 5, 1:00 – 2:30 PM,
Welch Hall C155

Business & Government Resume Writing

Wednesday, October 5, 5:00 – 6:00 PM,
Career Center, Welch Hall 360

Arts & Entertainment Resume Writing

Thursday, October 6, 2:30 – 3:30 PM,
Career Center

Getting the Internship You Want

Thursday, October 6, 4:00 – 5:00 PM,
Loker Student Union 324-325

Ace Your Interview!

Monday, October 10, 2:30 – 3:30 PM,
Career Center, Welch Hall 360

ONLINE Career Resources

Log on at CSUDH.EDU/CareerCenter

Need an internship or job?

Created for CSUDH students and alumni, use Torodobs to:

- Search for jobs & internships
- Sign up for career counseling appointments, workshops & events
- Submit your resume for a critique
- Submit your resume to interested employers

Update your profile today!



What Can I Do With This Major?

- Ties your major to career paths
- Offers advice on how to be your competitive best

Focus II

- Provides quick and easy assessment tools
- Offers current career information
- Torodobs is your access code

Be Your Competitive Best in Your Next Interview. Try Interview Stream.

- Practice interviewing via webcam.
- Save and review your interview with a career counselor.
- Webcams are available in the Career Center, WH 360, or Instructional Media Center, Library C121.
- Your ToroMail email address is your access code.

Watch Career Spots Job Search Videos

Need quick tips on your resume, dressing for the interview, your elevator speech and more? These videos will give you the answers.

GoGlobal

This online resource provides career and employment information to international and study abroad students. Access world-wide internship and job postings, H1-B employer listings, corporate profiles, career resources, and more! Log on to Torodobs to gain access.

Above are free services to CSUDH students.

the CAREER Center

Career & Professional Development

Location: Welch Hall, D360

Phone: 310-243-3625

Email: CareerCenter@csudh.edu

Website: CSUDH.EDU/CareerCenter

Office Hours

Monday – Friday
8:00 AM – 5:00 PM

Drop-in Hours – No Appointment Necessary

Fall 2016 Drop-in Hours:
Tuesday, 9:00 AM – 12:00 PM and
Wednesday, 1:00 – 4:00 PM

Have a quick career question?
Fifteen minute consultations are available with a career counselor during Drop-in sessions.

Other Career Center Events

Internship Week

Join us for a week dedicated to learn about internships, how to find one, and connect with employers from a variety of companies. Join us for employer panels, giveaways, and more! Check your ToroMail for more details!

Tuesday, November 1 – Thursday, November 3

LSU East Vendor Walkway Drop-ins

Bring your lunch and join us at the LSU Vendor Walkway for a 15-minute consultation.

Tuesdays, Aug. 23, September 6, September 20, October 4, October 18, November 1, November 15
11:30 AM - 1:30 PM

Library Drop-ins

For those students who cannot make our normal business hours, drop-in hours will be hosted at the Library every Wednesday from 4:00 PM – 7:00 PM, October 5 – November 16

Wednesdays, October 5, October 12, October 19, October 26, November 2, November 9, November 16

Transfer Toro Thursdays

The Career Center will be hosting a variety of programming focusing on career & professional development for transfer students in the areas of: resumes, internship & job search, professional organizations & involvement, and strengths development.

Thursdays, November 3, November 10, November 17
Loker Student Union 324
2:00 - 4:00 PM

ASI Dining Etiquette Luncheon

Join the Career Center and ASI, Inc. to learn business etiquette, networking, and effective communication over a formal lunch.

Thursday, November 17, 12:00 – 2:00 PM
Loker Student Union Ballroom B

Toros Helping Toros: Alumni Employer Panel

Come meet CSUDH Alumni and learn about their career & professional development journey, tips on utilizing the alumni networking circuit, and how to conduct a strategic job search.

Wednesday, November 30, 4:00 – 5:30 PM
Loker Student Union Ballroom B

Welcome Week

Monday, August 29 - Thursday, September 1
9:00 AM - 4:00 PM
Career Center, Welch Hall 360

The Career Center is offering expanded drop-in hours during Welcome Week. Stop by the Career Center during these hours where you can develop a career plan, explore job or internship opportunities on ToroJobs, and enter a raffle to win prizes. Watch your ToroMail for further information.



On-campus Recruiting Events September through November

Information Sessions

Employers host information sessions each semester regarding full-time and internship opportunities with their organizations.

On-campus Interviews

Job and internship interviews with national companies and public agencies take place on campus each semester. Visit ToroJobs and check your ToroMail to see the companies interviewing on-campus.

Popular requests include candidates for management, sales, accounting, finance, information systems, and customer service positions. Watch your ToroMail for announcements.



Career & Professional Development WORKSHOPS

Please sign up for workshops in advance through ToroJobs. Go to the schedule on our website, CSUDH.EDU/CareerCenter. All workshops are held at the Career Center, Welch Hall D360, unless otherwise noted.

What Can I Do with This Major?

Not sure of your career options? Learn how to connect your major with careers to make informed decisions about your future.

Wednesday, September 14, 2:30 - 3:30 PM
Thursday, November 10, 4:00 - 5:00 PM

Writing a Resume from Scratch

Never written a resume before? Never fear! This workshop will help you create your resume from scratch.

Thursday, September 15, 4:00 PM - 5:00 PM
Monday, October 31, 1:00 PM - 2:00 PM
Tuesday, November 22, 11:30 AM - 12:30 PM

Writing a Winning Resume

Learn tips to prepare a competitive resume that is ready for the job market.

Monday, September 26, 2:30 PM - 3:30 PM
Tuesday, October 18, 1:00 PM - 2:00 PM
Monday, November 28, 4:00 PM - 5:00 PM

Advanced Resume Writing

Are you a seasoned professional looking to polish your resume? This workshop will help you stay competitive in the job market.

Monday, October 10, 4:00 PM - 5:00 PM
Thursday, October 27, 4:00 PM - 5:00 PM

Aspirational Resume Workshop *HOT WORKSHOP*

Develop your aspirational resume: a career plan clarifying what to do now in order to reach your future career goals.

Tuesday, September 27, 11:30 AM - 12:30 PM
Monday, November 7, 1:00 PM - 2:00 PM

Ace Your Interview!

Learn about winning employment interview skills and techniques in this workshop.

Monday, October 10, 2:30 PM - 3:30 PM
Tuesday, November 8, 11:30 AM - 12:30 PM

Job Search Success

Learn successful strategies for getting even the most "one-of-a-kind" opportunities using proven job search techniques. Hear about new ways to think "outside the box" in a competitive job market.

Monday, September 12, 1:00 PM - 2:00 PM
Wednesday, November 16, 2:30 PM - 3:30 PM

Getting the Internship You Want

This workshop will cover what an internship is, how to find one, tips on preparing for, and getting the most out of your internship once hired.

Thursday, October 6, 4:00 PM - 5:00 PM,
(Loker Student Union 324-325)

Career Planning Tool Box

Learn various steps and strategies on how to explore and narrow down potential career paths using assessment tools such as the Myers-Briggs Type Indicator (MBTI), Strong Interest Inventory, and StrengthsFinder.

Thursday, September 29, 2:30 PM - 3:30 PM
Thursday, December 1, 1:00 PM - 2:00 PM

Personal Branding — Stand Out from the Crowd

Learn tips for career & professional branding techniques, including effective networking techniques and dressing for success. This workshop can help you prepare for meeting employers at our Career & Internship Fairs and events!

Wednesday, September 7, 2:30 PM - 3:30 PM
(Career Center, Welch Hall 360)
Monday, November 21, 4:00 - 5:00 PM
(Loker Student Union 324-325)

Introduction to LinkedIn

Learn what LinkedIn is, its various functions, why it's the #1 professional networking tool, and how to start your own.

Wednesday, October 5, 1:00 PM - 2:30 PM,
(Welch Hall C155)

Advanced LinkedIn Workshop

This workshop is for those who already have a LinkedIn page, and want to learn how to maximize its functions.

Tuesday, November 15, 4:00 PM - 5:30 PM
(Welch Hall C155)



Graduate & Professional School WEEK

Graduate School: Is it for you?

Monday, September 19, 1:00 - 2:00 PM, Career Center

PEGs - Personal Statement Workshop

Monday, September 19, 4:00 - 5:30 PM,
Loker Student Union 324-325

Thursday, September 22, 4:00 - 5:30 PM,
Loker Student Union 324-325

Law School Panel:

Understanding the Difference Between
Accredited and Non-accredited

Tuesday, September 20, 2:30 - 3:30 PM, Career Center

Healthcare Professions Panel

Tuesday, September 20, 4:30 - 6:00 PM,
Loker Student Union 324-325

University of West Los Angeles Drop-in Hours: Questions about Law School

Thursday, September 22, Career Center, (Time TBD)

Financing Graduate & Professional School

Thursday, September 22, 2:30 - 3:00 PM, Career Center

Graduate School Fair

Wednesday, September 21, 10:00 AM - 2:00 PM
Loker Student Union East Vendor Walkway

Considering graduate school? Meet with representatives from graduate and professional school programs in California and throughout the U.S.

the CAREER center

The Career Center offers assistance to students seeking to determine and match their academic studies, skills, interests, and abilities with a potential career path. The Career Center provides individual career & professional coaching appointments, workshops, and employer networking events.

Review this calendar for a list of events, services, and programs we are offering in Fall 2016.

TIP: Plug in the dates now to your calendar and set reminders!

Career Counseling Appointments:

One hour appointments available. Log on to ToroJobs, and schedule at least 24 hours in advance:
CSUDH.edu/CareerCenter

Resume Critiques:

We provide reviews of resumes, cover letters, personal statements, and curriculum vitae (CV). Log on to ToroJobs, submit your document, and a counselor will critique your document for you in three business days. Personal statements require an appointment with a career counselor. You may also bring your resume or cover letter to Drop-in hours.

Interview Practice:

You can now practice your interview answers using our interactive Interview Stream software in ToroJobs. Practice at home with your personal computer if you have a webcam, or call the Career Center to request an interview practice room with "smart" capabilities.

Career Library:

Features books, directories, newspapers, and trade magazines on career topics, employers, and graduate study.

The Career Center offers six PC computers to allow career planners and job hunters the ability to conduct online job searches, type resumes, draft personal statements, and access software to help in their career and professional development needs.

Virtual Career Center:

Numerous resources are available at CSUDH.EDU/CareerCenter, including schedules of upcoming events, jobs online, streaming videos of workshops, and a variety of how-to guides.