# Overview of Career Center Services

## Career Planning
- Individual career counseling and daily drop-in appointments
- Major choice assistance
- Career exploration panels and workshops
- Career Assessments: Myers Briggs Type Indicator, Strong Interest Inventory, Focus2, and CareerLeader
- Career development programs for first-generation college students, student veterans, students with disabilities, undocumented students, and international students

## Job Search Assistance
- UCR Handshake – Online job and internship search database for students
- Job search, resume writing, cover letter writing, and interviewing Workshops
- Mock interview practice using the StandOut mock interview tool in the Resources section of UCR Handshake
- Work-study job listings in UCR Handshake
- On-Campus Interview Program: October–May (Juniors/Seniors)
- Employer information sessions, employer coffee chats, and various job search strategy workshops
- Annual job fairs:
  - Finance, Accounting and Business Job Fair
  - Career Expo: The Diversity Job Fair
  - STEM (Science, Technology, Engineering & Math) Job Fair
  - Engineering & Technology Job Fair
  - Internship and Nonprofit Fair
  - Teacher Job Fair
  - Spring Job Fair: Career Night
  - Last Chance Job Fair

## Internships
- Gain pre-professional or professional experience
- Clarify career goals
- Option to earn academic credit
- Online internship database in UCR Handshake

## Graduate & Professional School Planning
- Resources for finding schools and the application process
- Mock interview practice with a career counselor and via the StandOut mock interview tool in the Resources section of UCR Handshake
- Information on finding financial resources and test information
- INTERFOLIO – Open letters of reference file for graduate school
- Annual Information Day Fairs: Graduate and Professional School Information Day Fair, Law School Information Day Fair, and Health Professions School Information Day Fair
- Tailored workshops and panels

## Online Services
- ONLINE WORKSHOPS AND RESOURCES – Miss the latest Career Center workshop? Check out PowerPoints and handouts in the Virtual Career Center at careers.ucr.edu -> Resources -> Online Workshops & Resources
- UCR HANDSHAKE includes UCR’s exclusive job and internship database
- VAULT REPORTS – Research companies and industries
- CAREER ASSESSMENTS – Connect values, interests, personality, and skills to majors and careers
- YOUTUBE – Watch videos created by peer advisors
- CAREER SHIFT – Search, store, and record hundreds of job listings
- GLASSDOOR.com – Reviews and salaries for more than 21,000 companies
- SOCIAL MEDIA – Receive information through Facebook, Twitter, Instagram, Pinterest, SnapChat, LinkedIn, and YouTube

## Career Resource Room
- Career literature
- Government industry literature
- Employer directories and salary surveys
- Career peer adviser support
- Graduate and professional school catalogs and guides
- Computer lab for student usage

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UCR Career Center
CAREERS.UCR.EDU • (951) 827-3631
The UCR Handshake

1. Complete your profile
2. Upload your resume, cover letter, and transcripts
3. Pay attention to the “For You” page when you login — jobs and special events of special interest to you will be highlighted here
4. Search the job and internship database as well as CareerShift and Career Insider/Vault
5. Set up a search agent to have job search results sent right to your email inbox on a regular basis

6. Register for upcoming events that the Career Center offers by reviewing the calendar for career fairs, information sessions, and workshops
7. Polish your interview skills by utilizing the StandOut Mock Interview Tool found in the Resources section
8. Take a free self-assessment with “Focus2” and find UCR majors and career ideas that fit well with your personality, values, skills, and interests
9. Take advantage of on-campus interviews. In the “Jobs” section of your UCR Handshake account, click on “On-Campus Interviews” to see a list of all upcoming interview opportunities and apply
10. Schedule an appointment with your career counselor

Frequently Asked Questions

When Should I Visit the Career Center?
As soon as possible! Because we operate on a developmental model, we offer a full range of services to students from first year through graduate school. We advise that students use our services starting their first year on campus. Attending skill-building workshops, information sessions, and panel discussions are excellent ways to help students begin to develop a career focus.

Is There a Fee for Career Center Services?
Most services are covered by your registration fees. Access to online services, career counseling, workshops, on-campus interviews, and career fairs are all free to currently enrolled students. Some services such as career assessments and Interfolio (the letters of reference file service) require a nominal fee.

Can I Access Career Center Services During the Summer?
The Career Center is open year-round. Students who return home for the summer can utilize our online services at careers.ucr.edu as well as schedule a phone or virtual career counseling appointment.

Will the Career Center Find a Job for Me?
The Career Center is not a placement agency. We provide resources and developmental education to assist you in finding a career path and acquiring the skills necessary to secure a job within that path. We feel that these skills are indelible and will help you in the marketplace long after you graduate.

Will I Be Able to Interview on Campus?
Yes, our On-Campus Interview Program brings dozens of employers to campus each year. Students who meet employer eligibility are able to interview without the difficulties of traveling to a distant location. Various companies participate such as: Amazon, City Year, Deloitte, Kohl’s, LA Dept. of Water & Power, Peace Corps, PepsiCo, Southern California Edison, Target, and more.

Will Career Assessment Testing Tell Me What Career Is Best?
While assessments do a good job of helping connect your interests and personality with career ideas, they should not be seen as a foolproof means of choosing a career. Career assessments should be used in collaboration with workshops, counseling, and advice from family and friends to help you find a broad career path that offers many possibilities for personal and professional growth.

Should I Work While in School?
We believe that during the first quarter of your first year, most students should not work. This gives time to settle into a routine of studying, getting engaged on campus, and focusing on the future. After the fall quarter, most students can and should consider part-time work, undergraduate research, internships, and work-study opportunities as ways of amplifying your education and broadening your view of the world.

Office Hours & Drop-In Hours

OFFICE HOURS
Monday–Friday 8 a.m.–5 p.m.
Wednesday 9 a.m.–5 p.m.

DROP-IN HOURS
Monday–Thursday 10 a.m.–3 p.m.
Friday 10 a.m.–12 p.m.

Sign-up begins at 8 a.m. (9 a.m. on Wednesdays), must be done in person, and is limited to one drop-in appointment per day

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (09/19)