

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, graduate 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
- Virtual 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

Job fairs may be offered virtually, please check UCR Handshake

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 our Online Resources at careers.ucr.edu > Students > Online Resources > Online Workshops & Resources
- **UCR HANDSHAKE** includes UCR's exclusive job and internship database
- **CAREER ASSESSMENTS** – Connect values, interests, personality, and skills to majors and careers
- **YOUTUBE** – Watch videos created by career center staff
- **CAREER SHIFT** – Search, store, and record hundreds of job listings
- **STUDENT POPULATION RESOURCES** – Resources for diverse UCR student population
- **SOCIAL MEDIA** – Receive information through Facebook, Twitter, Instagram, LinkedIn, and YouTube

Career Resource Room *(Available on-site only)*

- 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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OVERVIEW OF CAREER CENTER SERVICES (CONT.)

The UCR Handshake 10

- 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
- 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 virtual campus interviews. In the “Jobs” section of your UCR Handshake account, click on “Virtual Campus Interviews” to see a list of all upcoming interview opportunities and apply
- 10 Schedule an appointment with your career specialist

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, virtual 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 essential and will help you in the marketplace long after you graduate.

Will I Be Able to Interview on Campus?

Yes, our Virtual 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.

Each day's drop-in schedule will be available for sign-up the evening before. Visit careers.ucr.edu to sign up for a virtual drop-in appointment.

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. (09/20)



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