

# Overview of Career Center Services



# Agenda

- **What we do**
- **What does programming look like at the CC?**
- **CC Resources**
- **Career Development Programs**
- **UCR Handshake**
- **Questions**

# What You'll Learn Today

At the end of this workshop, you will be able to...



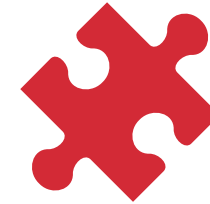
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**Learn what resources and support you have available during your time at UCR**



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**Identify ways to connect with and access the Career Center while a student**

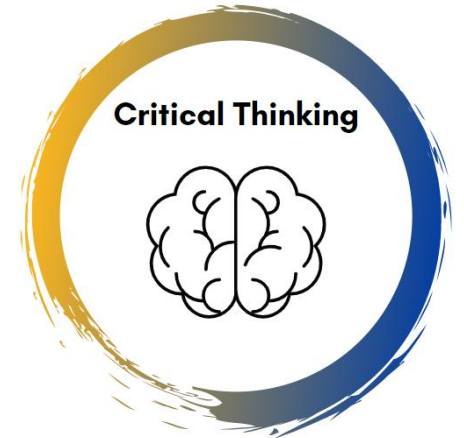


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**Describe how you might take your first step in utilizing the CC's career development resources**



# NACE CAREER READINESS COMPETENCIES



*Obtaining **requisite competencies** that broadly prepare college graduates for a **successful transition** into the workplace.*



**Location:** We are located in the Career Center Plaza.  
Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

**Hours:**

Mon. - Fri. 8 am to 5 pm  
except Wed. 9 am to 5 pm

*Individual counseling appointments available  
Schedule on Handshake*

**Express Career Advising Hours:**

Mon. - Thurs. 10 am – 12pm, 1pm-3pm  
\*12-1pm the day before each career fair  
Fri. 10 am-12 pm



## Career Center



[careers.ucr.edu](https://careers.ucr.edu) • (951) 827-3631



#HireHighlanders • #UCRCareerReady





# Career Planning

Career Exploration Workshops & Panels

One-on-One Career Counseling

How to Choose a Major

Career Exploration Assessments

Graduate/Professional School Preparation/Tips





# Job & Internship Search

Handshake database

Job and Internship Related Workshops

On-Campus Interview Program

Information Sessions from Employers/Graduate Programs

Practice Interview Questions







# Major Events: Career & Information Fairs

## Fall Quarter 2021 \*all slated for virtual experience

- Work-Study Job Fair
- Business & Diversity Expo
- Science, Technology, Engineering and Math (STEM) Career & Internship Fair
- Public Service & Social Impact Job Fair
- Graduate, Professional & Law School Information Day Fair

## Winter Quarter 2022 \*slated for virtual/hybrid experience

- Engineering & Technology Career Expo
- Teacher Job Fair

## Spring Quarter 2022 \*slated for hybrid experience

- Spring Job Fair: Career Night
- Health Professions School Information Day
- Inland Empire Job Fair

# careers.ucr.edu

## Welcome to the Career Center



UCR's Career Center is dedicated to Connect, Inspire and Empower current students and alumni on their career paths. Stop by our [state-of-the-art center](#) to learn more about what it takes to become a successful professional in the workplace. Schedule an appointment with one of our career counselors for career guidance, resume reviews and interview prep. Log in to [UCR Handshake](#) or visit a career fair to find internships, part-time and full-time positions.

### QUICKLINKS

[Employers »](#)[Students »](#)[Graduate Students »](#)[Alumni »](#)[Faculty & Staff »](#)[Parents & Family »](#)[Express Career Advising »](#)

Employers: Click to Log into Your  
Handshake Account

## Career Planning



### CAREER PLANNING

Careers in Your Major »

College-Specific Milestones »

First Year-Senior Career Plan »

Student Spotlight »

Career Development Programs »

Job Discovery Series »

## Find The Career You Were Destined For

Everyone wants a career that they love, but not everyone knows how to plan for it. We can help. Follow these steps to discover the career you'd like to pursue and plan your path. Download a copy of the UCR Career Center's [Career Decision Making Process](#) for a step-by-step approach!



Employers: Click to Log into Your



## Career Planning



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Employers: Click to Log into Your

## Job Search Strategies



### Getting “The” Job, Not “a” Job

The good news is there are lots of jobs out there. The bad news is that all jobs are not right for you. Sometimes we say, “The hardest job you will ever have is finding the right job.” The job search will test your self-knowledge, research skills, organization, persistence and persuasion. Finding the job you want has to be a planned, systematic effort. Your career depends not just on knowing your qualifications, but how well you market them.

Let say that again—it’s essential, and we promised you the essential. **Your career depends not only on your qualifications, but also on how well you market them.**

— What is a “Good” Job?

### JOB SEARCH STRATEGIES

[How to Search for a Job »](#)

[Resumes »](#)

[Industries and Salaries »](#)

[Networking »](#)

[Interviewing »](#)

[R'Professional Career Closet »](#)

[Life After College »](#)

[References »](#)



Employers: Click to Log into Your Handshake Account

# Online Resources/Virtual Career Center

## Online Workshops and Resources

Can't visit the Career Center during office hours? No problem! Use the online workshops, presentations, videos and handouts in our "Virtual Career Center." Find a job, practice your interviewing skills, polish your resume and more.

OVERVIEW OF SERVICES
HANDOUTS
WORKSHOPS
WORK-STUDY
RESUMES
INTERVIEWING
NETWORKING
JOBS
INTERNSHIPS
VIDEO

Online Resource	PDF	Pre-Recorded Workshop
Ace the Interview	 <a href="#">Download</a>	<a href="#">Video</a>
All About Internships	 <a href="#">Download</a>	<a href="#">Video</a>
Cover Letter Writing	 <a href="#">Download</a>	<a href="#">Video</a>
Dining Etiquette	 <a href="#">Download</a>	
Making a Great Impression on the Job	 <a href="#">Download</a>	
How to Prepare for a Virtual Career Fair	 <a href="#">Download</a>	<a href="#">Video</a>
How to Work a Career Fair Room	 <a href="#">Download</a>	
How to Make a Great Impression at a Career Fair	 <a href="#">Download</a>	



UCR Handshake  
Calendar of Events

Social Media  
Facebook, LinkedIn, Twitter,  
Pinterest, Instagram, Snapchat, YouTube

Company Information  
Career Insider, CareerShift, Glassdoor







## Career Development Programs



### Guiding You to Career Success

UCR's Career Center partners with many other departments to offer a variety of programs to assist all students on their career path, providing guidance on resume writing, job searching and interviewing. The Career Center also provides specialized programming for underrepresented student groups, including first-generation college students, undocumented students, and student veterans.



#### ASPIRE

A partnership with UCR's Student Disability Resource Center, ASPIRE (Abilities-focused Students: Planning, Informing, Resource building, Exploring employment) is a career-development and professional-leadership program focused on the enhancement and exploration of career skills and transferable life skills for undergraduate students with disabilities. Information about the program for 2020-2021 will be available soon. Stay tune!

#### CAREER PLANNING

[Careers in Your Major »](#)

[College-Specific Milestones »](#)

[First Year-Senior Career Plan »](#)

[Student Spotlight »](#)

[Career Development Programs »](#)

[Job Discovery Series »](#)



Employers: [Click to Log into Your Handshake Account](#)

Students & Alumni: [Click to Log into Handshake via CAS or \(netid\)@ucr.edu Account](#)

[Employers](#)

[Students](#)

[Alumni](#)



ASPIRE (Abilities-focused Students: Planning, Informing, Resource building, Exploring employment)



The Butterfly Project (A partnership between the Career Center and Undocumented Student Programs)



Get HIRED (Help International students Reach Employment Destinations)



Operation VETS (Veteran, Employment, Transition, Success)



ORBITS (Obtain Resources, Become Informed, Target Success) for 1st Generation College Students

# How to Access UCR Handshake

[go.ucr.edu/ucrhandshake](https://go.ucr.edu/ucrhandshake)

OR

**Career Center Website**  
**(careers.ucr.edu)**



**R'Web Portal**  
**(See the logo below)**





# Steps to success you can take today

## Attend an event

Learn more about employers or roles you're interested in, directly from the source.



## Reply to US Navy

US Navy messaged you 6 days ago and would love to hear back.



**University of California, Riverside (UCR) Career Center →**

View your school's resources

## Get Virtual Face Time with Employers

Nov  
3

Virtual career fair

**Graduate, Professional & Law School Virtual Fair 2021**



University of California, Riverside (UCR)

Oct  
27

Virtual career fair

**Public Service & Social Impact Virtual Career & Internship...**



University of California, Riverside (UCR)

Oct  
13

Virtual career fair

**Science, Technology, Engineering and Math...**



University of California, Riverside (UCR)

[View all events →](#)

[Jobs](#)[Events](#)[Employers](#)[Messages](#)

14

[Career Center](#)

11

KK



## Build your Profile Faster

Upload your resume and we will help you complete your Handshake profile.

[Upload a Resume](#)

Your handshake Profile  
Page



Add Photo

**Kimberly Kampen**

University of California,  
Riverside (UCR)  
Freshman

### My Journey

What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Type your introduction...

### Education

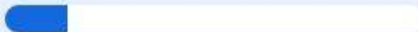


University of California, Riverside (UCR) primary education

[Add School](#)

### Work & Volunteer Experience

Your profile is 15% complete

[Add Primary Education](#)[Add Work Experiences](#)[Add Organizations](#)





University of California, Riverside (UCR)

What can we help you find?

**Appointments** →

Schedule time to meet with experts and build your career

**Resources** →

Read curated content from your career center

**Surveys** →

Answer questions from your career center

## About

### Mission

The University of California, Riverside will transform the lives of the diverse people of California, the nation, and the world through the discovery, communication, translation, application, and preservation of knowledge - thereby enriching the state's economic, social, cultural, and environmental future.

## Contact Information

### Website

<http://www.careers.ucr.edu/>

### Phone

(951) 827-3631





Search

This week

This month

Career fair

Virtual

Saved

All filters

## Find events

Sort: Relevance

## Your schedule

You have no upcoming events.



Workshop

### AGSM Event: Vision Board Session- Manifesting and Creating Short-Term and Long-Term Goals

Fri September 24, 2021

Anderson Graduate School of Management, AGSM 105, 900 University Avenue, Riverside, California, 92507, United States



Workshop

### AGSM Event: Understanding Job Recruitment Strategies -Virtual Job Fair Edition

Tue September 21, 2021

<https://ucr.zoom.us/j/98825992699>



Workshop

### AGSM Event: How to Launch Your Career



[Jobs](#)[Events](#)[Employers](#)[Messages](#)[Jobs](#)[Saved](#)[Location](#)[Full-time job](#)[Internship](#)[Part-time](#)[On-campus](#)[All filters](#)

9.6K jobs found

Relevance

Full-time • Job

## Sales Consultant

Paychex, Inc.

Washington, DC and 4 more



Full-time • Job

## Membership Sales Advisor

Forward

San Francisco, CA



Full-time • Job

## Sales Associate

Forward

San Francisco, CA



Full-Time • Job

## Sales Consultant



Paychex, Inc.

Washington, DC and 4 more

### About the role

Application deadline

**December 1, 2021  
10:55 AM**

Posted date

**June 7, 2021**

Estimated salary

**\$51,000.00 Per year**

Company division

**Sales**

US work authorization

**Required**



**Apply**

## Documents

## Education Resume Sample 1.docx

Resume, uploaded August 3rd, 2021

Feature on Profile

document.pdf20210... 1 / 1 | — 89% + | [Icons] [Download] [Print] [More]

**Alex Highlander**  
Riverside, CA | (xxx) xxx-xxxx | [ahigh008@ucr.edu](mailto:ahigh008@ucr.edu) | Personal Website URL/LinkedIn URL

**EDUCATION**

**University of California, Riverside (UCR)**  
*Bachelor of Arts, Education, Society, and Human Development* **Expected June 20XX**  
**Relevant Coursework:** Historical and Contemporary Perspectives on LGBTQ Students and Faculty, Ethnic Studies in a K-12 Context, Behavioral Interventions in the Schools, Educational Research Methods, Comparative International Ed

**Mt. San Jacinto College, Menifee**  
*Bachelor of Arts, Education, Society, and Human Development* **Expected June 20XX**

**PROFESSIONAL EXPERIENCE**

**Boys & Girls Club of Greater Redlands-Riverside, CA**  
*Youth Development Intern* **May 20xx – Present**

- Enable all youth to reach their full potential through interactive activities and after-school education.
- Provide homework and academic assistance through individualized teaching techniques for students ages 6-12.
- Lead weekly, quarterly, and annual organizational programs with 60+ youth participants including Redlands-Riverside's Day for Kids that invites family and friends to socialize and engage in community-driven activities.
- Partner with external organizations that offer resources and support to the Riverside County communities.

**Academic Resource Center, UCR**  
*Peer Mentor* **September 20xx – June 20xx**

- Deliver academic support for students encountering academic difficulty to aid in academic skills and study habits to achieve success in their undergraduate education.
- Tutor 1<sup>st</sup> and 2<sup>nd</sup> year UCR students in a variety of subjects and disciplines using broad-based strategies and techniques to promote critical thinking and problem-solving.
- Collaborate on a team of 25+ peer mentors to lead group study sessions to help nontraditional students succeed in their courses and their professional development.
- Designed and implemented new virtual strategies for onboarding new mentors and mentees during COVID-19.

## Document Information

Doc uploaded August 3rd, 2021 3:59 pm

File Size: 21.5 KB

Delete Document

Edit Document

Build Profile from Resume

# FAQ's



**When should I visit the Career Center?**

# FAQ's



**Will the Career Center find me a job?**

# FAQ's



**Do career assessments tell me what career I  
should choose?**



# FAQ's



**Where are we located and how can we be  
accessed virtually?**



Join the UCR Career Network, an online community for networking, mentoring, and job opportunities for alumni and students.

#### MENTORING

Matching process that connects current students with alumni or alumni with one another.

#### JOB SEARCH

Job board for those currently seeking employment or for alumni looking to hire other Highlanders.

#### NETWORKING

Discussion boards to meet and network with others who have similar career questions.

**REGISTER AT [CAREERNETWORK.UCR.EDU](https://careernetwork.ucr.edu)**



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