

## OVERVIEW OF SERVICES AND PROGRAMS

### **Individual Career Counseling and Assessment**

Appointments are available to help:

- Choose a major or career direction
- Gain career-related experience in fields of interest
- Find meaningful work, write resumes, improve interviewing skills, and navigate the job search process
- Apply to professional/graduate school

### **Drop-Ins**

Career counselors are available from 2pm-4pm, Monday - Friday, for quick questions and resume critiques.

### **Career Planning Courses**

University 100, ideal for undecided students, is designed to assist students in self-assessment and exploring WSU majors and related occupations.

University 300, ideal for students certified in a major, is designed for students exploring career options and those in the job planning process.

### **Student Employment Center**

The Student Employment Center assists students and employers with jobs for work-study and student hourly positions both on and off campus. Students gain valuable experience while earning money to help finance their education. Search for student jobs at

[www.studentjobs.wsu.edu](http://www.studentjobs.wsu.edu)

### **Experiential Learning and Internship Program**

Having practical experience can help a student gain career related experience, make connections with others in a profession, and determine if a career is right for them.

- The **Internship Program** helps students set goals, connect with employers, and secure an internship. To view internship openings, go to: [www.studentjobs.wsu.edu](http://www.studentjobs.wsu.edu) Meet with a career counselor for internship assistance.
- The **Career Contact and Alumni Network** is a database of WSU alumni who have volunteered to be mentors to students and is a resource for informational interviews.
- The **Job Shadow Program** allows students to “shadow” a professional in the workplace for 3-4 hours.

### **Job and Internship Listings**

Post-graduation job listings can be found on our web site through MonsterTRAK. The Job and Internship section of our website also provides access to numerous listings.

### **Career Development Specialist Program (CDS)**

The CDS program is an on-campus internship opportunity at Career Services. Earn credit while receiving specialized Professional experience and knowledge with the area of career development.

### **On-Campus Interviewing Program (OCI)**

Employers from leading organizations interview on campus to fill career positions, internships, and seasonal jobs. Recruiters hire students from a variety of majors. Students must be registered with MonsterTrak to participate in this program.

### **Career Services Technology Resource Center**

The Resource Center contains extensive career planning resources, WSU major files, occupational and labor market information. **Career Search** is a powerful database with almost 3 million companies that allows you to search by geographic area and by career industry as part of a strategic job search process. **SIGI 3** is a web-based program to aid with career and occupational exploration. The **GRE Powerprep** program allows students prepare for GRE testing. Visit our website for more information.

### **Career Fairs and Related Events**

Career Services hosts the Career Expo of the Palouse in the fall and spring. Other departments host career fairs as well for students to meet and network with employers, research companies, and practice interview skills. See the career fair calendar on our web site for more details.

### **Related Events:**

- The “Be A Star” Etiquette Dinner teaches students the principles of business protocol and helps polish their table manners as well.
- Mock Interviews with industry recruiters allow students to practice their interviewing skills and receive valuable feedback.

### **Workshops**

Career counselors and participating employers facilitate workshops to classes, student organizations, living groups, and campus units upon request. Topics include choosing a major, resume writing, interviewing effectively, and job search techniques.

### **Search Strategy Groups**

Strategy groups are for students seeking full-time work, admission to professional/graduate school, or internships. It gives students the ability to develop a job, school, or internship search marketing plan and learn the four phases of an effective strategic search by investing 10 hours over a period of 8 weeks.

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