Center for Engineering and Career Development Events and Resources:

Career Fair Activities in SEAS and On Grounds 2012-2013
- Engineering Career Days, September 18th and 19th, 10am to 3pm, Darden Court
- Commerce Career Day, Friday, Sept. 14th, John Paul Jones Arena, 10am to 3pm
- Professional & Graduate School Forum, Sept. 25th, 10:00 pm–2:00pm, Newcomb Hall, 3rd
- Diversity Career Day, October 24, Wednesday, 10:00am–3:00pm, John Paul Jones Arena
- Spring Job & Internship Fair, January 30-31, 2013, 10:00am–3:00pm, Newcomb Hall
- Spring Engineering Career Days, February 5th and 6th, 2013, 10:00am–3:00pm, Thornton Hall
- Government & Non-Profit Career Expo. One of the largest career fairs of its kind on the East Coast, over 70 government and non-profit employers will be on hand, looking to fill both full-time and internship positions. Date TBA on http://www.career.virginia.edu/students/events/career_expo.php
- New York Recruiting Alliance, Interview Day in NYC. Date TBA on http://www.career.virginia.edu/students/events/nyra.php

Counseling and Educational Programming
Our staff is available for walk-in hours daily from 9:30-11:00am and by appointment from 8:00am to 5:00pm during the semester. Workshop and Recruiter in Residence topics include: resume preparation, interview preparation (behavioral, traditional, technical, and case), and off-Grounds job search strategies.

CAVLink/OGI (On-Grounds Interviewing) Program:
CAVLink is your resource for full-time jobs, part-time jobs, and internships posted by employers specifically for U.Va. students. All U.Va. students and alumni have access to the general job postings through the CAVLink system. Register for an account today, complete your profile, and upload your resume!
http://www.career.virginia.edu/cavlink/
- Job listings targeted toward U.Va. students (including Federal Work-Study and On-Grounds student employment opportunities)
- On-Grounds Interviewing information for students seeking summer internships and full-time employment
- Job Search Agents to automate your job search and receive e-mails about new opportunities
- Resume, Cover Letter, and Transcript storage to assist with job applications

On-Grounds Interviewing (OGI) Orientation
CAVLink also provides students with an opportunity to interview with employers on Grounds during the fall, winter, and spring by registering for CAVLink. If you have not yet completed the On-Grounds Interviewing Orientation session and are interested in taking advantage of the On-Grounds Interviewing program, plan to complete the orientation soon! The orientation can be found online at http://www.career.virginia.edu/ogi_tutorial/. The orientation and quiz will take approximately 30 minutes to complete.

Mock Interviews
The best way to succeed in an interview is to practice and to go in prepared. Our office offers 60 minute mock interviews to help you practice and gain confidence in your interviewing skills. A career counselor will conduct the interview and provide you with feedback and a critique of your interviewing skills. Mock interviews provide you with hands-on experience in the art of interviewing, and you can expect to receive feedback on your strengths and areas needing improvement. Stop by or call our office to schedule an appointment. Advanced scheduling of mock interviews is appreciated.

Employer Presentations
Some employers will be coming on Grounds to conduct presentations. Please check the UCS Calendar for upcoming employer presentations, and remember to click "show employer presentation" in the upper right-hand corner. http://www.career.virginia.edu/calendar/. You can also view employer presentation in your CAVLink account.
**WEEKLY EMAIL BULLETINS**

Our office distributes a weekly email each Friday to all engineering students. These announcements include internship/job posting announcements, employer recruiting events, information sessions and other workshops being hosted at the University.

**CECD WALK-IN HOURS**

Have a question about majors, resumes, internships, interviewing, graduate school? Don't know where to start? Stop by and speak with a CECD representative during Walk-In Hours: 9:30-11am Monday-Friday, Center for Engineering Career Development, A115 Thornton Hall.

**RESUME ASSISTANCE**

We have a great resume handout outside of our office and also available online:

http://www.seas.virginia.edu/careerdevelopment/

Use this as a guide and then take advantage of our resume walk-in hours or feel free to make an individual appointment.

**Resume Drop off:** Drop off a draft of your resume, cover letters, and thank-you letters at A115 Thornton Hall and we will have it ready for you with feedback the following afternoon! Review your resume in more detail by scheduling an individual appointment, or have your resume critiqued during walk-in hours.

**CECD CALENDAR OF EVENTS (WORKSHOPS, EMPLOYER PRESENTATION, IMPORTANT EVENTS)**

The calendar is located on the main page of our website (in the right hand corner). Use it to view all of our workshops, employer presentations, and important events for SEAS students.

http://www.seas.virginia.edu/admin/careerdev/

**UNIVERSITY CAREER ASSISTANCE NETWORK!!**

HoosOnline is a collection of information and password-protected networking services for UVA alumni, students, faculty, and friends. HoosOnline hosts the University Career Assistance Network (UCAN), a group of more than 20,000 UVA alumni who have volunteered as career resource contacts for other alumni and students. UCAN provides contact information, career advice, and guidance regarding contacting alumni. Simply register at www.hoosonline.virginia.edu. When you have full access, you can log in and click "Career Center" and then "Search the UCAN Network" under option 2 (do not search under “find an alum” on the main page). You can search by various criteria in the UCAN system. Be sure to reach out to several alumni and state who you are and how you found their contact information. You can then ask questions over email, set up a time to speak over the phone, or set up an informational interview! See our handout on Networking and Informational Interviews for additional guidance.

**SEAS POLICY INTERNSHIPS:** [http://www.sts.virginia.edu/pip/](http://www.sts.virginia.edu/pip/)

This program is for undergraduates in the School of Engineering and Applied Science at the University of Virginia who want to learn more about the world of science and technology policy through hands-on experience. Interns can look forward to high-level placements, important work, a speaker series featuring top policy makers, a stipend, and room and board. They work in Washington, Richmond, or Paris.

**CAREER SPOTS VIDEOS**

Check out the short videos for tips and strategies on your job search on our website:

http://www.seas.virginia.edu/admin/careerdev/. Concise, informative, and engaging videos to help you prepare for your job search. Conveniently available 24-7 online. The short vignettes are the perfect length, and they pack a powerful punch of solid, accurate job search information from leading recruiters.

- Career Fair Success
- Interview Dress for Men
- Interview Dress for Women
- Make your resume pop
- Top Ten Interview Mistakes
- The Interview
- The Cover Letter
- The Elevator Pitch
- Importance of Networking
- Follow-up with Employer
- Perils of Social Networking
- Informational Interviews
We have arranged for you to have free, unrestricted privileges to the one of the largest most comprehensive online career resource available. Content is updated daily so be sure to visit frequently. Register now to access: Downloadable Career Guides, Employer profiles and rankings, All discussion boards, Industry blogs and news covering the latest trends and issues, Diversity, green programs, more. Go to: http://www.seas.virginia.edu/admin/careerdev/ and click in the Vault icon on our website to get started.

**GOING GLOBAL**

**Going Global - International Job Seekers Resource:**
http://www.seas.virginia.edu/admin/careerdev/global.php

Going Global is the leading provider of country-specific employment and career information. They list 10,000 international and 100,000 US jobs and internships. It includes more than 35,000 country-specific career and employment resources. This site was created for international job seekers of all nationalities, for US students going abroad and for international students in the US. Engineering Career Services, working in collaboration with University Career Services, Darden Career Services, Commerce Career Services, and Alumni Career Services is happy to offer students a subscription to Going Global, a well received international job seekers resource. Going Global offers international jobs and internships postings, Global Career Guides and Global Employer Directories.

- Job search resources
- Employment opportunities and trends
- Industry-specific trade and professional
- Business resources and networking groups
- Work permits and visa regulations
- Cost of living and compensation information
- Resume/CV writing guidelines
- Cultural and interviewing advice
- Embassy listings

**H1B Plus** – Going Global also includes an H1B employer section to research employers who have petitioned for H1B visas in the past 12 months. This system contains all 405,000 Department of Labor H1B records and allows searches by job title, occupation, employer, location, wage and number of petitions.

**CAREERSHIFT**

CareerShift is available to SEAS students for free. Sign-up is easy, and you will have immediate access to the following job search features:

- Identify organizations that do the type of work you are interested in within a specific geographic location.
- Search, select, and store job listings from all job boards and all company job postings.
- Get up-to-date contact information, including e-mail addresses, for millions of companies.
- Access in-depth information about contacts and companies posting jobs.
- Record, save, and store your correspondence history records automatically.
- Manage your confidential CareerShift account securely from any computer 24/7, to update and maintain your organized and recorded job search.

To access CareerShift you can go to http://uva.careershift.com or you can access it through your CAVLink account. If you log in through CAVLink, you will find CareerShift under “Jump To” on the right side of the page.

**SOCIAL MEDIA AND CECID**

LinkedIn

**Are you linked?** LinkedIn is the professional way to network. If you join and create a profile, considering joining these groups:


University of Virginia Career Networking Community: http://www.linkedin.com/groups?gid=4278834

Follow us on Twitter, Facebook, and Pinterest

We routinely update our social media accounts with current job search trends and strategies.

http://twitter.com/uvaseascareers
http://www.facebook.com/seas.cecd
http://pinterest.com/uvacecd/

If you would like to learn more about using social media for professional purposes, schedule an appointment with CECID!
SELF ASSESSMENTS
Assessments can increase your awareness of your interests, values, and educational goals. They will also provide suggestions for occupations, which seem well suited to the type of person you are today. However, they DO NOT make decisions for you, hunt for your next job, or provide an authoritative list of those careers you should consider. Assessments are tools to use with your career planning but should not be used as a deciding factor. You owe it to yourself to gather additional information about your options so that continued evaluation and clarification may occur.

STRONG INTEREST INVENTORY
The Strong Interest Inventory (SII) is an instrument designed to assess your interests. It compares your preferences to those of people in various careers, so that you can see what types of work you might enjoy most. It also matches your preferences to six broad areas of work environments and provides you with a 3-letter code that you can use to further research careers of interest.

To take the Strong Interest Inventory, you must first speak with a CECD counselor, either during walk-in hours or through an appointment. A counselor will review your results with you during a follow-up appointment. There is no cost to take this assessment for SEAS students.

MYERS-BRIGGS TYPE INDICATOR
The Myers-Briggs Type Indicator (MBTI) suggests that there are 16 different personality types. This instrument will give you an understanding of personality variables which can be important in determining a “fit” when researching your career options. The instrument will also give you insight into your interactions with others-both at work and outside of work.

To take the MBTI, you must first speak with a CECD counselor, either during walk-in hours or by scheduling an appointment. A counselor will individually review your results. There is no cost to take this assessment for SEAS students.