

Looking for ways to incorporate up-to-date career development and preparation information into your syllabus? Career Services can help! We have dozens of prepared workshops and presentations that are classroom-ready and can tailor existing programs to meet your specific needs, so contact Career Services to schedule your classroom presentation today!

For brief, self-directed information on many of these topics check out [www.emporia.edu/careerservices/students/](http://www.emporia.edu/careerservices/students/)

### CAREER PLANNING: WHAT YOU CAN DO WHILE IN COLLEGE

#### Your Future: Start Talking

- Why it is important for you to look for your own future and not wait for someone to tell you what to do

#### The Art of Acquiring Good References

- How to build solid relationships, how to ask, and the follow up

#### Four Year Plan

- Yearly strategies to monitor progress your freshman, sophomore, junior & senior years

#### What Good is an Internship Anyway?

- Importance of an internship for career planning, how to get an internship, and High Impact Learning

#### Hot Jobs NOW

- Shares alumni data and current trends in jobs, Career Pathways, customized for majors/departments/industries

#### Are Dream Jobs Real? How Will I Know?

- Bringing awareness to personal control, dreaming realistically in the job market

### BECOMING A PROFESSIONAL: THINGS TO KNOW AT ANY POINT

#### Connecting in Strategic Places

- Making connections to other professionals, LinkedIn, mentoring programs

#### How to Use Professional Organizations

- Why it is important to join professional organizations and how to leverage them in your favor

#### Branding: The Art of Self-Promotion

- Learn to develop and market your professional brand through your resume, cover letters, interviews, and online

#### WDRW (What Do Recruiters Want)

- Mistakes made in job searching, what we hear from recruiters is missing/what is best, how to do your research

#### Say What? The Importance of Effective Communication

- What should (or shouldn't) I be saying to employers and how to put experience into words employers will notice

#### Your Major Outside the Classroom

- Importance of being involved, how to relate your major to community service, internships, and building your co-curricular transcript

#### Spice Up Your Job Search

- Learn innovative strategies to tap into the hidden job market

#### Resumes: From Ordinary to Spectacular

- Content, vocabulary, aesthetics, resume strength, areas to include, and interpretation

### JOB PREPARATION: GETTING READY FOR GRADUATION

#### Sophisticated, Not Sexy: Professional Dress 101

- What is proper attire for casual, business casual, business, and formal situations

#### Professionalism as a Way of Life

- Best habits to cultivate professionalism including dress, behavior, and etiquette

#### The Plain Truth of Job Hunting

- Realistic expectations to have when job searching, links to best resource websites

#### Elevator Pitch

- What is an elevator pitch, what to include in the pitch, & practice time for your 30 second self-marketing pitch

#### What's Your Offer Worth? Understanding Salary Offers

- Understanding compensation package, determining realistic expectations

#### Social Media Best Practice

- Evaluating and managing your online reputation, professionalism and etiquette

#### Interview to Win!

- Preparing for an interview, scenarios, skill communication

#### Professional Development

- Dress, etiquette, environment

### OTHER OFFERINGS

#### Graduate School Guide

- How to research programs, timelines, expectations, preparation, personal statement guidelines

#### Career Clarification

- Provides explanation for different career pathways based on personal preferences; MBTI or Focus2 testing are recommended for students prior to presentation

#### Learning & Communication Styles

- Learning and communication styles differ for all the personality types, and this helps participants learn the best way to approach people of other types; MBTI testing required prior to presentation

#### The Perfect Relationship

- Environments best suited for different personalities; MBTI testing required prior to presentation

#### Self-Directed Resources

- Learn about available self-directed resources including Focus2, InterviewStream, CareerSpots, Vault, and more!