Career Chatte

A newsletter of The Career Center Winter, 2012





Succeeding in your internship

BY: JENNIFER ROWLEY, ASSOCIATE DIRECTOR

You've heard the old cliché, "you only get out of it what you put into it." This is a very true statement. The following is designed to provide you with meaningful and practical tips and strategies that will assist you in making the most of your internship experience.

Before You Start:

- Contact your supervisor to confirm start date and hours you are scheduled to work, and where you should report on your first day.
- Ask for directions, if necessary, and where to park.
- Confirm the office dress code, and if you will need identification for security purposes.

First Two Weeks on the Job:

- Be responsible. Arrive a few minutes before your scheduled time.
- Observe your new environment. Make mental notes on the office culture in terms of how people address each other, how they dress, the interactions between co-workers, and between supervisors and employees.
- Discuss details. Meet with your supervisor to confirm when your workday begins and ends, lunch break, and the number of workdays per week, etc. If applicable, discuss any pre-planned dates that require you to take time off. It is suggested to keep these requests to a minimum.
- Define or clarify job expectations. Meet with your supervisor to review your job

description or what type of projects and responsibilities you will undertake and his/her general expectations of you during this experience. You should also discuss what you hope to learn and how you will be evaluated.

Top Six Strategies to Getting the Most out of Your Experience

- Be professional. Arrive at work on time and resist the temptation to leave early. Respect the dress code.
- Attitude! Interns are highly valued when they are upbeat, enthusiastic, courteous, flexible, willing to pitch in, and learn new things.
- Immerse yourself. Learn as much as you can about the industry or organization for which you work. Read training manuals, contracts, letters, memos, press releases, etc.; try to interact with people in different departments.
- Always do your best work. During those occasions when you are asked to do clerical or repetitive tasks, do so without complaining. Keep in mind supervisors need to know you are capable of small things before they can trust you with more important tasks.
- Take initiative! Seek out opportunities to learn. Volunteer to help with a project that interests you. Ask questions and take advantage of opportunities to sit in on meetings. Look for a mentor who is willing to provide you with guidance. If you are not finding enough guidance or direction, discuss concerns with your supervisor.

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Director's Corner:

Welcome back! The spring semester is a great time to take advantage of the numerous programs and activities around campus! The Career Center has been very busy planning events and putting together resources to help Loyola students be successful. You will find a number of these events in the "Mark your Calendar" section of this newsletter. One event that I am excited for Lovola to host again is the MCC Career Fair on February 15th in Reitz Arena. This event attracts over 100 employers with internship and job opportunities for students in all years and all majors.

I hope that you will stop by The Career Center and the Career Fair to introduce yourself to The Career Center staff! Best of luck to you this semester, we look forward to working with you. Dr. CreSaundra Sills

Practice Makes Perfect

BY: ANDREA POPE, ASSISTANT DIRECTOR

We all know the idiom, "practice makes perfect" and 15 employers and 54 students would agree when it comes to interviewing. That's how many students were interviewed by employers during The Career Center's fall Practice Interview Program, affectionately referred to as PIP by staff members.

The PIP offers students (both undergraduate and graduate), as well as some recent alumni, the opportunity to put their interview skills to the test during a 30-minutes practice interview with employers across numerous industries. Although practice, these interviews are treated like real interviews, so students should polish their resumes, dust off their suits and gain experience researching employers.

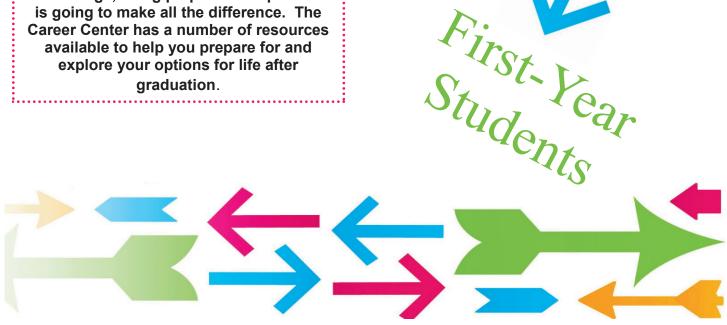
Not only do participants benefit from practicing their interviewing skills and technique, but they also benefit from a 15-minute feedback session with their interviewer.

"Imagine, an interview where the outcome provides strategies and the practice to become a better interviewer! Yes, it was nerve-wracking, and I had to dress the part, but it was so refreshing to hear the other side of the interview process; the point of view of the employer," comments senior communication major, Kristina Dzenis. "I learned how to sell myself—how to make an employer intrigued about what I had to say (how to cut my personal rambling), and why he should hire me. Interestingly enough, this program made me excited for interviews...and it's not a bad feeling!"

It's never too early to get your resume together, get support in selecting a major, work towards an impressive GPA, and make sure to keep your social networking profiles clean and appropriate. The Career Center has a number of online and in-person resources to help you throughout your time at Loyola and even post graduation. Like us on Facebook, and follow us @TheCareerCtr on Twitter to get tips, tools, and information.

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Congrats on your upcoming graduation! Whether you are planning to attend graduate school or obtain employment after college, being prepared and proactive is going to make all the difference. The Career Center has a number of resources available to help you prepare for and explore your options for life after graduation.





Why Employers Recruit at Loyola

Over 100 employers

representing local,

regional, national, and

international

organizations recruit

on Loyola's campus

each year through The

Career Center's

On-Campus

Recruitment Program.

BY: MARY DEMANSS, ASSISTANT DIRECTOR

A few months back I asked Ralph Doran, National Recruiting Manager at StanleyBlack&Decker and a 1996 History graduate of Loyola, why he recruits at Loyola. He immediately referred to the number of Loyola graduates who began and continue on a successful career path within StanleyBlack&Decker. According to Mr. Doran, listed below are his top ten reasons why StanleyBlack&Decker recruits at Loyola:

- 1. Vice President of Industrial Design Professional Power Tools
- 2. Vice President of Channel Marketing-Construction & Do It Yourself Division
- 3. Vice President of Manufacturing Consumer Products
- 4. Director of Product Development Construction & Do It Yourself Division
- 5. Director of Channel Marketing Industrial & Automotive Division
- 6. Director of Human Resources
- 7. Director of Innovation Professional Power Tools
- 8. Director of Outdoor Product Development
- 9. Director of Customer IQ Construction & Do It Yourself Division
- 10. Director of Corded Product Development

Over the years, StanleyBlack&Decker has recruited Loyola students through the On-Campus Recruitment Program for full-time jobs and internships and, as you can see, Loyola alumni are in upper and middle management positions with the company today.

Mr. Doran states that he recruits from Loyola, because the successful employees that work at StanleyBlack&Decker

include 36 Loyola Sellinger MBA associates, who are managing various elements of this Fortune 500 company, 20 or more undergraduates hired in recent years and the multiple interns currently gracing the company's operations, have taught him definitively that they have exceptional leadership skills!

Mr. Doran asks you to "forget everything just said and take a moment to reflect on the Jesuit tradition of *Cura Personalis* or the education of the whole person. Our company gets not only the value of graduates who are trained rigorously in an academic sense but also students who have the emotional IQ, problem solving ability and communication skills to assess, design,

articulate and execute business strategy in the real world. It doesn't get more logical than that."

To learn more about StanleyBlack&Decker, visit www.stanleyblackanddecker.com.



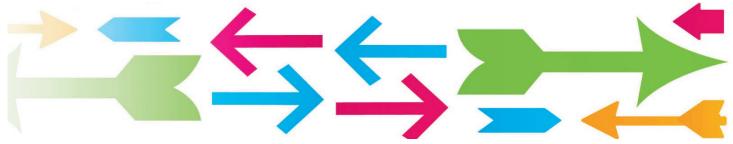
This newsletter only comes out two times a semester, but we send updates about what is going on often through our <u>Facebook</u> and <u>Twitter</u> pages. We encourage you to be linked to our pages to help your child find his/her path to the future.

Services that we provide for undergraduate, graduate and alumni students include: choosing or changing a major, clarifying interests, obtaining part-time, summer job and internship experiences, planning and conducting a professional job search, obtaining full-time employment, selecting and being admitted to graduate school, and changing careers.

94%

of LU 2010 graduates were employed or in graduate school when surveyed 6-9 months after graduation.

This was higher than the national average.



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Practice Interview Program (PIP)

is a great opportunity to practice your interviewing skills with employers and Loyola alumni. Sign up on Hounds4Hire for a 30-minute interview and 15-minute feedback session! Learn more about the PIP on page 2

MCC Career Fair

We are excited to host this

year's Career Fair on our

campus, which attracts more

than 100 employers with job

and internship opportunities.

This fair brings together

students and alumni from 14

area institutions.



January

- 17 Spring Semester Begins
- 18 Walk-In Resume Critique
- 20 Add/ Drop Period Ends
- 25 Walk-In Resume Critique
- 27 Marathon Workshop
- 30 Walk-In Career Advising Day
- 1 Spring Practice Interview Program

February

- 1-2 Spring Practice Interview Program
- 1 Walk-In Resume Critique
- 6 On-Campus Interviews Begin
- 6-9 Career Fair Prep Week
- 13 Walk-In Career Advising Day
- 15 MCC Career Fair in Reitz Arena
- 22 Walk-In Resume Critique
- 29 Walk-In Resume Critique
- 29 SCE Etiquette Dinner

March

- 5-11 Spring Break
- 14 Walk-In Resume Critique
- 21 Walk-In Resume Critique
- 22 Walk-in Career Advising Day
 - 8 Walk-In Resume Critique

Resume Critique Wednesdays

Come into The Career Center Wednesdays between 2-4pm and have a Career Advisor critique your resume or assist you in developing a resume. Critiques can cover resumes or cover letters. No appointment necessary.

April

- 4 Walk-in resume critique
- 11 Walk-in resume critique
- 18 Walk-in resume critique
- 25 Walk-in resume critique
- 26 Farewell to Seniors

Career Fair Prep Week

Mon, Feb. 6th, 3-4pm "If your not networking, you're notworking" - Terri Morris, Enterprise.

Tue, Feb. 7th, 4:30-5:30pm "Market Yourself to Employers"- Ken Judy '05 and recent alumni, Morgan Stanley

Wed, Feb 8th, 4:30-5:30pm "Backpack to briefcase: The homework continues..." Caitlin Clark, CIGNA.

Thur. Feb. 9th 3-4pm "Social media is changing everything: Learn how you need to change with it" Chris Dessi '97, Drive Action Digital.

To learn more about these events and other upcoming programs and resources through The Career Center, visit our website and Hounds4Hire







The Career Center at Loyola University Maryland

