

Career Services Workshop and Events Schedule for Spring 2024

Resume Review

Schedule Resume Review in Microsoft Booking (<https://csuloch.link/3ey3Ri3>)

2:00 p.m. - 4:00 p.m. Every Tuesday
10:00 a.m. - 2:00 p.m. Every Wednesday

On Campus Employment Information Fair University Center, Main Street

Tuesday, January 23rd
11:00 a.m. – 1:00 p.m.

Students have the opportunity to learn about on campus job opportunities, and how to apply for them through Laker CareerZone!

Career Boot Camp Workshops

Monday – Thursday, January 29 – February 1st

This four-day series covers workshops on resume-development, interviewing, conducting a job search, and making the most of a job fair. Students must pre-register for Career Boot Camp and will receive a certificate for successful completion via email. Each topic will be offered during the evening. **RSVP is required through Laker CareerZone by Thursday, January 25th.**

Workshops will be on **Microsoft Teams & In-person LH B12** (Link to join will be sent once rsvp is completed)

Resume Writing - Monday, January 29th <i>5:00 p.m. - 6:00 p.m.</i>	Interviewing - Wednesday, January 31st <i>5:00 p.m. - 6:00 p.m.</i>
Job Search - Tuesday, January 30th <i>5:00 p.m. - 6:00 p.m.</i>	Preparing for a Career Fair - Thursday, February 1st <i>5:00 p.m. - 6:00 p.m.</i>

So, you want to be an Entrepreneur?

**Microsoft Teams
In-person LH B12**

Thursday, February 8th
5:00 p.m. – 6:00 p.m.
5:00 p.m. – 6:00 p.m.




Having a business idea is the first step. This workshop will focus on how to start up your business and will feature guest panelists with experience who will share tips for getting started, writing a business plan, understanding income and cashflow, how to obtain small business loans and more! **Students must RSVP through Laker CareerZone to attend this session.** This workshop will be on **Microsoft Teams & In-person LH B12** (Link to join will be sent once RSVP is completed).

Internship Week

Monday - Friday, February 12th – 16th

Internships play an integral role in helping students land their first full-time career after graduation. This week is designed to educate students on the importance of completing internships during their college years. During the week, students will have the opportunity to learn how to obtain an internship, understand academic credit requirements, appropriate dress for an internship, have their resume reviewed and network with employers. Each event you participate in, you will have the chance to enter into a drawing for a **\$25 Amazon gift card to be given away on Friday.**

Internship Week Kick-Off Event Meet us at the University Center, Presidential Plaza as we kick off Internship Week with information about internships, academic credit, non-credit, games and prizes!	Monday, February 12th <i>12:00 p.m. – 1:00 p.m.</i>
Internship Job Search Strategies Workshop Students must RSVP through Laker CareerZone to attend this session. This workshop will be on Microsoft Teams & In-person LH B 12 (Link to join will be sent once RSVP is completed). This workshop educates students about the advantages that internships provide in a career search. Topics covered include credit and non-credit internship eligibility, how and when to begin your search, and forms that need to be completed.	Tuesday, February 13th Microsoft Teams 5:00 p.m. – 6:00 p.m. LH B 12 5:00 p.m. – 6:00 p.m.
Internship Networking Breakfast Come network with students who have completed internships and employers/alumni who hire interns. Interested students must submit a resume to career@clayton.edu by January 25th. Open to ALL majors and classifications. Students will be notified by February 2nd if selected.	Wednesday, February 14th 7:30 a.m. – 9:00 a.m. University Center, Dining Hall

<p>Internship Résumania!!!</p> <p>Schedule a resume review through bookings in Microsoft Teams or join us in person and have your résumé critiqued by one of our staff members. This is encouraged in preparation for the Job and Graduate School Fair. Intern employers will be present offering summer & fall opportunities.</p>	<p style="text-align: right;">Wednesday, February 14th 10:00 a.m. – 2:00 p.m. Microsoft Teams Booking Or Edgewater Hall, Suite 228</p>
<p>Suit-UP Event- University Center, Main Street</p> <p>(FREE Gently used suits and professional attire will be given away) Do not miss this Dress for Success Event designed to help you jump start your career! Learn how a suit should fit, what size to buy, how to tie a tie and more!</p>	<p style="text-align: right;">Thursday, February 15^h 11:00 a.m. – 1:00 p.m. University Center, Main Street</p>
<p>Drawing for the \$25 Amazon Gift Card!</p> <p>The winner of the \$25 Amazon gift card will be drawn and announced on our Social Media Platforms. Facebook: Clayton State University Career Services Instagram Live: claytonstatecareers Twitter: @CSUCareers</p>	<p style="text-align: right;">Friday, February 16th Career Services Social Media</p> <div style="text-align: right;">    </div>

Virtual Senior Career Academy Workshop

Friday, February 16th
10:00 a.m.-12:00-noon

The Senior Career Academy is a professional development program designed to help graduating seniors focus their career searches and develop skills needed for career success. Seniors receive individualized assistance and have opportunities to network with a select group of employers. Limited number of spaces available. **Students must contact Career Services to reserve a space by January 23rd.**

LinkedIn and Personal Branding Workshop

Tuesday, February 27th
5:00 p.m. - 6:00 p.m.
5:00 p.m. - 6:00 p.m.

Microsoft Teams
In-person LH B12

Professional networks matter! LinkedIn is the number one professional networking site utilized by hiring managers today. Students will learn how to create a strong, professional presence on LinkedIn, how to make connections, search for jobs and understand how your personal brand can help or hurt your professional online presence. **Students must RSVP through Laker Career Zone to attend this session.** This workshop will be on **Microsoft Teams & In-person LH B12** (Link to join will be sent once rsvp is completed)

Job and Graduate School Fair Student Activities Center Ballrooms

Thursday, March 14th
12:00 p.m. – 3:00 p.m.

The Job and Graduate School Fair brings multiple organizations and graduate schools to campus for the opportunity to network with Clayton State current students and graduates. Students and graduates make contacts that lead to greater understanding of job and career opportunities and may lead to interviews. Participants are required to wear professional attire and are encouraged to bring copies of resumes to share. **No RSVP required.**

Practice Interview Week via Big Interview

Monday – Friday, March 18th – March 22nd

Students gain valuable experience by having a practice interview. Practice interviews will be conducted through our interview platform Big Interview. Students will go to www.clayton.edu/career and look for the Big Interview Tile. Log-in or create an account. Search for Practice Interview Week Assignment or enter Assignment **Code e9dc1a** Student will complete interview recording (make sure you submit your answer after each recording). Once you have recorded and submitted your answers, your process is complete. **All recordings must be completed no later than March 15th.** Critiques will be completed during Practice Interview Week. You will receive a message from support@biginterview.com once we have completed your critique.

Professionalism 101 Workshop

Tuesday, March 26th
5:00 p.m. - 6:00 p.m.
5:00 p.m. - 6:00 p.m.

Microsoft Teams
In-person LH B 12

Professionalism in the workplace is one of the many competencies that employers say students need to improve upon. This workshop will focus on information related to effective communication skills, enhancing your self-image, developing a business-savvy wardrobe, appropriate work ethic, and how improving these competencies will greatly enhance your ability to receive and maintain internships and jobs. **Students must RSVP through Laker CareerZone to attend this session.**

This workshop will be on **Microsoft Teams & In-person & LH B 12** (Link to join will be sent once rsvp is completed)

Employer Networking Mixer (Event)
Microsoft Teams

Thursday, April 4th
12:00 p.m. - 1:00 p.m.

Join us for this networking event to learn about part-time, internship and full-time jobs that employers still have available. Selected employers will share their opportunities as well as take questions from students. **Students must RSVP through Laker CareerZone to attend this session.**

National Student Employment Appreciation Week
(A week of celebrating student employment on and off campus)

Monday-Friday
April 8th – 12th

Join us for a week of celebrating student employment on and off campus. The week will conclude with the announcement of the Student Employee of the Year Award on **Friday, April 14** via our social media platforms.

Instagram Takeover	Monday, April 8th
Campus departments will kick-off NSEAW week by recognizing their student workers via Instagram. Do not forget to tag the Office of Career Services @claytonstatecareers. Use #CSUNSEAW24 in the comments!	
Student Worker and Wellness Fair	Tuesday, April 9th University Center, Main Street 12 p.m. – 2 p.m.
The Office of Career Services will collaborate with Campus Partners to host the Student Worker and Wellness fair for student workers. The fair will provide tips, games, and activities to balance wellness, work, and classes.	
Appreciation Day	Wednesday, April 10th
Supervisors will show appreciation for their student employees. They can share a card, gift, or some unique way of saying “thank you.” They can also give their student workers a certification of appreciation, buy them lunch or breakfast, make a care package, or give them flowers. Be sure to take pictures, list the wonderful things they do for your office and post employee pictures on your social media website! Do not forget to tag The Office of Career Services social media information.	
We Love Our Boss!	Thursday, April 11th
Students will show appreciation for their supervisor. Student employees can make a card to show appreciation for the great guidance or overall gratitude for their supervisor. Student employees can buy their supervisor breakfast or lunch, deliver coffee to their desk, or buy them flowers. Please take photos of your student employees showing appreciation for you. Do not forget to tag the Office of Career Services social media and email photos to career@clayton.edu .	
National Student Employee Award	Friday, April 12th
The winner of the National Student Employee of the year award will be presented via our Social Media platforms.	

Individuals requiring disability related accommodations for participation in any Clayton State University sponsored event or to obtain print materials in an alternative format for such events, please contact the Disability Resource Center at (678) 466-5445 or DisabilityResourceCenter@clayton.edu.