**Career Services Workshops and Events for** Fall 2022

**Resume Review 2:00 p.m. - 4:00 p.m. Every Tuesday**

**10:00 a.m. - 2:00 p.m. Every Wednesday**

**Schedule Resume Review in Microsoft Booking** ([**https://csuloch.link/3ey3Ri3**](https://csuloch.link/3ey3Ri3) **)**

Or visit us in-person, Edgewater Hall Suite 228

**Student Part-time Job Fair Tuesday, August 16th**

***UC Mainstreet*** *10:00 a.m.-2:00 p.m.*

This event is held once a year! Students have the opportunity to network with off campus employers and on campus departments who offer part-time jobs.

**How to use Laker CareerZone Wednesday, August 25th**

**Microsoft Teams** *12:00 p.m.-1:00 p.m.*

Laker CareerZone 101 Workshop will provide an opportunity for students to have an in-depth training and tutorial on how to use Laker CareerZone effectively. This workshop educates students about how Laker CareerZone can assist students with their job or internship search, upload documents, create job alerts, and RSVP for events and workshops.**Students must RSVP through Laker CareerZone to attend this session.**  (Link to join will be sent once rsvp is completed)

**Internship Week** **Monday - Friday, September 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 requirement, 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 virtual gift card to be given away on Thursday.**

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| ***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, September 12th**  *12:00 p.m. – 1:00 p.m.* |
| **Personal Elevator Pitch Competition Sponsored by the COB**  A personal elevator pitch is a brief explanation of how you can benefit a potential employer. This competition is a great way to refine your presentation skills and win cash prize money for your 90 second pitch. Open to ALL majors. Register at [www.clayton.edu/business by **September 1**](http://www.clayton.edu/business%20by%20September%201). | **Tuesday, September 13th**  *9:30 am – 11:00 am* |
| **Internship Job Search Strategies Workshop**  This workshop will be on **Microsoft Teams & In-person LH B 12**  **Students must RSVP through Laker CareerZone to attend this session.** (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, September 13th**  **Microsoft Teams**  *5:00 p.m. – 6:00 p.m*. LH **B 12** *5:00 p.m. – 6:00 p.m.* |
| **Workshop -What is DEI and what does that look like in the workplace?**  **Students must RSVP through Laker CareerZone to attend this session.**  (Link to join will be sent once rsvp is completed) | **Tuesday, September 13th**  **Microsoft Teams** *7:00 p.m. – 8:00 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](mailto:career@clayton.edudu) by **Thursday, September 1. 2022**. Open to ALL majors and classifications. Students will be notified by **Friday**, **September 2nd** if selected. | **Wednesday, September 14th**  7:30 a.m. – 9:00 a.m**.**  **UC Dining Hall** |
| **Internship Résumania!!!**  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 Internship Job Fair.** | **Wednesday, September 14th**  10:00 a.m. – 2:00 p.m.  **Microsoft Teams Booking**  **Or Edgewater Hall, Suite 228** |
| **Internship Job Fair**  This event is held once a year! Students have the opportunity to network with employers and on campus departments who offer internships. Students seeking credit or non-credit internships from All majors and class levels are encouraged to attend.  **Drawing for the $25 Amazon Virtual Gift Card!**  The winner of the $25 Amazon virtual gift card will be drawn and announced on our social media platforms. | **Thursday, September 15th**  *10:00 a.m. – 1:00 p.m.*  ***UC Mainstreet*** |
| **Internship Week Wrap-up**  Social Media.  Facebook: Clayton State University Career Services  Instagram Live: claytonstatecareers  Twitter: @CSUCareers | **Friday, September 16th**  Career Services Social Media  Image result for facebook logo Image result for instagram logo Image result for twitter logo |

**Virtual Practice Interview Week via Big Interview** Monday – Thursday, September 19th -September 22nd

Students gain valuable experience by having a practice interview. Practice interviews will be conducted through our virtual interview platform Big Interview. Students will go to [www.clayton.edu/career](http://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**-5e5397**. 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. Critique will be emailed to you by Friday September 23rd.

**Senior Day**

**(Open to seniors graduating in December 2022, May 2023, and August 2023) Thursday, September 29th**

***UC Mainstreet*** *11:00 a.m.-1:00 p.m.*

Seniors don’t miss this fun and exciting event! We will have food, games, giveaways, photos, career information, employers, alumni information, and graduate school information! Join us as we celebrate YOU and share important information from campus units and employers.

**Career Boot Camp** Monday - Thursday, **October 3rd – October 7th**

**Microsoft Teams**

**In-person UC 425**

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, September 29th.**

Workshops will be on **Microsoft Teams & In-person UC 425** (Link to join will be sent once rsvp is completed)

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| **Resume Writing - Monday, October 3rd**  Microsoft Teams *5:00 p.m. - 6:00 p.m.*  UC 425 *5:00 p.m. - 6:00 p.m.* | **Interviewing - Wednesday, October 5th**  Microsoft Teams *5:00 p.m. - 6:00 p.m*.  UC 425 *5:00 p.m. - 6:00 p.m.* |
| **Job Search - Tuesday, October 4th**  Microsoft Teams 5:00 p.m. - 6:00 p.m.  UC 425 5:00 p.m. - 6:00 p.m. | **Preparing for a Career Fair - Thursday, October 6th**  Microsoft Teams *5:00 p.m. - 6:00 p.m.*  UC 425 *5:00 p.m. - 6:00 p.m.* |

**Majors Fall Festival Thursday, October 13th**

**Presidential Plaza** 11:00 a.m.-1:00 p.m.

Selecting a major and understanding what to do with that major can be a difficult process but it doesn’t have to be. Come explore the many

majors, minors, and career options at the Majors Fall Festival!

**Virtual Senior Career Academy** **Friday, October 14th**

*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 and link to join.**

**Professionalism 101 Workshop Tuesday, October 18th**

**Microsoft Teams** *5:00 p.m. - 6:00 p.m.*

**In-person LH B 12** *5:00 p.m. - 6:00 p.m.*

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)

**Are you LinkedIn or Left Out? Thursday, October 20th Microsoft Teams** *5:00 p.m. - 6:00 p.m****.***

**In-person UC 322** *5:00 p.m. - 6:00 p.m.*

Professional networks matter! The percentage of employers who use social media to screen potential candidates is growing every day. One of the most essential skills for a job seeker in the 21st century is understanding the professional social media website LinkedIn. Students will learn how to create a strong, professional social media presence, increase your on-line visibility through personal brand, gain access to unadvertised jobs, and update your traditional job search documents via social media outlets and how to expand your network using social media. **Students must RSVP through Laker Career Zone to attend this session.** This workshop will be on **Microsoft Teams & In-person UC 322** (Link to join will be sent once rsvp is completed) RSVP

**Branding & Marketing YOU Workshop**  **Tuesday, October 27th**

**Microsoft Teams** *5:00 p.m. - 6:00 p.m.*

***In-person LH B 12*** *5:00 p.m. - 6:00 p.m.*

Understanding what makes you unique is the first step in understanding what will make you successful. YOU and your key strengths are essential to improve your chances to impress hiring managers. During this session, students will learn what is included in their brand identity and how it influences career management strategies**. 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)

**National Career Development (NCD) Month** **Celebration Tuesday, November 1st**

**UC Mainstreet** *12:00 p.m. – 1:00 pm*

Every November the National Career Development Association (NCDA) promotes career development through its annual celebration of NCD month. The Office of Career Services celebrates NCD Month by highlighting career development events and activities on and off campus. Join us for games, giveaways, and career information.

**GACE Statewide Virtual Career Fair Wednesday,November 2nd**

10:00 a.m.-3:00 p.m.

The GACE Statewide Virtual Career Fair is a statewide job fair for students and graduates from schools that are members of the Georgia Association of Colleges and Employers (GACE). Employers who might not visit each of the campuses will gather for this opportunity to network with hundreds of students from across the state. Students and graduates can learn about opportunities, network with employers, and make the personal contact that might lead to an interview or employment. Join the virtual event at www.gace.org.

**First-Generation College Celebration Day Event Tuesday, November 8th   
Microsoft Teams** *12:00 p.m. -1:00 p.m.*

This is a special event in celebration of National First-Generation College Student Day. First-generation college students represent an important part of Clayton State University. Join us on Teams for a panel event as we celebrate First Generation College Students, Faculty, Staff, and Alumni who will share their stories! **Students must RSVP through Laker CareerZone to attend this session.** (Link to join will be sent once rsvp is completed)

*Individuals requiring disability-related accommodations for participation in any Clayton State University sponsored event or program may contact the Disability Resource Center at (678) 466-5445 or* [*DisabilityResourceCenter@clayton.edu*](mailto:DisabilityResourceCenter@clayton.edu)*.*