**Career Services Workshops and Events for** Fall 2023-Draft

**Resume Review**

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

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

**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 15th**

***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.

**Freshman Celebration Tuesday, August 22nd**

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

We are celebrating YOU! Join your fellow Lakers and the University community as we provide valuable resources and information from

campus departments, food, prizes and more to help you kick-off the semester.

**On Campus Employment Information Fair Thursday, August 24th**

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

Missed our Student Part-time Job Fair?  Don’t miss this opportunity to meet with us and learn about departments on campus that need student employees.  We will walk you through the application process.  We will also have free giveaways! Students have the opportunity to learn about on campus job opportunities, and how to apply for them through Laker CareerZone!

**Sophomore Celebration Tuesday, August 29th**

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

Welcome back celebration event with campus departments, food, fun and many prizes! Don't miss out!

**Junior Celebration Thursday September 7th**

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

Are you Laker Ready? Come out and join the University Community as we celebrate you on your Clayton State journey. We will have

campus departments, food, fun and prizes! Don't miss out! The first 75 students will receive a FREE Junior Day T-shirt!

**Internship Week** **Monday - Friday, September 11th – 15th**

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 virtual gift card to be given away on Thursday.**

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| ***Internship Week Kick-Off Event***  Meet us at the University Center, **UC Mainstreet** as we kick off Internship Week with information about internships, academic credit, non-credit, games and prizes! | **Monday, September 11th**  **UC Mainstreet** *11:00 a.m. – 1:00 p.m.* |
| **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.** (A link to join will be sent the day of the workshop.)  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 12th**  **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](mailto:career@clayton.edudu) by **Friday, September 1. 2023**. Open to ALL majors and classifications. Students will be notified by **Tuesday**, **September 5th** if selected. | **Wednesday, September 13th**  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 13th**  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 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 14th**  *10:00 a.m. – 1:00 p.m.*  ***UC Mainstreet*** |
| **Internship Week Wrap-up**  Social Media.  LinkedIn: Clayton State University Office of Career Services  Facebook: Clayton State University Career Services  Instagram Live: claytonstatecareers  Twitter: @CSUCareers | **Friday, September 15th**  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 – Friday, September 18th -September 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](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 5001fd** 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 September 15th.** Critiques will be completed during Practice Interview Week. You will receive a message from [support@biginterview.com](mailto:support@biginterview.com)  once we have completed your critique.

**How to Land a Federal Job Tuesday, September 19th**

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

This workshop will be presented by the Department of Labor.  They will share information and tips regarding the federal government resume, how to navigate USAJobs, pathway programs, internships, volunteering and more! **Students must RSVP through Laker CareerZone to attend this session.** This workshop will be on **Microsoft Teams** (A link to join will be sent the day of the workshop.)

**Senior Day**

**(Open to seniors graduating in December 2023, May 2024, and August 2024)** **Thursday, September 28th**

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

Seniors are you Career Ready? Join us and the University Community as we celebrate YOU and share important tips for a successful life after Clayton State. We will have food, games, giveaways, photos, alumni, graduate school information and more! The first 75 students to participate will receive a FREE Senior Day T-shirt!

**Career Boot Camp** Monday - Thursday, **October 2nd – October 5th**

**Microsoft Teams**

**In-person** **LH B 12**

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 LH B 12** (A link to join will be sent the day of the workshop.)

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| **Resume Writing - Monday, October 2nd**  **Microsoft Teams**  *5:00 p.m. - 6:00 p.m.*  **LH B 12** *5:00 p.m. - 6:00 p.m.* | **Interviewing - Wednesday, October 4th**  **Microsoft Teams**  *5:00 p.m. - 6:00 p.m.*  **LH B 12** *5:00 p.m. - 6:00 p.m.* |
| **Job Search - Tuesday, October 3rd**  **Microsoft Teams** *5:00 p.m. - 6:00 p.m***.**  **LH B 12** *5:00 p.m. - 6:00 p.m.* | **Preparing for a Career Fair - Thursday, October 5th**  **Microsoft Teams**  *5:00 p.m. - 6:00 p.m.*  **LH B 12** *5:00 p.m. - 6:00 p.m.* |

**Majors Fall Festival Thursday, October 12th**

**UC Mainstreet** *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 13th**

*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 17th**

**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** (A link to join will be sent the day of the workshop.)

**Are you LinkedIn or Left Out? Thursday, October 19th Microsoft Teams** *5:00 p.m. - 6:00 p.m****.***

**In-person LH B 12** *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 LH B 12** (A link to join will be sent the day of the workshop.)

**Branding & Marketing YOU Workshop**   **Tuesday, October 24th**

**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** (A link to join will be sent the day of the workshop.)

**National Career Development (NCD) Month** **Celebration Thursday, November 2nd**

**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.

**First-Generation College Celebration Day Event Wednesday, November 8th   
UC Mainstreet** *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 MainStreet as we celebrate our First-Generation College Students!

**Employer Networking Mixer (Event) *Thursday, November 9th***

**Microsoft Teams**                                                                                                                                                          *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. This workshop will be on Microsoft Teams (A link to join will be sent the day of the workshop.)**

*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)*.*