**Career Services Workshop and Events Schedule for Spring 2023**

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

**Schedule Resume Review in Microsoft Booking** (<https://csuloch.link/3ey3Ri3>) **10:00 a.m. - 2:00 p.m. Every Wednesday**

**On Campus Employment Information Fair   Tuesday, January 24th**

**UC Mainstreet** ***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 30 – February 2nd**

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 27.**

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

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| **Resume Writing - Monday, January 30th**   *5:00 p.m. - 6:00 p.m.* | **Interviewing - Wednesday, February 1st**   *5:00 p.m. - 6:00 p.m.* |
| **Job Search - Tuesday, January 31st**  *5:00 p.m. - 6:00 p.m*. | **Preparing for a Career Fair - Thursday, February 2nd**   *5:00 p.m. - 6:00 p.m.* |

**So, you want to be an Entrepreneur?      Thursday, February 9th**

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

**In-person LH B12  *5:00 p.m. – 6:00 p.m.***

There are many professions which fall under the umbrella of the Entrepreneurship career path. This workshop will focus on how to prepare for entrepreneur careers and will feature guest panelists with experience from varied backgrounds who will share tips for getting started, writing a business plan, how to obtain small business loans and more! This will also be a great workshop to share your entrepreneur ideas with others. **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 13th – 17th**

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**

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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, February 13th**  ***12:00 p.m. – 1:00 p.m.*** |
| **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 14th**  **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 January 27th. Open to ALL majors and classifications. Students will be notified by February 2nd if selected.** | **Wednesday, February 15th**  ***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 Job and Graduate School Fair. Intern employers will be present offering summer & fall opportunities.** | **Wednesday, February 15th**  ***10:00 a.m. – 2:00 p.m.***  **Microsoft Teams Booking**  **Or Edgewater Hall, Suite 228** |
| **Delta Day at Clayton State University- UC Mainstreet**    Students and Alumni are invited to meet with members of Delta’s Talent Team to learn about Delta’s culture, career opportunities and more! | **Thursday, February 16th**  **11:00 a.m. – 1:00 p.m.**  **UC Mainstreet** |
| **Suit-UP Event- UC Mainstreet**    **(FREE Gently used suits and professional attire will be given away)**  Don’t 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! | **Thursday, February 16th**  ***11:00 a.m. – 1:00 p.m.***  **UC Mainstreet** |
| **Drawing for the $25 Amazon Gift Card!**    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 | **Friday, February 17th**  **Career Services Social Media** |

**Virtual Senior Career Academy Workshop** **Friday,** **February 17th**

***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.**

**Are you LinkedIn or Left Out? Tuesday,** **February 28**

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

**In-person** **LH B12 *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 B12*** (Link to join will be sent once rsvp is completed)

**Branding & Marketing YOU Workshop** **Thursday, March 2nd**

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

***In-person*** ***LH B12 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 of impressing 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 B 12** (Link to join will be sent once rsvp is completed)

**Job and Graduate School Fair Thursday, March 16th**

**Student Activities Center Ballrooms** ***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 20th –March 24th**

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 d9e2b5** 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 17th.**

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.

**Professionalism 101 Workshop Tuesday, March 28th**

**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)

**Employer Networking Mixer (Event) *Thursday, April 6th***

**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.**

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

***April 10th – 14th***

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.

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| **Instagram Takeover** **Monday, April 10th**  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 #CSUNSEW22 in the comments! |
| **Student Worker and Wellness Fair** **Tuesday, April 11th**  **Student Activities Center 12 p.m. – 2 p.m.**  The Office of Career Services will collaborate with Campus-Life and CAPS 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 12th**  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 13th**  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](mailto:career@clayton.edu). |
| **National Student Employee Award** **Friday, April 14th**  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*](mailto:DisabilityResourceCenter@clayton.edu)*.*