

Faculty & Staff



*"Helping you provide students with the
key to success!"*

Career Services

1532 Student Union

The University of Toledo

Phone: 419.530.4341

Fax: 419.530.4013

www.utoledo.edu/utlc/career

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About Career Services

Career Services' talented staff is dedicated to providing progressive and timely career services to help all UT students reach their academic and career goals. From career advising and decision making to job searching strategies, we offer resources to help keep students up-to-date with the most current trends in the ever-changing world of work.

Career Services offers one-on-one advising sessions for students, as well as various group workshops, depending on each individual student's needs. We also coordinate many job fairs that are open to all students that offer opportunities to interact with employers and professionals each semester. We also hold several specialty job fair/interview days such as Education Day or Pharmacy Day.

Student Employment is a part of Career Services offering on-campus job postings on RocketJobs, which can be accessed on our website at www.utoledo.edu/utlc/career. RocketJobs also features off-campus part-time and full-time job opportunities.

Our on-campus recruiting program brings employers to campus to interview qualified students in all majors. Registration and uploading a resume on RocketJobs is required to participate in our on-campus interview program.

We invite you to visit our office located in Student Union 1532. You are welcome to peruse all of the helpful handouts and publications available to students, like the UT Career Services' Career Guide, or browse our Career library for books and magazines that cater to the job search needs of the student population that you instruct.



Referral Process

Do you know of any students who might benefit from our services? Refer them to a Career Advisor. When we receive your referral, we will personally contact the student to offer assistance and set up an individual appointment. You can contact us by phone at 419.530.4341 or e-mail directly, and feel confident that all of our Career Advisors are prepared to meet with any UT students.



Career Information Center

The Career Information Center (CIC), located in SU 1532, is the only centralized location for career information at UT. The CIC provides students and alumni with the following resources: Occupational Information, Interviewing and Job Search Resources, Part-time, Summer, and Full-time Job Listings, Company and Organizational Literature, and Graduate School information.

Curious about what you and your students can find in the CIC? Here is just a short list of the print materials available:

Job Rated Almanac
Opportunities in Fitness Careers
Careers for Legal Eagles and Other Law & Order Types
Is Psychology the Major for You?
Great Jobs for Music Majors
The Peterson's Guide to Graduate Schools in the Biological Sciences
The First Year of Teaching
The Dictionary of Occupational Titles
The Foolproof Job-Search Workbook
Best Resumes for Scientists and Engineers
A Guide to Careers in Community Development
International Business Etiquette: Latin America
Cover Letters that Knock 'Em Dead

Computers are also available for students to stop in and research career information, access on-line career assessment tools, and sign up for RocketJobs.

If you would like to bring one of your classes to the library for a workshop or scavenger hunt activity, please contact Career Services at 419.530.4341 for an appointment.



RocketJobs

UT RocketJobs is a free, web-based system that allows students and alumni to register with Career Services to effectively manage their career plans. It is designed to help individuals stay informed about the latest career events and programs on campus, as well as on-campus, part-time, and full-time job openings in the local area and across the country.

By completing a profile, individuals automatically enjoy a long list of benefits:

- Four-step Career Plan - a guide to career planning at The University of Toledo
- Access to an online database of internships, part-time and full-time jobs, and volunteer opportunities
- Personal career advising
- Resume critiques
- Practice interviews
- Career-related educational programs
- On-campus interviews
- Resume referral service



Reference Letters & Job Referrals

As a faculty or staff member here at UT, you may be approached to serve as a reference for students or alumni who are job searching or applying to graduate programs. As a professional, you may also be aware of potential job openings in your field of expertise. Do you have questions concerning serving as a reference? Do you wonder how you can most equitably share information about possible jobs with the students? The guidelines printed below may help answer those questions. If you would like more information, please contact Career Services. We are happy to help you serve as a successful reference for students.

Sharing Information about Job Openings:

- Post positions in your department office and announce in your classes
- Share the information with any student groups you advise
- Partner with Career Services to provide a full range of job opportunity resources to students

Serving as a Reference:

- Provide students with an objective evaluation of skills and abilities, specifically identifying job-related information to employers if possible
- Only provide information you can document, and back up personal opinions with facts
- Avoid including personal information that is not related to academic or work performance
- Discuss your reference with the student – honestly assessing his/her strengths will help the student focus efforts on opportunities that align with those strengths
- E-mail is considered a form of written communication, so confidentiality applies
- If you do not wish to provide a reference for a particular individual, be honest
- If you need to change or withdraw your reference, advise the student immediately

Sample Reference Letter:

- <http://www.naceweb.org/about/public/formfacref.htm>



Requesting A Workshop

While at The University of Toledo, students progress through various stages of career development to determine occupations that are right for them. Our workshops are designed to help students with their career development. Career Services would be happy to present career-related topics to your classes or organizations.

You don't need to cancel your class on a day that you will be away from campus - schedule a Career Services guest speaker instead!!! We are willing to create a presentation targeted to your specific needs, or you can request an existing topic from the list here:

Career Exploration Workshops:

- Orientation to Career Services
- Career Development Overview
- Skill Identification
- What Can I Do With a Major In... (Any Major!)
- Occupational Exploration Workshop
- Library Resources Scavenger Hunt
- Informational Interviews and Networking

Professional Preparation Workshops:

- Finding a Summer Job or Internship
- Interviewing
- Resume Writing and Critique
- Etiquette for the Workplace
- Transition from College to Work
- Negotiating and Evaluating a Job Offer
- New Graduate/Employee Transition

To request a speaker from Career Services, please call 419 530-4341, or complete and return the Workshop Request Form (on the following page) to 1532 Student Union or by fax at 419 530-4013.

The University of Toledo
Career Services
PHONE: (419) 530-4341
FAX: (419) 530-4341

WORKSHOP GUIDELINES

Members of the Career Services staff are available to provide workshops on a broad range of career-related topics. When we receive your workshop request form, it will be assigned to a staff member who will contact you to make any final arrangements and discuss presentation details.

In order to better serve the student organizations, faculty, and staff requesting programs, we offer the following guidelines:

- Workshop request forms must be submitted **AT LEAST TWO WEEKS** prior to the desired date. Requests made without this lead time **ARE NOT LIKELY** to be honored.
- Requests for special topics may require more than two weeks lead time. For a list of potential topics, please refer to our website: <http://www.student-services.utoledo.edu/career/facstaff/index.html>
- Every attempt will be made to schedule a presenter for your desired date and time. Career Services reserves the right to request changes to date and time should scheduling difficulties occur.
- Career Services may ask that groups requesting the same program for the same/similar date and time combine for a joint program.
- Sponsoring organizations, classes, or offices are responsible for arranging rooms and the availability of necessary audio-visual equipment.
- Sponsoring organizations, faculty, or staff will be responsible for printing handouts to be utilized as part of the program. Presenters will make originals available to the sponsor at least three days prior to the program for printing, or will direct you to appropriate handouts to be downloaded and printed from our website.

The University of Toledo
Career Services

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FAX: (419) 530-4341

WORKSHOP REQUEST FORM

To schedule a Career Services Workshop, please complete this form and return it to 1532 Student Union, Mail Stop #112. The completed form must be received AT LEAST TWO WEEKS prior to the desired date to ensure staff availability. You will be asked to provide copies of handouts for your students – please prepare to discuss handout preparation with the staff member assigned to the workshop. You can follow up on the status of your workshop request by calling or stopping by the office one week after the date of submission. For workshop suggestions and additional guidelines, please refer to our website: <http://www.utoledo.edu/utlc/career>.

Contact _____ Title _____

Address _____

Telephone _____ Email _____

Organization/Group/Class _____

Desired Workshop Topic _____

Location _____ Number of Participants _____

Participant Demographics _____

Equipment Provided in Room _____

Requested Date _____ Start Time _____ End Time _____

Alternate Date _____ Start Time _____ End Time _____

FOR OFFICE USE ONLY

Assigned Facilitator _____

Confirmation Date _____

Materials/Handouts Needed _____

Equipment Needed _____

Additional Notes/Information _____