

# Career Planning

Junior - Senior Newsletter

Spring 2009

## Upcoming Events

### **Teacher Recruitment Days (TRD)**

#### **Registration**

February 16—March 13

[www.oswego.edu/TRD](http://www.oswego.edu/TRD)

### **Marine Corps Information Table**

Feb 25 & March 10, 2009

10:00 am — 2:00 pm

Student Union Lobby

### **Clarkson MBA Information Session**

February 26, 2009, 7:00 pm

Clarkson Campus

Snell Hall, Room 330

### **Preparing for a Job Fair**

#### **Workshop**

March 19, 2009 5:30 pm - 6:30 pm

Sisson 2nd Floor Lounge

### **Upstate NY Bio Career Connection**

#### **Job Fair**

March 25, 2009

Ithaca, NY

### **Peace Corps**

March 31, 2009

Information Table 10:00 am—2:00 pm

Student Union Lobby

Information Meeting (open to all)

6:00 pm — 7:00 pm

Barrington Student Union, Room 203

### **Resume Contest**

Deadline March 31, 2009

Chance to win \$50 to Bookstore

Career Planning Office Sisson 106

### **Preparing for TRD**

#### **Workshop**

April 1, 2009

5:30 pm - 7:00 pm

Sisson 2nd Floor Lounge

### **SUNY Potsdam Job Fair**

April 8, 2009

4:00 pm - 7:00 pm

Barrington Student Union MPR

### **Helping Students Decide on a**

#### **Major/Career Workshop**

April 14, 2009 5:30 pm — 6:30 pm

Sisson 2nd Floor Lounge

### **Teacher Recruitment Days (TRD)**

April 23-24, 2009

SUNY Cortland

## Teacher Recruitment Days

Teacher Recruitment Days (TRD), will be held on Thursday, April 23, 2009 and Friday, April 24 at SUNY Cortland in Cortland, NY. Participants must register for this event ([www.oswego.edu/TRD](http://www.oswego.edu/TRD)) between February 16 - March 13, 2009 or pay a late registration fee between March 16 - March 20. Registration will NOT be accepted after March 20.

All participants will have the opportunity to interview with school districts from across New York State and the country. It is common for participants to have twelve to fifteen interviews in a two-day period. This is a great opportunity for senior music education and education majors to find a future job and to gain interview experience.

Attending TRD is no walk in the park. Fifteen other colleges are also sending students to TRD and we want SUNY Potsdam students to shine the brightest. To help you prepare, Career Planning will be hosting a special workshop just for TRD participants. This workshop will be on April 1 at 5:30 pm in the 2nd floor Sisson lounge. Start sprucing up your resume and get your suit dry cleaned.

## SUNY Potsdam to Host Job Fair

On April 8, 2009 from 4:00 pm — 7:00 pm, in the Barrington Student Union MPR, SUNY Potsdam will be having a job fair hosted by Career Planning, Experiential Education and the Alumni Office. Not only will you find full-time job opportunities, but you can also look for part-time, summer, internship and volunteer opportunities. This will be a great way for students and alumni to look for work and network with recruiters from many organizations.

In preparation for the job fair, we would strongly encourage you to attend our workshop "Preparing for a Job Fair". This workshop will be hosted on March 19th in the 2nd floor Sisson Hall Lounge at 5:30 pm.

Please contact Career Planning for a list of companies and employers that will be at the job fair. This is an ever growing list that we will keep updated.



## In Case You Missed It...

In case you missed the Senior Meeting, we covered the following information related to the job market in 2009 and how Career Planning can help you plan for the future.

According to the *National Association of Colleges and Employers Job Outlook 2009* employers nationwide thought they would increase college graduate hiring by 6.1% over 2008. A follow-up survey in October found employers revised that estimate to just 1.3% over 2008.

**Career Planning is here to help crack the tight job market.** Now more than ever you need to work hard and plan for future employment. We can help you: establish and maintain an up-to-date reference file, prepare a targeted resume and cover letter, create an exceptional portfolio and self marketing brochure, learn job search techniques, make a great impression at job fairs, select and apply to graduate school programs, perfect your interview skills and explore career(s) that match your interests, abilities and values.

*Plan for Tomorrow by Visiting Career Planning Today!*

## Employment in New York State

*Job Search Strategies for Challenging Times*

By: Christopher Myers, Victoria Gray and Kevin Jack

Everybody has an understanding of what our country is going through with the poor economy and the huge job cuts that have been taking place over the past few weeks and months. *Employment in New York*, gives ideas on how to search for a job and gives you the tools you will need to attain that job.

To quote William Shakespeare, "Know thyself". Make sure you can identify each of your strengths, skills and talents and then be sure you can connect them to an employers needs. Check out Sigi and Focus, Career Planning's self-assessment software, they're a great way to help you look into your job skills.

Next, learn job search techniques. Typically, networking can give you a big advantage. According to this article 70% of jobs are filled through networking, 20% - 25% are filled by recruiters and only 5%-10% are filled through ads and online postings.

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## National Association of Colleges and Employers

*Which Candidate Would You Choose*

By: NACE Research

A survey of 54 employers reported how they choose a candidate when they have candidates that are equally qualified.

### **A list of important factors:**

- Your Major
- Leadership Positions
- Strong GPA
- Extracurricular Activities
- School Attended
- Volunteer Work



### **The article reveals the importance of experience:**

- 76.3% prefer to hire candidates with relevant work experience
- 18.9% prefer to hire candidates with general work experience
- 2.6% said prior work experience does not factor into the hiring

### **The article reports skills that employers look for in a candidate:**

- Communication Skills, Leadership Skills, Teamwork Skills
- Strong Work Ethic, Interpersonal Skills, Initiative, Self-Confidence
- Tactfulness, Friendly/Outgoing, Creative, Analytical Skills
- Problem Solving Skills, Flexibility/Adaptability, Computer Skills
- Technical Skills, Planning, Detailed-Oriented, Organizational Skills

## Interview Follow Up

*College Grad Job Hunter*

By: Brian D. Krueger, CPC

There are things you can do after an interview that can help you in your job search. According to author, Brian D. Krueger, most people already know these two things but, rarely do them. By doing these simple tasks, you can set yourself apart from the other candidates.

The first thing you should do after the interview is *call the interviewer*, thank him/her for his/her time and mention how you will be a strong asset to the organization. The phone call should take place the same day. If you are unable to reach your interviewer leave a message on his/her voicemail.

The second thing you should do is *send a thank you note*. Thank him/her again for his/her time and emphasize your interest in the position. Each note you write should be delivered by hand, mailed or faxed no later than the end of the following day. If you interview with multiple individuals, make sure to personalize each thank you note.

By doing these simple tasks, you can place yourself ahead of other candidates.

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## Resume Contest

The offices of Career Planning and Experiential Education are hosting a

### **RESUME CONTEST!**

Submit resumes for jobs or internships to Career Planning by **MARCH 31, 2009**. Your name will be included in a drawing and you will have a chance to win a \$50.00 gift certificate to the college bookstore! This is a great opportunity to have your resume critiqued before the SUNY Potsdam Job Fair and TRD.

[www.potsdam.edu/offices/career](http://www.potsdam.edu/offices/career)

**Career Planning Office**

Sisson Hall 106

315-267-2344

8:30 am — 4:30 pm

[career@potsdam.edu](mailto:career@potsdam.edu)

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