**Networking**

**Benefits of Networking**

- Give you new connections
- Help improve communication skills
- Help you get a job!

**How Do I Network?**

The truth is, you probably network more than you know! Networking can be as easy as making a connection with someone in an office, a professor, or even telling your family and friends which career path you are interested in. They can keep their eye out for job opportunities and activities related to your interests!

**Where to Find Contacts**

- Alumni Networks and campus mentoring programs
- Professional Associations related to your field of interest
- Career fairs, employer information sessions, and networking events
- Community groups
- Family and friends
- Social Networking sites, like Facebook and LinkedIn

**Source:** Job Choices 2010, NACE

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**Career Planning Tip of the semester:**

**Be sure to logon to the career planning website and review your freshman/sophomore checklist!**

HTTP://WWW.POTSDAM.EDU/OFFICES/CAREER/
Need a Summer Job?
The Career Planning Office can assist you with finding career related experience for this summer! Stop in to make an appointment with a counselor!

- **BearTracker** - Find part-time, summer jobs, and internships!
- **Job Searching Techniques** - by location, major, industry, or employer!
- **Application Process** - Resume, cover letter, and references!

**FOCUS**

**What is FOCUS?**
FOCUS is a valid and reliable research based career assessment and is used by more than 1,500 career planning offices nation wide.

**What can FOCUS do for you?**
FOCUS will give you accurate information about your skills, values, goals, and personality and connect them to careers.

**How do you start?**
Stop by the Career Planning office to get user name and password, as well as a full explanation of the program!

**SIGI3**

**What is SIGI3?**
SIGI3 is a computerized self-assessment system that will assist you in planning your career.

**What Can SIGI3 Do For You?**
It will assess your values, interests and skills by covering all major aspects of career decision making and planning through a system of seven different sections

**How Do You Start?**
Visit the career planning office to get access to the program. Be sure to complete the entire assessments section, and search by factor combo

**MAKE AN APPOINTMENT WITH A CAREER COUNSELOR TO GO OVER RESULTS, DISCUSS OPTIONS, AND OBTAIN FURTHER INFORMATION REGARDING A CAREER OR MAJOR.**

**Career Planning Staff 2010-2011**