

WORKSHOP ON WHEELS PRESENTATION DESCRIPTIONS

GENERAL

Career Services 101: Who We Are

Time Limit: 20 minutes

This presentation will provide a brief overview of the services, programs and resources available in the Career Services office. You will be introduced to our web site and resources that can help you explore occupations, locate internships, prepare for graduate school, the job search process, and connect with professionals in your chosen career field.

CAREER PLANNING

Choosing a Major That Fits Your Interests

Time Limit: 50 minutes

Can't decide on a college major? Take a career inventory to identify your interests and discover how this information influences career choice. Materials will be provided to help you match your interests to college majors and occupations.

What Can I do with My Major? Connecting Majors to Jobs

Time Limit: 50 minutes

Trying to figure out what you will do with your degree? In this workshop, students will use the eDISCOVER computer program to explore career and educational pathways based on your program of study. Tips and resources for learning more about how to connect occupations with various majors will be discussed.

Graduate School: To go or not to go

Time Limit: 50 minutes

Are you considering graduate school because you feel you will have no job opportunities with your undergraduate major? Are you postponing a difficult job market? Will an advanced degree improve your chances for a better salary, job opportunities and/or promotion? Deciding on whether or not you should attend graduate school can be difficult. Pursuing a graduate or professional degree requires a significant investment of time and resources. This workshop will help you explore key factors to consider, provide an overview of a typical application process, and introduce you to the graduate school resources available in the Career Services office.

Myers-Briggs Type Indicator (MBTI)

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors & Seniors

Students will take the MBTI assessment to determine their type, identify job families and occupations that are a good fit for their type, and broaden their understanding of how it can be applied in organizational settings.

Identifying Skills, Interest, and Values

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors & Seniors

In this workshop, students will use the eDISCOVER computer program to clarify their skills, interest, and values and identify occupations related to this information.

JOB SEARCH

Designed to Sell: Resume Writing with Results

Time Limit: 50 minutes

In this workshop, you will learn the difference between those resumes that get noticed and those that don't. It is not rocket science, so why do so many resumes end up in the "No Interview" pile? Learn the most important steps for writing a winning resume.

Real World Road Rules for Your Job Search

Time Limit: 50 minutes

Learn how to strategically search for employment opportunities that will land you the perfect job. Topics will include using the Internet, job hotlines, directories, and the hidden job market.

GT Job Connection: McDaniel's Resource for Jobs and Internships

Time Limit: 50 minutes

Employers list positions for McDaniel students everyday. In this workshop, learn how to use GTJC to create an account, post your resume and search for jobs and internships related to your major and career goals. Students wanting to post their resume must save their resume on a disk in MS Word format.

What Not to Do: How to Loose a Job in 10 Ways

Time Limit: 50 minutes

Don't blow it once you get in the door! Learn how to handle different office situations with ease. Get tips and insights on how to successfully make it through your 1st year on the job.

Cover Letters That Get Attention

Time Limit: 50 minutes

Learn the basics of writing an effective cover letter. Explore the various styles of business letters and thank you notes. Examples will be provided.

The Last Candidate Standing: Interview Success

Time Limit: 50 minutes

You've sent your resume and got called for an interview. Great! Now, how do you demonstrate that the employer should choose you? Learn how to effectively communicate during an interview in an effort to produce a positive outcome. You will become familiar with the different types of interviews, the major mistakes made in interviews and how to avoid them.

Show Me the Money: Succeeding in the Second Interview

Time Limit: 50 minutes

Become familiar with the dynamics of second interviews. Participants will learn what to expect, how to prepare, what to wear and how to follow-up the second interview.

Creating a Portfolio

Time Limit: 30 minutes

This presentation will provide you with a definition of a portfolio, how and when to use one, the various types of portfolios, and what items to include. Examples will be provided.

It's Not Personal...It's Business – Salary Negotiation & Job Offers

Time Limit: 50 minutes

Become familiar with the process of negotiating offers, accepting and declining offers, understanding benefit packages, and making employment decisions.

Making the Most of A Job Fair

Time Limit: 50 minutes

Receive tips and strategies to prepare for job fairs.

INTERNSHIPS

Finding Internships: Practice for the Real World

Time Limit: 50 minutes

How do you get a job without experience? How do you get experience without a job? Students will be introduced to the internship resources available in Career Services. Resources include four electronic internship databases, books and company brochures.

The Apprentice: How to Make the Best of Your Internship Experience

Time Limit: 50 minutes

Become familiar with advantages associated with internships and discuss strategies for making your internship experience beneficial

FEDERAL JOB SEARCH

Call to Serve: Working for the Federal Government

Time Limit: 90 minutes

The Federal Government may be the employer of choice in the current labor market. Learn about the variety of opportunities available in Federal Agencies throughout the country. Get information about cooperative education and internship opportunities for students. Review the recently revised selection process and the ins and outs of the application process.

Call to Serve: Mastering the Federal Application Workshop: Part I

Time Limit: 60 minutes

During this workshop participants will learn how to search for federal jobs, dissect a vacancy announcement and create an online federal resume.

Call to Serve: Mastering the Federal Application Workshop: Part II

Time Limit: 60 minutes

During this workshop participants will learn the difference between application questionnaires and essay statements, frequently referred to as KSAs. Participants will learn strategies for responding to KSAs as well as an approach frequently used to answer these questions.