**CAREER ADVANTAGE ACTIVITIES**

**15 points = Career Advantage Certificate**

**40 points = Career Advantage Graduation Cords**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Name** | **Reference Name** | **Points** | **Reference email address** |
| Completed a career assessment (FOCUS2) | Emma Harris | 2 | jackson@calu.edu |
| Met with my career advisor in CPDC | CPDC GA | 2 | recruit@calu.edu |
| Completed a job shadowing experience (i.e. field experience, practicum, clinical) or informational interview using ProNet on [Hire CALYOU](http://www.calu.edu/current-students/career-services/career-resources/Hire-CalYOU/) – **provide name and e-mail or phone number of professional/organization you shadowed and name of specific contact person you shadowed** | Rhonda Gifford | 3 | gifford@calu.edu |
| Completed a Service Learning experience in my class | Diane Hasbrouck | 3 | Hasbrouck\_d@calu.edu |
| Completed a Cooperative Education experience (paid, career-related experience registered through CPDC | Internship GA | 10 | internctr@calu.edu |
| Completed an internship (registered through CAL U Internship Center) or Field Education (registered through the SOW dept.) | Internship GA | 10 | internctr@calu.edu (Internship)  andrews@calu.edu (SOW) |
| Joined a student organization (list organization) | Pam DelVerne | 2 | delverne@calu.edu |
| Held a leadership position in a student organization (list organization and position held in OrgSync) | Pam DelVerne | 5 | delverne@calu.edu (your club’s OrgSync profile must be up to date with current officers for this to be approved) |
| Completed the Career Planning class (XCP 194) | Lisa Solomon Driscoll | 10 | driscoll@calu.edu |
| Completed the Career Readiness class (UNI 200) | Gary Seelye | 10 | seelye@calu.edu |
| Completed a Study Abroad Experience (\*\***provide date and location)** | John Watkins | 6 | watkins@calu.edu |
| Registered and uploaded a resume on [Hire CALYOU](http://www.calu.edu/current-students/career-services/career-resources/Hire-CalYOU/) (online career center) | CPDC GA | 2 | recruit@calu.edu |
| Created a LinkedIn profile ([www.linkedin.com](http://www.linkedin.com)) | CPDC GA | 2 | recruit@calu.edu |
| Completed a practice interview in CPDC | CPDC GA | 2 | recruit@calu.edu |
| **Activity Name** | **Reference Name** | **Points** | **Validator email address** |
| Attended a career workshop hosted by CPDC (\*\***provide date and topic of workshop – see list of workshops below )** | CPDC GA | 2 points each workshop | recruit@calu.edu |
| Attended a job fair, career fair or networking event (\*see list of fairs below chart) and **provide date and name of event attended** | CPDC GA | 2 points each event | recruit@calu.edu |
| Participated in an on campus interview or information session hosted by CPDC and **provide date/company name** | Krissie Doppelheuer | 2 points each interview / session | doppelheuer@calu.edu |

**\*List of Job/Career Fairs/Networking Events (worth 2 points unless otherwise noted):**

* CAL U Block Party
* CAL U Career Week
* CALU Fall Job & Internship Fair – 4 points
* Mon Valley Job Fair
* WestPACS Job & Internship Fair (at Monroeville Convention Center)
* College to Career Conference – 6 points
* PERC (Teacher fair at Monroeville Convention Center)
* CALU Networking Event & Fashion Show – 4 points
* CALU Unique Careers in Education
* CALU Women’s Networking Event
* IUP Accounting Career Day
* SciMathTech Interview Day
* @pgh.cafe Technology Job Fair (in Pittsburgh)
* Other : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*List of Workshops:**

* Gaining a Career Advantage
* Using FOCUS2 to Find the Perfect Career for You
* What Can I Do with a Major in…?
* How to Find an Internship or Co-op
* Things I Wish I Knew Before I Graduated
* Resume Impossible: Transforming Your Resume from Grunge to Great
* Why Should I Hire You? How to Answer Tough Interview Questions
* How I Met My Employer: Networking 101 & LinkedIn
* Get Hired, Not Fired: How to Use Social Media in Your Job Search
* Professional Dress
* Got Skills? How to Talk Them Up at a Job Fair
* How to Lose a Job in 10 Days: Transitioning from College to Work
* Covey Leadership Workshop
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions for logging onto OrgSync to enter Career Advantage activities**

Log onto the OrgSync Website at [www.orgsync.com](http://www.orgsync.com) using your CALU e-mail ID and password

1. Under the “**More**”

* Select “**Involvement**”
* Select the green button entitled “Add Involvement Entry” on the right
* The next screen is a form, complete as follows
  + **Organization:** list name of organization (i.e. ALD, BSU, SMA, CPDC, etc.)
  + **Agency:** Leave Blank
  + **Category:** Career Advantage
  + **Activity Name:** the activities are listed in the above matrix under Action
  + **Start Date:** List the date that you started the activity
  + **End Date:** not required. Can leave blank
  + **Total Hours:** Enter the number of points from activity sheet
  + **Role:** select either “Participant” or “Leader”
  + **Reference Name:** the reference name of the activity is listed in Matrix (see above)
  + **Reference Email Address:** the reference email address is listed in Matrix (see above)
  + **Reference Title/Position:** Leave blank
  + **Reference Phone number:** Leave blank
  + **Proof of Participation:** Leave blank
  + **Learning outcomes:** Leave blank
  + **Reflection:** Leave blank
  + **Show on Full Involvement History:** make sure it is clicked
  + **Click on “Add” Involvement Entry**

1. To join a group (ALD, BSU, SMA, CPDC, etc.)

* Select all memberships
* Under see all
  + Search/Select Career & Professional Development Center
  + No password is required
* Select “Join Now”

1. To send time timesheet (Report)

* Click “Reports” in the menu on the left
* Select download full involvement history
* Send to jackson@calu.edu