

# Career Center (CC) Guide for COUN & UNIV 1000/1050/2970 Instructors

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## 1. Career Assessments: (please choose only one assessment as an assignment)

### TypeFocus

What it is: This inventory assesses different personality types and helps students learn how personality type can impact career choices and interactions with others. It also contains a Success Factor Questionnaire that addresses topics that in some way relate to student success in achieving their career goals.

How to assign: Have students go to: [www.auburn.edu/career](http://www.auburn.edu/career), click on Career Assessments, then TypeFocus. The password is “au7788”. Students will receive an e-mail with detailed instructions for taking TypeFocus and printing their results (displaying their four-letter type) to bring to the class interpretation.

### Strong Interest Inventory-SII (\$30 – billed to student bursar account)

What it is: The SII matches interests with the interests of people who have been in career fields at least three years and are happy with their work. This assessment helps students’ evaluate their interests as they relate to careers

How to assign: Contact Diane Thorne ([thornde@auburn.edu](mailto:thornde@auburn.edu)) at the beginning of the semester and she will create a “batch” results for your class and generate directions to be distributed to students. This will simplify the process for a class interpretation as the results (printed out at the Career Center) will be grouped and brought to the class by the Career Center professional for the class interpretation. It also is a way for instructors to know which students have completed the assignment.

**Scheduling a class assessment interpretation:** Determine the date on which you would like to schedule someone from CC to conduct the interpretation session. Next, go to <http://www.auburn.edu/career/faculty/presentations.html> and complete the request form and then “Submit”. **Two weeks’ notice is the minimum requirement;** it is recommended that you request your session as far in advance as possible in order to assure that a counselor will be available to accommodate your request. Someone in CC will contact you within 48 hours to confirm. If you are not contacted within that time, please call Phyllis Bickers at 844-4744.

## 2. Class Presentations:

Appropriate Topics for U1000/1050 classes:

- Utilizing Auburn University Career Center Services
- Finding a Part-time Job / Internship
- Choosing a Major
- Interviewing for campus organizations

**Scheduling a presentation:** Determine the date on which you would like to schedule someone from CC to speak to your class. Next, go to <http://www.auburn.edu/career> and then under “I Need A ...” and select Presentation. Complete the request form and then “Submit”. **Two weeks’ notice is the minimum requirement;** it is recommended that you schedule your session as far in advance as possible in order to assure that a staff member will be available to accommodate your request. Someone in CC will contact you within 48 hours to confirm. If you are not contacted within that time, please call Phyllis Bickers at 844-4744.

## 3. On-line resources for career exploration (students can use on their own)

**FOCUS** – A comprehensive career planning and assessment tool that allows students to evaluate several areas (interests, values, personality, etc.) and guides them through researching career areas of interests. (Free, no interpretation necessary). Go to: [www.auburn.edu/career](http://www.auburn.edu/career), click on Career Assessments and FOCUS.

**What Can I Do With a Major in...?** This informative tool lists enables students to research career areas by major and provides information on what types of jobs and where they are for each major. Go to: <http://www.auburn.edu/career> and select under “Popular Resources” on the left.

**Occupational Outlook Handbook** – This classic reference provides information about occupations from A to Z and is compiled by the US Bureau of Labor Statistics. The OOH includes a description of the work, training and education, expected job prospects, what workers do on the job, and working conditions. Go to: <http://www.bls.gov/oco/>

## 4. Attendance to Career Events

Students are encouraged to attend the various career events hosted by CC. These events allow students to apply for jobs and learn about careers with different organizations and employers. We welcome students from your class, but appropriate dress for each event is required.

### **Part-time Job Fair**

What, when, where: Wednesday, 8/24/11, 10 am – 1 pm, Student Center

What to wear: Business casual

\*Bring Student ID

### **Engineering & Technical Career Expo**

What, when, where: Monday, 9/19/10, 3 pm – 7 pm, Hotel at AU and Dixon Conference Center

What to wear: Business Professional \*Bring Student ID

**All Majors Career Expo**

What, when, where: Wednesday, 9/21/10, 3 pm – 7 pm, Hotel at AU and Dixon Conference Center

What to wear: Business Professional

\*Bring Student ID

**Education Interview Day**

What, when, where: Tuesday, October 18, 8 am – 3 pm, Hotel at AU and Dixon Conference Center

What to wear: Business Professional

\*Bring Student ID

Updated 7/2010