

# SS003: Career Services and Job Placement

| Effective Date | Document Number |
|----------------|-----------------|
| 2023-09-01     | SS003           |

## 1. Mission and Purpose

The mission of Career Services and Job Placement at Westfield State University is to empower students and alumni to identify and achieve their career goals. We provide comprehensive resources, personalized guidance, and transformative experiences to foster career exploration, professional development, and successful transitions from university to the workforce. Our purpose is to equip every student with the skills, knowledge, and connections necessary to navigate a dynamic global job market and build a fulfilling, lifelong career.

## 2. Services Offered

Career Services and Job Placement offers a wide array of services designed to support students at every stage of their career journey. Our offerings are tailored to meet the diverse needs of the Westfield State University student body.

### 2.1. Career Counseling

Our certified career counselors provide one-on-one confidential sessions to help students and recent alumni explore career options, identify strengths and interests, and develop strategic career plans. Counseling topics include:

- **Career Exploration:** Utilizing assessment tools like the Myers-Briggs Type Indicator (MBTI) and Strong Interest Inventory to identify potential career paths

that align with your personality, values, and interests.

- **Major and Career Path Alignment:** Discussing how your academic major can translate to various professions and exploring potential career changes.
- **Job Search Strategy:** Developing a targeted and effective job search plan, including networking strategies and industry research.
- **Graduate School Planning:** Providing guidance on selecting programs, navigating the application process, and preparing for further academic pursuits.

## 2.2. Resume and Cover Letter Reviews

We offer comprehensive critiques of resumes, cover letters, and other professional application materials to ensure they are polished, professional, and effectively highlight your skills and experiences. Our review services include:

- **Content and Formatting:** Guidance on structuring your resume for clarity and impact, using industry-standard formats.
- **Keyword Optimization:** Tailoring your documents to pass through Applicant Tracking Systems (ATS) and catch the attention of recruiters.
- **Action Verb and Accomplishment-Oriented Language:** Crafting compelling bullet points that showcase your achievements.

## 2.3. Mock Interviews

Practice your interviewing skills in a realistic and supportive environment. Our mock interview program is designed to help you build confidence and receive constructive feedback. We offer:

- **General and Behavioral Interviews:** Practice answering common interview questions and learn how to effectively communicate your qualifications using the STAR method (Situation, Task, Action, Result).
- **Technical and Case Interviews:** Specialized practice for students in STEM, business, and other fields requiring technical or case-based interview formats.
- **Video Recorded Sessions:** Option to have your mock interview recorded for self-review and detailed feedback from a career counselor.

## 2.4. Job Fairs and Employer Engagement

We host multiple job and internship fairs throughout the academic year, connecting students with a wide range of employers from various industries. These events provide opportunities to:

- **Network with Recruiters:** Meet representatives from local, national, and international organizations.
- **Discover Opportunities:** Learn about full-time, part-time, and internship positions.
- **Attend Information Sessions:** Participate in employer-led workshops and information sessions to gain insight into company cultures and recruitment processes.

## 2.5. Internship Programs

Our office facilitates a robust internship program that provides students with opportunities to gain hands-on experience, apply classroom knowledge, and build professional networks. We provide support for:

- **Internship Search and Application:** Assistance with finding and applying for credit-bearing and non-credit internships.
- **Academic Internships:** We partner with academic departments to offer internships for academic credit.
- **Funding and Scholarships:** Information on paid internships and potential funding sources to support unpaid opportunities.

## 2.6. Alumni Networking

Leverage the power of the Westfield State University alumni network. We facilitate connections between current students and alumni through:

- **Westfield Connections:** Our exclusive online platform for mentoring, networking, and career advice from experienced alumni.
- **Networking Events:** Themed networking nights and industry-specific panels featuring alumni professionals.

- **Informational Interviews:** Guidance on how to conduct informational interviews with alumni to explore career paths and gain industry insights.

### 3. Eligibility and Access

---

All currently enrolled Westfield State University students, at both the undergraduate and graduate levels, are eligible to receive full access to our services. Alumni can access career counseling and online resources for up to one year after graduation. Access to job fairs and networking events is available to all alumni free of charge.

### 4. How to Access Services

---

Our services are accessible through various channels to accommodate the needs of our diverse student population.

| Service Channel     | Details  |
|---------------------|--|
| Location            | Our main office is located in the Student Success Center, Room 210.                |
| Hours of Operation  | Monday - Friday, 8:30 AM - 5:00 PM. Evening appointments are available by request. |
| Contact Information | Phone: (555) 123-4567  |

### 5. Appointment Scheduling Procedures

---

To schedule an appointment with a career counselor, please use our online scheduling system, accessible through the university portal.

1. Log in to the Westfield State University student portal.
2. Navigate to the 'Student Services' tab and select 'Career Services.'
3. Click on 'Schedule an Appointment' and select the service you require.
4. Choose a date and time that works for you and select your preferred career counselor.
5. You will receive a confirmation email with the details of your appointment.

For same-day resume reviews or quick questions, we offer drop-in hours from 1:00 PM to 4:00 PM, Monday through Thursday. No appointment is necessary for drop-in services.

## 6. Confidentiality

---

All one-on-one counseling sessions are confidential. Information shared with a career counselor will not be disclosed to anyone outside of the Career Services office without your written consent, except in cases where there is a risk of harm to yourself or others, or as required by law. Anonymized and aggregated data may be used for statistical and reporting purposes to improve our services.

## 7. Related Resources and Referrals

---

We collaborate with various campus departments to provide holistic support. Students may be referred to the following resources:

- **Academic Advising:** For course planning and major selection.
- **Counseling and Psychological Services (CAPS):** For personal counseling and mental health support.
- **The Writing Center:** For assistance with academic writing and personal statements.
- **Financial Aid Office:** For information on scholarships, grants, and loans.

## 8. Frequently Asked Questions (FAQ)

---

**Q: Can I get help with my graduate school application?**

A: Yes, our career counselors can assist with all aspects of the graduate school application process, including personal statement reviews, interview preparation, and selecting the right program for you.

**Q: Are services available to online students?**

A: Absolutely. All our services, including career counseling and workshops, are available to online and distance-learning students via video conferencing and phone

appointments.

**Q: I'm an alumnus who graduated more than a year ago. Can I still use Career Services?**

A: While one-on-one counseling is limited to one year post-graduation, our online job board, networking events, and job fairs are open to all alumni for life. We encourage you to stay connected!

**Q: What should I bring to a resume review appointment?**

A: Please bring a printed or digital copy of your current resume, as well as a job description for a position that interests you. This will help us tailor our feedback to your specific career goals.

## 9. Revision History

---

| Date       | Version | Author                    | Summary of Changes         |
|------------|---------|---------------------------|----------------------------|
| 2023-09-01 | 1.0     | Office of Student Affairs | Initial document creation. |