

NAME YEAR PROGRAM/MAJOR TOPIC PHONE INITIALS NOTES

Add "Phone Appt" if so!

Alum: Ask what field they are working in

Add:

- Student's email
- Did they take seminar or watch video?
- Other info: specific topics/Qs, red flags etc.

By year of school, **not by credit**:

Freshman, Sophomore, Junior, Senior

Grad (meaning master's student)

Alum (also list what year graduated, e.g. Alum '06)

Résumé OR Cover Letter (Student: 15 minutes; Alum: 30 minutes)

- Review, questions about a drop-off critique
- REQUIREMENT: Students must have taken the Résumé/Letter seminar OR watched the video OR counselor came to their Graphics class (NO requirement for alumni & **note in comments**)

*****Résumé AND Cover Letter appointment is only 30 minutes total*****

Internship (Student: 30 minutes; Alum: 30 minutes)

- Help finding one, questions on following up on application, dealing with difficult situations

Interviewing (Student: 15 minutes; Alum: 30 minutes)

- Preparation, following up after interviewing, damage control after a bad interview
- Provide interviewing handouts for student's to review
- NOT mock interviews (refer to Center for Career Services, 235 Schine)

Networking (Student: 30 minutes; Alum: 30 minutes)

- Networking correspondence review (provide networking email handouts)
- Help drafting a networking email
- Following up after networking
- **Fr/So/Jrs** requesting internship contacts (**note company/contact names/industry/location in comments**)
- REQUIREMENT: **Seniors/Grads** must complete the Job Hunt Marathon first (check eligibility list & **note in comments**)

Career (Student: 30 minutes; Alum: 30 minutes)

- Follow up on any of the JHM steps (focusing on skill sets, targeting companies, finding contacts)
- Career changes (alumni)
- REQUIREMENT: Students must have taken the Resume/Letter seminar OR watched the video (**note in comments**)

JHM (Student: 30 minutes; Alum: 30 minutes)

- Substitute for Job Hunt Marathon
- REQUIREMENTS: 1. Specialist **MUST** have cleared this with a counselor
 2. Student must have been given the rundown of how it will be several appointments with homework
 3. Email link to Making it a Reality booklet with appointment reminder