

Be sure to check out the  
Career Services' website:  
[www.lhup.edu/career](http://www.lhup.edu/career)

- Job Postings
- On-Campus & Local Employment
- Internships
- FOCUS - Interactive Career Planning Program
- On & Off Campus Events - Job Fairs, Graduate School Fairs and More!
- Internet Resources
  - Career Planning
  - General Job Search
  - Career-Related Sites by Major
  - Teaching/Education
  - International Career-Related
  - Non-Profit/Government/Volunteer
  - Continuing Education
- Resumes/Letters
- Preparing for an interview
- Career Library - A list of resources available in the office.
- Forms - Find forms for references, credentials and more.
- Career Related Articles
- Career Services Newsletter
- Graduate follow-up surveys
- Information for Faculty
- Information for Parents

## CAREER SERVICES

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### Office Hours

Monday - Friday

8:00AM - 4:00PM

Call for Evening Hours



Lock Haven University of Pennsylvania does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

The Director of Social Equity  
301 Sullivan Hall, Lock Haven University  
Lock Haven, PA 17745  
(570) 484-2322

6/08

# CAREER SERVICES



Information for  
Faculty & Staff

# What is Career Services?

**First of all, we are NOT a placement agency, and we're NOT just for seniors!!**

Career Services is an integral part of the University's educational program. It encourages students to explore the relationship between self, education and careers, and by doing so, increases their motivation to remain in college and succeed academically.

Career Services promotes the concept that career development is an on-going, life-long process and strives to contribute to the overall development of mature and self-directed individuals.

## Career Planning

The choice of a career is a very important decision. In fact, for some students, not knowing what they want to do after college may interfere with their academic achievement because they cannot relate their studies to their future. Effective career decision-making requires self-knowledge and an awareness of career options.



A variety of resources and services are provided to help students explore, select and pursue meaningful careers that are consistent with their interests, values and skills.

## Peer Career Facilitators

Students working in Career Services have been trained to assist their peers with career exploration strategies and job search techniques. Students may stop in and talk to a PCF at any time to get suggestions, information and direction on a variety of career related issues and concerns. Individual appointments with the Director may also be scheduled.



## Resources and Services

- **Career and internship counseling**
- **FOCUS**, an online, interactive career and educational planning system.
- A **Career Library** of printed and electronic materials covering all aspects of career planning and the job search.
- **Handouts relating specific majors to careers**
- **Job and internship postings**
- **National vacancy bulletins**
- **Monthly newsletter**
- **Graduate & professional school information**
- **Resume & cover letter critique**
- **Mock Interviews**
- **Job fairs and other career related programs**

*Today's preparation  
decides tomorrow's achievement.*

## Suggested Career Planning Timeline

### Freshman Year: Self & Career Awareness

Identify interests, values, skills and abilities. Learn about various majors.

### Sophomore Year: Career Exploration

Gather information and begin to evaluate career alternatives.

### Junior Year: Decision-Making & Preparation

Gain hands-on experience in chosen field. Research graduate schools if appropriate.

### Senior Year: Implementing Career Choices

Develop job search skills. Identify potential employers. Apply to graduate schools.

## Did You Know?

1. Need to miss a class? Instead of canceling it, why not have Career Services come speak to your students? Whether it's an introductory course or a senior capstone, we can tailor the presentation to meet your particular needs. Advanced notice is generally preferred, but we will make every effort to help out in an emergency.
2. Looking for information on the job outlook or on how to write references for students? Maybe you would like to know how many of your students have visited Career Services? We can get that information for you. Just give us a call.
3. Do you advise a club? Depending on the topic, one of the Peer Career Facilitators or the Director can attend your meeting.