



Steer Your Career

www.lhup.edu/career

Volume 6, Issue 8

Career Services Newsletter

May 2008



Career Services Summer Hours

Monday - Friday, 8:00 am - 4:00 pm

(May be closed during the lunch hour.)



UPCOMING OFF-CAMPUS EVENTS

CENTRAL PENNSYLVANIA REGIONAL CAREER FAIR

Wednesday, May 28, 2008
Penn Stater Conference Center Hotel -
University Park Campus
State College, PA
2:00 p.m. - 6:00 p.m.

Representing organizations in central PA region
Recruiting full & part-time, internships and
summer jobs.
Bring plenty of resumes.

Pre-Fair Workshops
Wednesday, May 21, 2008
6:00 pm - 8:30 pm

Bank of America Career Services Center
Free parking in near-by lots

For details or to search the database for employers:
www.fairs.sa.psu.edu/CentralPA

NEW JERSEY COLLEGIATE CAREER DAY

Thursday, May 29, 2008
9:30 am - 3:30 pm
Rutgers University - New Brunswick, NJ

Open to all college students and graduates.
200+ employers with full-time jobs and
internships.

To submit resumes, find directions/parking:
<http://careerservices.rutgers.edu>

Questions? Contact Janet at
jbernard@rci.rutgers.edu

Williamsport Crosscutters Job Fair

Saturday, May 17, 2008
Bowman Field, Williamsport
10am-2pm

- Summer/Game Day positions available

For more information:
<http://www.crosscutters.com/jobopportunities.htm>

Teaching Job Fairs

May 9– Teacher Recruitment Fair for Alamance-
Burlington North Carolina School System

May 12 & 23– North Carolina 2008 Regional Education
Career Fairs

May 23– Come Teach with us in North Carolina Job
Fair

May 31– The Virginia Education Job Expo

See the website for more details about these events:
www.lhup.edu/career/OffCampusTeachingEvents1.htm



Now through
May 23rd!

International Student Virtual Career Fair

Open to all **international** students currently studying
in the United States who:

- wish to return to their home country for full-time
or internship opportunities.
- are currently pursuing one-year Optional Practi-
cal Training (OPT) and/or long-term opportunities
in the U.S.
- are currently pursuing summer Curricular Practi-
cal Training (CPT) internships in the U.S.

Click on the logo above to get started.

Check out Career Services' Off-Campus Events page for Job Fairs occurring throughout the summer:
www.lhup.edu/career/offcampusevents1.htm

Looking on the Bright Side

Job Market for the Class of 2008

- Overall, salary offer has increased 5.3%
- Liberal Arts graduates saw salary raises of 12.9%
- Employers are looking to hire more new graduates this year, than they did in 2007

NACE

<http://www.naceweb.org/press/display.asp?year=2008&prid=281>

Let's Go TEAMwork!

Teamwork Skills are important to employers.

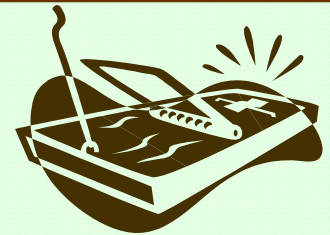
Here are the top 10 skills good team members possess:

Time management
Work well with others
Goal Directedness
Competitiveness
Confidence

Persistence/Endurance
Loyalty
Discipline
Ability to take criticism
Resilience

Don't Fall for the Traps of Career Planning

- » **Getting lost in the "herd":** Choosing a path because everyone else is doing it.
- » **Anchored:** Clinging to something just to have something to cling to.
- » **Paralysis:** Becoming so overwhelmed you are unable, or choose not to make a decision.
- » **Ignorance:** Being unrealistically optimistic about immediate post-graduation opportunities.
- » **Averting Regret:** Not following instincts, for fear of later regret.
- » **Rules of Thumb:** Avoiding a major or career choice because of believed unlikelihood of opportunities.
- » **Maintaining Status Quo:** Refusing change because of the degree of comfort in present major, career, or internship.



Peter Vogt, MonsterTrak Career Coach

http://www.monstertrak.com/resources/articles/career_traps

How NOT to Get Hired

Messy appearance
Difficulty clearly discussing information
Disinterest
Not willing to start from the bottom up
Pessimistic
Poor eye contact
Incomplete or sloppy application
Tardiness

http://www.worksmart.ca.gov/tips_interview.html



Congratulations Graduates!

MAKE THE MOST OF SUMMER

Do you know what interests you? What you're good at? What makes you happy? Have you selected a major? If so, do you know what you want to do with that major? Have you set any career goals for yourself? Do you know what kind of job you want?

The answers to these questions are an important part of career planning and decision-making and only YOU can answer them. Spend some time this summer doing some self-assessment and career exploration. A good place to start is with **FOCUS**, an online career planning program. Other resources are available at: www.lhup.edu/career/CareerPlanning.htm.

Appointments with the Career Services Director can be made during the summer should you wish to discuss your options. Call 570-484-2181.

No need to be a stranger just because you are graduating! Career Services is here to help you in any way we can, so feel free to contact us, 570-484-2181. Or you can send an e-mail from the Career Services website: www.lhup.edu/career

BEFORE YOU HEAD OUT THE DOOR FOR THAT INTERVIEW...

- Be sure you have researched the company and read the job description thoroughly.
- Review the typical questions asked in an interview. (Go to: <http://www.lhup.edu/career/Interview.htm>)
- Prepare questions to ask the interviewer.
- Be sure you have accurate directions and if possible drive the route the day before the interview.
- Go alone. Never bring anyone with you.
- Bring several copies of your resume.
- Bring your typed list with name, address, phone and e-mail for at least 3 references.
- If appropriate, bring your portfolio or work samples.
- Bring a small, new notebook and a pen.
- Write the interviewer's name, department, address and telephone number in the notebook in case you need directions.
- If something happens and you're going to be late, **CALL!**
- Plan to arrive 10-15 minutes before the interview.
- Don't walk in carrying food or chewing gum.
- Turn off your cell phone! Or better yet, leave it in your car!
- Be confident!

How to Handle Salary Requests

First of all, there is no one right approach that will work in every situation. When an employer requests a salary history to be submitted with a resume, respond to the question towards the end of your cover letter. Here are some strategies:



- **Ignore the Request** - This can be risky, but you won't necessarily be rejected. You may be more likely to be eliminated by stating the wrong salary than by saying nothing at all.
- **Respond But Be Vague** - "As a student, my jobs to this point have been geared toward gaining experience and making money to cover my educational costs." Or, "While salary is certainly an important factor, I'm most interested in finding a position that is well-suited to my skills and qualifications." "I would prefer to discuss salary once I know more about the responsibilities of the position." "I expect to be paid equitable to others of the same background and experience."
- **Mention Your Desired Salary** - "I've researched similar positions and the range seems to be \$X to \$Y (give a \$3,000 to \$5,000 range). Depending on the specifics of the position, I would be comfortable with something in this range."

Regardless of which strategy you choose, it's important that you know what your salary requirements are and what a typical salary is for the position. Several salary websites are listed online at: http://www.lhup.edu/career/salary_information.htm

Making the Most of Your First Job

Your First Job is Not Your Destiny - Your first job does not predict where you will ultimately end up. Career changes are in your future as you learn, grow and change.

Watch Your Attitude - Don't expect too much too soon and keep in mind that you don't know more than seasoned employees. You have to earn your stripes as well as the trust of colleagues and supervisors before being given more responsibility.

Learn About the Various Kinds of Power & Influence - Observe how the staff members interact with each other and how things get done. Who really calls the shots?

Figure Out the Organizational Culture - Pay attention to the behaviors and results valued in the organization. What does the organization stand for? What's their mission?

Know Yourself - Your first job is a chance for you to learn more about yourself, what you're good at, what you're not, and what work you prefer and enjoy. Pay attention to the types of management styles that bring out the best in you.

Build Skills - You, not the organization, are in charge of your career. Your task is to make a contribution to the company and develop skills you can take with you when the time comes to leave.

Read Internal Job Postings - These can be used as a way to understand the breadth of work done in the organization and other positions that might interest you down the road, either there or at some other company. Pay particular attention to understanding the job requirements.

Source: "Make the Most of Your First Job" by Karen Knight

WHERE THE FEDERAL GOVERNMENT IS HIRING

The Top Ten: Projected Hires by Professional Field, FY 2007-2009

PROFESSIONAL FIELD	Projected Hires FY 2007-09	Number of Agencies Hiring
1. Security & Protection	35,620	8
2. Medical & Public Health	35,350	6
3. Compliance & Enforcement	27,243	12
4. Admin./Program Management	14,305	21
5. Information Technology	11,562	22
6. Business & Industry	11,407	13
7. Engineering	10,712	13
8. Accounting & Budget	9,841	12
9. Legal	9,691	18
10. Social Sciences	4,151	8

Interning with a Federal Agency this Summer?

Become a Federal Service Student
Ambassador for the 2008-2009 school year!

- ★ Paid on-campus position
- ★ \$2200 stipend and \$300 for expenses/materials
- ★ MUST have worked in Washington, D.C. Summer 2008

For more information:
<http://www.makingthedifference.org/index.shtml>

To download application:
[http://files.e2ma.net/10104/assets/docs/
federal_service_student_ambassadors_application.pdf](http://files.e2ma.net/10104/assets/docs/federal_service_student_ambassadors_application.pdf)

How Important is Your Experience?

3.9 — Internship
3.9 — Relevant Work
3.5 — Any Work

5=Very; 1=not

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*Keep your eyes on the website
this summer for On Campus
employment for the Fall
Semester!*

[www.lhup.edu/career/
oncampuslocalemployment.htm](http://www.lhup.edu/career/oncampuslocalemployment.htm)

Don't Forget . . .

All jobs and internships received in Career Services office are posted online at:
www.collegecentral.com/lockhaven/

Don't miss out on opportunities because you didn't register!!



SUMMER THOUGHTS . . .

"Those who prepare for the future are the most likely to have one."

Bob Roth, author

The 4 Realities of Success During and After College