



CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT

Guide to The Center for Career & Professional Development

The primary mission of the Southwestern University Center for Career & Professional Development is to empower Southwestern Pirates to shape their professional identities, develop 21st century career-readiness skills, and construct well-managed professional lives. We accomplish that by providing focused career-related programs, advising, and access to employment and educational opportunities. To ensure quality programming, efficient use of resources, and long-term relationships with employers, we have developed specific guidelines and procedures that will help you understand what is expected of you when you use our services. Please read the following pages carefully and keep them in an easily accessible location.

Appointments with Career Advisors

CCPD professional staff members are available for individual one-on-one advising sessions with students at any time of the year. For your first appointment we recommend a new-client visit in which we can learn more about your unique needs, interests, and experiences. Topics for future meetings could include any career-related issue, such as occupational exploration, interest assessments, job search techniques, resume development, finding jobs, networking strategies, interviewing skills, making the most of job fairs, graduate and professional school application, or long-term career planning. Schedule an appointment through the scheduling links on our website <https://www.southwestern.edu/center-for-career-and-professional-development/about-us/our-team/> or by stopping by the CCPD.

Career Café

The Career Café is open Monday-Friday, 8 a.m.-5 p.m. during the long session, with free coffee, tea and cocoa available. Bring your own mug or borrow one of our reusable mugs (please wash and return when you're done). Study space is available first-come, first-served to any interested students. Career advisors may occasionally host events in the Career Café, which also contains books on career planning and graduate and professional school resources. Other resource handouts developed by CCPD are available throughout our suite for you to take, including information on major/career exploration, graduate and professional school, resume writing, interviewing, and more. You may also access these materials and much more on the CCPD website at www.southwestern.edu/careers.

Cautions

Students and alumni should exercise caution and prudence in their job searches. Anything that makes you uncomfortable is a red flag and should be reported to CCPD immediately. Please note that while CCPD does screen postings in HireSU, you should do your own due diligence to research prospective employers. Some fraudulent postings take time to discover. Do not give out personal information such as Social Security numbers and never pay any money to or cash checks for a prospective employer. Be cautious of meeting employers in private spaces for the first time—consider a public location like a library or coffee shop.

Exploration

Whether deciding on a major or a career, we are glad to meet with you to help you narrow your focus. We use the TypeFocus Careers self-assessment to help determine how your personality preferences, interests, skills, and values might lead you on a fulfilling path. Schedule an appointment today!

HireSU

HireSU via Symplicity is our career center management system and job board available to all students and alumni seeking full-time jobs, part-time jobs (on and off campus), and internships. HireSU enables you to search for jobs and internships and submit a resume directly to employers using contact information provided by the employing organization. You will also register for CCPD events that require reservations through HireSU. You can continue to use this service even after you graduate as long we subscribe to the system.

There are three basic steps for registering with HireSU at Southwestern University:

- **Step 1:** Go to the CCPD website at www.southwestern.edu/careers and click on "HireSU" or download the "Simplicity Jobs and Careers" app.
- **Step 2:** Current students are pre-registered. Use your SU email and the "forgot password" feature to get started. Alumni can obtain the system password for registration by emailing us at pirate2pro@southwestern.edu or calling CCPD at (512) 863-1346. With the system password you can register and create your profile. Besides creating your own unique user ID and password, you must complete the remaining fields of the registration profile, including the policy affirmation.
- **Step 3:** Finally, upload a Microsoft Word resume that you have already created. If you need help developing a resume, see the sample resumes on our website and make an appointment to meet with a staff member to review your draft.

Each time you upload a resume or cover letter to HireSU, we review it before either approving it or emailing you recommendations for changes to implement before approving it. We offer these suggestions for resume revisions in order to consistently offer high-quality resumes from Southwestern to employers. This quality assurance not only helps you but also helps Southwestern make a collective good impression on employers to keep them interested in considering SU students and alumni. Typically, we review resumes within one business day of posting, though at certain peak times of the semester it may take a bit longer.

Interviewing On-Campus

Do you need a quiet place for a phone or web interview? Call to reserve our interview room!

Employers may choose to interview students for full-time, part-time, or internship positions on campus. You must be registered with CCPD through HireSU to take part in on-campus interviews.

If you commit to a specific interview time, it is important that commitment be honored, as cancellations or no-shows reflect badly on the university and may affect future recruiting opportunities for other students by that organization. In addition, students must research the organizations with which they are interviewing, dress properly for the interview, arrive 5-10 minutes prior to the actual interview time, obtain the name and the address of the interviewer, and follow-up appropriately after the interview. Be sure to acquire transcripts ahead of time, if required by the interviewer.

If you are a no-show for an interview or cancel on the same day as the interview, you will be required to send an email to the employer explaining what happened with a copy to CCPD. If you have two no-shows in the same semester, you will forfeit future opportunities to interview on campus for the rest of the semester.

If the interview is successful, it may lead to higher level interviews or to a job offer. Always prepare for each round of interviews and be prepared to go through a long, arduous process. If an offer is made, and the organization wants your answer immediately or within a very short time frame (less than two weeks), please contact CCPD. We consider those to be pressure tactics and not in accordance with guidelines established by the National Association of Colleges and Employers, of which we are a member. Conversely, if you are made an offer and you accept orally or in writing, you have committed yourself to that organization. Please let us know so that we will not continue to forward your resume to potential employers or consider you for on-campus interviewing. If you have accepted a job, it is very unwise and unethical to continue to talk to other organizations about employment. If the word gets out that you are doing so, most, if not all employers, would avoid hiring you. Looking at it another way: you wouldn't want an employer who has made a commitment to you to call you three months later and say they had found a better candidate and no longer needed you.

No-Shows

Because we reserve a space for you for when you sign up for a personalized appointment or one of our events, we request you use courtesy and professionalism if you cannot honor your commitment and contact us by 8:30 a.m. the day of the engagement to notify us. No-shows or late cancellations for special programs may result in charges to cover the per-person event cost. NOTE: If you commit to a specific interview time, it is important that you honor the commitment, as cancellations or no-shows reflect badly on the university and may affect future recruiting opportunities for other students by that organization. Students who no-show for an interview will be required to write a letter of apology to the employer.

PirateConnect

PirateConnect is the virtual home of Pirates around the world, providing the opportunity for professional networking to share advice and leads. Join Career Community groups and other affinity groups to get access to targeted opportunities. PirateConnect is your home away from SU! Join <https://pirateconnect.southwestern.edu>.

Post-Graduate Survey

Each year, we survey the entire graduating class to learn what they go on to do in the first year after graduation. The survey asks for post-SU contact information, information on post-graduate employment or continuing education, information on internship experiences, and graduates' ratings of satisfaction and expectations regarding the career search process. The survey takes less than 15 minutes to fill out and can be completed online or in person. The information gathered is then published in aggregate on our website at <https://www.southwestern.edu/center-for-career-and-professional-development/about-us/post-graduate-survey/>. The information is used by Admissions, Marketing Communications, and other individuals on campus to provide potential future students, their parents, alumni, and other interested parties with specific facts on a particular graduating class. Students are initially invited to complete the survey in the last month of school. Any students not doing so beforehand will be asked to fill out the survey on graduation day before they pick up their cap and gown. It is important that you provide us accurate phone, email, and address information on how we can get in touch with you for up to 6-10 months after graduation. It sometimes takes that long for students to find just the right job or get prepared for graduate programs, and we may be able to help by notifying you of additional opportunities.

Services for Alumni

Our services are available to alumni as well. We can review resumes, conduct mock interviews, as well as discuss career exploration and job search strategies. Schedule an in-person or video/phone appointment through the scheduling links on our website at <https://www.southwestern.edu/center-for-career-and-professional-development/about-us/our-team/> or by contacting the CCPD.

Signing up for Special Programs

CCPD offers numerous workshops and events throughout the year (e.g. SOAR, Career Connections BBQ, Career Treks, etc.) that require advance reservations due to cost to produce, travel arrangements, food requirements, or limited seating. On these occasions, we will advertise the event in advance and provide invitations requiring an RSVP or formal sign-up. Once all spaces are filled, we will take overflow reservations in case someone who has a reservation has an emergency or last-minute illness and must cancel. These special opportunities are usually free to SU students, even though they might be relatively expensive to provide. If you have a reservation for one of these programs, please remember that if you need to cancel, do so at least 48 hours prior to the event, so that we may be able to offer the opportunity to someone on the overflow list. No-shows or late cancellations for special programs may also be charged for the cost of cancellation.

Job fairs are unique situations. Because you will be representing Southwestern University to potential employers, it is essential that you project a professional image. If you are planning to attend a job fair that we are advertising, we want you to be well prepared. The best way to do that is to read our resource packet "Making the Job Fair Work for You" at least one day prior to the job fair.

Visiting the Center for Career and Professional Development (CCPD)

Our office is open Monday through Friday, 8 a.m.-5 p.m. during the long session and 9 a.m.-4 p.m. during the summer.