

# Career Week 2010

## Monday 9/27/10

- 3:10 pm Backpack to Briefcase: Requesting Workplace Accommodations, Baker 503  
4:10 pm Bobcat CareerLink Info Session, Baker Theater

## Tuesday 9/28/10

- 4:10 pm Career Fair or Bust, Baker 503  
6:10 pm Bobcat CareerLink Info Session, Baker Theater  
6:10 pm StrengthsQuest™ Workshop, Baker 503

## Wednesday 9/29/10

- 10-2:00 pm Résumé Blitz, Baker 4th floor atrium  
2:10 pm Bobcat CareerLink Info Session, Baker Theater  
5:10 pm Financial Planning, Baker 503

## Thursday 9/30/10

- 3:10 pm Bobcat CareerLink Info Session, Baker Theater  
5:10 pm Career Fair or Bust, Baker 503  
6:00 pm Bobcat 2 Bobcat Panel, Amanda J. Cunningham Leadership Center Baker 366

## Friday 10/1/10

- 2:10 pm Interviewing Essentials, Baker 503

## Saturday 10/2/10

- 1:10 pm Bobcat CareerLink Info Session, Baker Theater

## Monday 10/4/10

- 1-4:30 pm Mock Interview Day, Baker 507

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**Backpack to Briefcase: Requesting Workplace Accommodations:** Need to take your accommodations from college to the workplace? Find out more about if, how, and when to ask for accommodations for your disability.

**Bobcat CareerLink Info Session:** Learn how to navigate Bobcat CareerLink and get the most out of this helpful job search resource.

**Career Fair or Bust:** Prepare for the Career Fair and learn how to interact with employers! Students can learn what happens before, during, and after career fairs.

**StrengthsQuest™ Workshop:** This workshop will include a brief overview of strengths and how they make you unique, strategies for using your strengths to find a satisfying career and tips for discussing your strengths in an interview. Participants will complete the Gallup StrengthsQuest™ assessment online prior to workshop. Cost is \$15. Register online through the Career Services web site by Monday, September 27, 2010 by 5 pm

**Résumé Blitz:** Stop by to have a Career Services professional critique your résumé before the Career Fair!

**Financial Planning:** Learn about the basics of Financial Planning – how to get started, things to consider, and types of investments.

**Bobcat 2 Bobcat Panel:** Receive insight about life after college from your fellow graduates. Panels are a great opportunity to get questions answered related to careers, extracurricular experiences, and furthering your education.

**Interviewing Essentials:** Interviews do not have to be nerve-racking! Learn how to prepare for an interview, dress appropriately, and answer potential questions.

**Mock Interview Day:** Provide you with the opportunity to practice your interview skills with employers and gain valuable feedback in preparation for future professional jobs and internships. Mock interviews will be 30 minutes in length. Students will have the option to choose which organization they would like to interview with. Students may sign up through Bobcat CareerLink. Detailed registration information is on the reverse side of this handout.



Division of Student Affairs

*Creating Community, Cultivating Leaders*

Office of Career Services  
533 Baker University Center  
740-593-2909  
[www.ohio.edu/careers](http://www.ohio.edu/careers)

# How to sign up for Mock Interview Day 10/4/10

Mock interviews will be 30 minutes in length. Students will have the option to choose which organization they would like to interview with. Be open when selecting organizations to interview with, all employers will provide valuable professional feedback.

1. Log on to Bobcat CareerLink
  - a. If you do not know your password, click *forgot password*
  - b. Enter your email address to have a new password sent to you. This typically goes to your junk/spam mailbox.
2. Complete your profile if you have not done so already
3. Upload your résumé if you have not done so already
  - a. Click on the *Documents* tab
  - b. Click *Add New*
  - c. Enter a title for your document in the label box (i.e. YourlastnameRésumé)
  - d. Choose the document type
  - e. Browse to find the correct document
  - f. Click *Submit*
4. Click *jobs & internships* and select Bobcat CareerLink Postings
5. In the keyword box, type “mock”
6. Select organization you would like to interview with (i.e. Mock Interview Day – Cardinal Health)
7. Click the *Apply* button on the right
  - a. Select a résumé to attach
  - b. Choose a date
  - c. Choose a time
  - d. Click *Submit*

If you are not familiar with Bobcat CareerLink, consider attending a Bobcat CareerLink Information Session as well as using the informational resources online at <http://www.ohio.edu/careers/students/bobcatcareerlink.cfm>.

If you have specific questions, contact Christi Lee at 740-593-1394.



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