

THE OFFICE OF CAREER MANAGEMENT
CLAREMONT GRADUATE UNIVERSITY
1263 N. Dartmouth Ave. Claremont CA 91711

CAREER RESOURCES FOR SPE STUDENTS

PH: (909) 621-8177 EMAIL: career.center@cgu.edu WEB: <http://www.cgu.edu/ocm>

Basic Services

- Career advising appointments
- Résumé and cover letter critiques
- Mock interviews customized to your job search with an OCM career counselor plus an online mock interviewing system utilizing the OCM webcam available through the Career Center (or you can use your own).
- On-campus Career Workshops on resume and cover letter writing, interviewing and developing your networking skills.
- Employer site visits, check the OCM online calendar for details! <http://www.cgu.edu/pages/1444.asp>
- Self assessment tools – The OCM recommends *CareerLeader* and *Career Anchors*. Visit our website for more information on these tests <http://www.cgu.edu/pages/5789.asp>. Contact the Career Center for availability and access.
- Experience and NaceLink are databases for jobs where all jobs are listed when we receive them.

OCM Library Resources for SPE students

- Careers for Number Crunchers and Other Quantitative Types
- Guide to America's Federal Jobs
- Politics, Government and Activism
- An Insiders Guide to Political Jobs in Washington
- Capitol Weekly (state jobs in California)
- Academic Job Search Handbook *and more!*

On Campus Recruiting:

eRecruiting in Experience - Complete your eRecruiting registration profile, upload your resume and begin searching for jobs or internships, applying to positions and signing up for interviews today! eRecruiting includes employers that are exclusive to CGU and all CGU resume collections are managed in eRecruiting. To register, go to: <http://cgu.erecruiting.com>

USERNAME: Your CGU email address [firstname.lastname@cgu.edu]

PASSWORD: cguocm

Please change your password immediately after your first login to protect your privacy.

On-Line Resources:

Career Center Website: - <http://www.cgu.edu/pages/ocm>

On-line Career Events Calendar, Program and Industry specific job search websites and the OCM's customized Resume and Interviewing Guide for grad students!

Vault Guides: In depth, insider company and industry guides, interviewing available on-line FREE to CGU students, click the "Email my password" button from the login page (use your university email) and Vault will send you a secure 24 hour password.

URL: http://www.vault.com/cb/careerlib/careerlib_main.jsp?parrefer=477

Jobs Available: <http://www.jobsavailable.net>

Online Database of public sector jobs in California. Click the "Login/Download" link; Username: careercenter, Password: cguocm

H1Base: <http://www.h1base.com>

Visa information and company database of employers who have a history of hiring international students. Username: career.center@cgu.edu, Password: cc8177

Uniworld: <http://www.uniworldbp.com/>

Online database of Foreign Firms Operating in the U.S. and U.S. Firms Operating in Foreign Countries. Contact the Career Center for the secure password.

FlexPaths: <http://www.flexpaths.com/home>

Explore flexible career options (part-time, telecommuting, job sharing etc...)

Visit the OCM website for more Politics and Economics websites: www.cgu.edu/ocm

PLACEMENT FILE SERVICE

To open a file: Fill out a Credential File Packet available at the Office of Career Management and pay the \$50.00 activation fee. We will provide you with either Confidential or Non-Confidential forms to give to your letter writers so they know the status of your file and where to send your letters.

Files can be opened only for CGU students or alumni seeking jobs in higher education. We do not maintain files for jobs in K-12. Files will be closed after 8 years of service from the date they were opened, no exceptions!

Requests may be made via regular mail, email, fax or phone. We will need the following information when you make a request:

1. Name and title of person receiving your documents
2. Name and address of school you are applying to
3. List of letters you want sent (by author's name)
4. List of other materials to include i.e. teaching evaluations, writing sample etc...
5. Title of position you are applying for

After sending your file, we will notify you via email that your file has been sent, to whom, and the amount due on your account.

CREDENTIAL FILE FEE STRUCTURE

Activation Fee.....\$50.00
Yearly Reactivation Fee.....\$50.00

File Request Fees

Each request up to 20 requests in a single year..... \$5.00
 Each request over 20 in a single year.....\$3.00

Special Handling Charges

Fax Charges..... \$3.00 + .25¢ per page
 Express Mail Charges..... \$18.00
 Fed Ex Charges.....\$18.00

Payment is due at the time of service. We allow a \$20.00 balance for files previously sent. No further request will be honored until the balance is paid. You may pay by check, Master Card or Visa. Checks should be made payable to: *Claremont Graduate University* and mailed to our office:

Office of Career Management
 1263 N. Dartmouth Ave.
 Claremont, CA 91711

What is the difference between a “confidential” and “non-confidential” Credential File?

Your Credential File is designated “confidential” if you choose to not have access to your letters of recommendation. Though the vast majority of Credential File users choose the confidential option, the Office of Career Management will maintain your file whether you choose the confidential or non-confidential option. Please note, however, that the ***Office of Career Management will not, under any circumstances, review or evaluate your letter(s) of recommendation.***

Letters of Recommendation

It is your responsibility to put a recommendation form in the hands of each person whom you wish to have written a letter supporting your bid for employment. The writer should return these letters directly to the Career Center. Three such confidential and non-confidential reference forms are included with each Credential File packet; more are available upon request. Recommendations are written on the writer’s own letterhead. However, **the white copy of the signed confidential or non-confidential form should accompany all letters.**

NOTE: WHEN NOT OTHERWISE INDICATED, LETTERS WILL BE ASSUMED TO BE CONFIDENTIAL.

Confidential Letters

The vast majority (95% of candidates) chooses to establish and maintain a confidential Credential File. Registrants who have chosen the confidential option **do not** have access to letters of recommendation. Should the registrants wish to review the letter(s) of recommendation, he/she may ask the recommender(s) for permission to read the letters. A letter of permission from the writer to the Director of the Career Center is required. These letters would then be classified “non-confidential.” **You may include non-confidential letters in a confidential file. However, you may not place confidential letters in non-confidential files.**

Non-Confidential Letters

Registrants, who have chosen the non-confidential option, **do** have access to letters of recommendation. It is the responsibility of the registrant to inform the writer of the recommendation that his/her file is non-confidential and that they will have access to these letters. **Any** references, which have been read by the registrant, will be marked “non-confidential.” **If you have a confidential file, any letters received from the recommender on letterhead without a “non-confidential “ letterform will be considered confidential.**

Resume/Curriculum Vitae

Some registrants supply the Career Center with a resume or curriculum vitae to be included as part of their Credential File. The file can be sent with or without the resume / curriculum vitae, as you indicate. It is your responsibility to ensure that the resume / curriculum vitae in your Credential File is current.

Additional Materials

Because we know that you may need to supply potential employers with brief items in addition to your resume / curriculum vitae and letters of recommendation, additional materials not exceeding 4 pages each will be accepted for inclusion in the Credential File. Examples of such brief materials are: certifications, statement of teaching philosophy/research interests, syllabi of courses taught, and abstracts/summaries of papers authored.

Cover letters and applications must be sent under separate cover. Please check with the potential employer to ensure that all items have been received. Generally, we recommend that letters be updated every three years.

NON-ACADEMIC JOB SEARCHES

Before you engage in a non-academic job search, we recommend you visit:

The Office of Career Management
Claremont Graduate University
1263 N. Dartmouth Ave.
Claremont, CA 91711
909.621.8177
career.center@cgu.edu

HOW DOES THE OFFICE OF CAREER MANAGEMENT HELP ME FIND A JOB?

If you decide to engage one of our career counselors for help in facilitating your job search, we will work with you to design an action plan that meets your individual needs. After developing an understanding of your goals and professional aspirations, we can help you work through any of the components of a successful job search. The primary components of the job search process include:

- *Self Assessment*: learning how to leverage your strengths and minimizing any obstacles created by your weaknesses
- *Research*: identifying the economic sectors where you want to work and the organizations that meet your criteria for job satisfaction
- *Search strategy*: prioritizing your target organizations and making the best use of the time you have available for job search
- *Networking*: meeting people who can provide you with information and opportunity
- *Tools*: writing effective resumes and cover letters
- *Interviewing skills*: honing your effectiveness in traditional, behavioral, case, telephone and informational interviews
- *Negotiating*: ensuring you get the best offers possible and minimizing the risk of being under-valued
- *Decision-making*: determining which opportunities are best suited to your professional and personal goals

The Office of Career Management can help you with any or all of the components of the job search by:

- Nurturing contacts with employers and alumni who have a track record of hiring or networking with CGU students
- Providing you with access to materials, databases and websites that are a source of career information and job leads
- Engaging in a consultative relationship with you that is highly individualized and flexible, depending upon which aspects of the job search are most important to your success

OTHER RESOURCES AVAILABLE THROUGH THE OFFICE OF CAREER MANAGEMENT

MOCK INTERVIEWS

Provide us with a copy of your resume and the job description for which you are applying, then call or email us to schedule an appointment for your mock interview.

CAREER WORKSHOPS AND PRESENTATIONS

Ongoing throughout the year, visit the OCM web calendar for days, times and details!

<http://www.cgu.edu/pages/1444.asp>