



Career Services for Students

Ready Reference ♦ A-2

♦ OSU Career Services

Ready References - If you need a good place to start or have a quick question about almost any aspect of your job search, check out the “Ready Reference” series published by Career Services. Whether you need guidance in résumé development, ideas on writing cover letters, or interviewing tips, stop by Career Services, 350-370 Student Union, and pick up the sheets you need. They cover a variety of topics to assist you in exploring careers or preparing for your job search. In addition, they are provided free of charge. You may also find them online at www.hireosugrads.com and, in many cases, in your College Career Services Office.

Career Services Resources – Career Services offers additional resources.

- **Computer Lab** - Located in 350 Student Union with Internet access and a laser printer. The computer lab is available for use in your job search. Feel free to drop by between classes or even before an interview.
- **Personnel** - Perhaps the biggest resource available to you is our highly skilled staff trained to help you in your job search. Personnel are available in your College Career Services office as well as in our 350-370 Student Union office. Make a point to meet your College Career Consultant and supporting staff as well as those available in the Student Union. Their sole purpose is to be of service to you and promote you to employers.
- **College Career Services** - Your College Career Services office has employer literature and resources that are updated throughout the year. These materials are available to help you research potential employers. Information in limited supplies may be checked out and returned in a timely manner.
- **Career Consultants** – If you are an international, graduate or special population’s student, or if you are interested in working for the government, Career Services has resource personnel available to help you. These Career Consultants are located in 350 Student Union and work closely with your College Career Consultants.
- **Supplies** - Career Services, 360 Student Union, provides you with the following items for purchase in order to make your job search complete.
 - *Résumé Paper* – 20 sheets per day, with matching envelopes, at no cost; résumé paper is available in three colors.
 - *Thank-you Cards and Envelopes* – Four cards per day, with matching envelopes, at no cost.

- *Student Business Cards* – Currently enrolled students may purchase student business cards (250 cards @ \$5.00) on our Web site: www.hireosugrads.com.
- *Leather Portfolios* – Available to students for \$5.00.

Individual Assistance - Organizing a professional résumé and cover letter takes time. Preparing for an interview requires research and practice. To begin preparing for your job search, check the Ready Reference topic which interests you. Résumé and cover letter reviews, as well as job search consultation, are available by scheduling an appointment with your College Career Consultant or other Career Services personnel.

Mock Interviews – Do you need assistance preparing for your interviews? Do you have questions or concerns about what to expect in a telephone interview or in an on-campus interview? Perhaps you just want to fine-tune your interviewing techniques. *Ready Reference G-9* will provide some tools and instructions on how to schedule an appointment for a mock interview at any time throughout the year. You may also participate in an OSU Mock Interview Day offered each fall and spring. See the OSU Career Services Web site for dates and details: www.hireosugrads.com.

Career Development Workshops - A variety of informative presentations and workshops are offered throughout the year to classes and student organizations. Workshops are hosted by OSU Career Services and conducted by industry professionals and Career Consultants. If you are interested in attending a workshop, check the OSU Career Services Web site for dates and times.

Oklahoma State University
Career Services Office ♦ 350-370 Student Union
405.744.5253 ♦ Fax: 405.744.9954
www.hireosugrads.com
careers@okstate.edu



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Job Listings:

- **Full-time jobs, internships, and co-ops** are posted on the HIRE System, OSU's career opportunity search engine, to which you should subscribe as early as your freshman year.
- **Part-time, work-study, and full-time jobs (with no degree required)** are posted on "College Central Network." Visit the *Find a Job* page at www.hireosugrads.com for more information on how to access this electronic bulletin board or to download the part-time or work study employment application.
- **Part-time jobs** may be posted on departmental bulletin boards or the OSU Career Services Web site; however, networking directly with faculty and staff in the various departments fills most campus part-time jobs. If you are looking for a part-time position, visit with your advisor, as well as with the faculty and staff within your academic department. Regularly check the online job listings as the postings are updated daily. In addition, keep your options open by looking at positions in other departments. Remember to consider positions and areas both on and off campus.

Career Fairs – OSU Career Services hosts several Career Fairs each year. These events are excellent opportunities for you to learn about the employers attending the Career Fair, gather information about an industry, network with company representatives, and apply for internships, co-ops, and full-time positions.

The HIRE System, our Career Opportunity Search Engine - Employers interested in OSU students will schedule interviews through Career Services. To participate in the centralized on-campus interview program, you must subscribe to the HIRE System. An orientation to the HIRE System must be completed online before you can register. There are no fees for either students or OSU Alumni. Learn more about the HIRE System and on-campus interviewing by visiting the Career Services Web site at

www.hireosugrads.com, dropping by 350-370 Student Union, or visiting your College Career Consultant.

Résumé Referrals with the HIRE System – Employers frequently contact OSU Career Services to request résumés. If you subscribe to the HIRE System and meet the qualifications specified by an employer, your résumé will be referred, or forwarded, to this employer. By clicking on "publish my résumé," you authorize Career Services to forward your résumé to interested employers. For specific positions posted on the HIRE System for which you apply, employers are able to view your résumé online.

On-Campus Interviews - Some employers may arrange interviews within a particular College. If the recruiting is coordinated through your College Career Services office, résumés will be referred using *the HIRE System* and notice will be forwarded to the appropriate majors.

Listservs – If you register for the HIRE System, you will be added to the Career Services Listserv. Students in this listserv receive information about upcoming events, newly added employers, or any changes to the interview schedule.

Career Services To-Go – If you need a speaker for a student group, our Career Consultants are available for presentations covering all aspects of career development or job search skills. Contact your College Career Consultant or the OSU Career Services office in the Student Union for more information.

Our goal is to help you develop job search skills you can use for the rest of your life.

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