

CREATE
YOUR
LEGACY
with your Career



CAREER SERVICES
Illinois State University

*Gladly
we learn
and teach*



Career Services is a centralized resource providing comprehensive job search and career development services to Illinois State students and alumni. With professional career advisors providing individualized assistance and support, career and networking events, and programs that connect students and alumni throughout the year with employers and recruiters, as well as helpful online tools and other resources, Career Services is the leading provider of career services to the campus community and employers seeking to recruit Illinois State talent.

Let Career Services help you Create Your Legacy with your career.



Individualized career services

Career Services provides a number of services to assist students and alumni with their career development, including:

Comprehensive career assistance: Professional career advisors work with students to develop job-search skills and strategies to help them successfully find and apply for potential internships and full-time career opportunities.

Career assessment: Students undecided on a major or career can get help identifying majors and careers that best match their skills and interests using career exploration assessment tools such as FOCUS, an online self-assessment tool available on the Career Services website and Strong Interest Inventory.

Internships: Students can get assistance with identifying employers for one or more credit-generating, professional practice/career-related course and work experiences (paid or unpaid).

Career support to specific populations: Professional staff are committed to supporting Illinois State alumni, underrepresented student populations, U.S. military veterans, and graduate students.

Networking events and programs

Career Services hosts events and programs throughout the year on a variety of career development and career readiness topics to connect students and alumni with employers and recruiters. Annual events include:

Career fairs: Students and alumni have many opportunities to connect with employers seeking to fill their openings at career fairs held throughout the academic year, such as:

- Part-time Job Fair
- Internship Fair
- Full-time Career Fair
- Customized fairs for academic areas and industries

Graduate School Series: Those considering graduate school learn about what they need to know when considering graduate school, such as financing a graduate education, application processes, and helpful GRE preparation strategies.

Careers class: One credit hour/semester-long class to help students identify their interests and explore potential academic majors and careers.

Career development and job search programs: Career Services hosts a number of networking events and programs to educate students and alumni on career-related topics and job search strategies. Sessions may include guest speakers such as representatives from businesses and hiring companies, Illinois State Senior Professionals, and more.

Classroom presentations: Professional career advisors and student career ambassadors provide presentations to academic classes and student organizations on career development topics and job search strategies, by request.

Cultural Career Network Program: Includes networking and career events with employers seeking diverse candidates.



Online tools and other resources

Career Services provides a variety of online tools and other resources especially for students and alumni including:

Hire-A-Redbird: Located on the Career Services website, this free online job-posting system allows students and alumni to create a personal profile and search for internship opportunities and full-time positions, schedule on-campus interviews, and upload résumés into tailored résumé books.

InterviewStream: Online tool for practicing interviewing using customizable interview questions and videotaped results. All that is needed is a computer with a camera and Internet access.

Skype: Meet “face-to-face” using this online interactive tool. Free access and private rooms are available in Career Services to conduct phone or in-person interviews. Advance reservations are required.

Free business cards and résumé printing: Available to Illinois State students.



Employer services

As the centralized provider of career services to Illinois State University, Career Services connects employers with Illinois State talent from more than 200 academic majors. That includes six colleges offering undergraduate programs in more than 160 fields of study and a graduate school coordinating 39 master's, two specialists, and eight doctoral programs. Career Services opportunities include:

- **Job and internship fairs** with hundreds of potential candidates
- **Employer information sessions** allowing employers to communicate their company's story, brand, employment opportunities, benefits, and more
- **Student career development resources** such as employer-conducted résumé critiques, practice interviews, and customized presentations
- **Connections to academic programming and alumni networks** to help target outreach efforts
- **Cultural Career Network Program**, unique employer/student networking opportunities that connect employers to students from diverse backgrounds
- **Career Services Partner Program**, offering additional strategic recruiting strategies based upon employer needs and chosen level of involvement
- **Internship-specific needs**, working in conjunction with academic departments, Career Services connects qualified students to paid and/or unpaid opportunities
- **Free online recruiting system** for posting full-time and internship openings, reviewing résumés, scheduling on-campus interviews, communicating with students, and receiving notice of upcoming career events
- **Social media**, connecting students, alumni, and employers through the Career Services' Facebook page, Twitter feed, Instagram account, and LinkedIn

*The Illinois State University Career Services is a member
of the National Association of Colleges and Employers.*

Monday-Friday, 8 a.m.-4:30 p.m.

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