



WELCOME TO THE TEAM!

“You are a vital part of not only the REACH Program, but the entire Career Services Office. You are not volunteers or even interns, but Career Services professionals and colleagues.”

PURPOSE & MISSION

Career development involves continuous growth. You will always gain **self-knowledge** from experiences, **navigate** environments for new opportunities, and **network** with resources to develop personally and professionally. The REACH Advisors support this development through:

PREPARATION (Content)

Create a tailored experience for students by coaching them through document critiques and empowering them by sharing career resources that meet their individual needs to help secure desired internships and employment.

PROMOTION (Connect)

Market the Career Services Office and its resources through events, presentations, technology and other engagements to develop strong relationships with students, faculty and staff.

Points of Pride:

- **January 27th - April 17th 2014** (# of walk-ins?)
- **September-November 2013** (# of walk-ins?)
- **“Volunteers are Central” WINNER** through Mary Ellen Brandell Volunteer Center in November for service to students on campus and in the community
- **How will you leave your mark?**

BE UNIQUE, SET YOURSELF APART...

Training Schedule

1.) Introductions & Mission of Program:

* Erik Simon, Elizabeth Heintzkill, Kayla Huebner, Kaylee Bloom, Mackenzie Price

2.) Important Dates & Support

3.) Workshops (Resumes, Cover Letters, Career Resources)

4.) Questions and Clarification

Important Dates & Team Support

- **Phase 2 Training:** Friday, September 5th @ 1-4 PM (French Auditorium?) **Tentative**
- **REQUIRED: 1-1 Appointments with Erik OR Elizabeth** Week of September 8th-12th if you missed training Phase 2 (optional for others)
 - Appt. Logistics, answer questions, clarify any resources from trainings
 - Call 989-774-3068 to set up a time to meet in Ronan 240
 - 30 minute sessions with a Max of 2 people per session (8 am-5pm)
- **REACH Monthly Team Building Events (TBD – Kayla and Kaylee)**
- **Open to suggestions as we go along...**

WE GO LIVE MONDAY, September 15th!

HOURS: M-F 10:00AM – 4:00PM

All RESOURCES from training can be found here:

<http://www.careers.cmich.edu> (ONE STOP CAREER SHOP – RESOURCE DIRECTORY)

Self-Knowledge (ME – CONTENT)

Website: Document Critiques, Interviewing, Online Profiles

Tier 1: Resumes, Cover Letters (Career Guide), Elevator Pitch, LinkedIn Profile, Staff Referrals (SEE “Meet the Staff” on website)

Tier 2: Online Portfolio/Websites, Mock Interviews

Tier 3: Academics (Class/Training), Career Self Assessments, Writing Center

Key Concepts:

BUILD YOUR BRAND (CONTENT, CONNECT, CONFIDENCE)

Navigate (THEM – CONNECT)

Website: Campus Involvement, Career Exploration

Tier 1:

- What Can I Do With this Major?
- Occupational Handbook
- My Next Move
- LinkedIn (how to use as research tool for employers, industries, profiles, positions)
- Glassdoor (inside look at employers)

Tier 2: Orgsync (RSO’s), Student Employment Services, Volunteer Center

Tier 3: Grad or Law School

Key Concepts:

INDUSTRIES & AREAS (Supports Self-Knowledge and Networking)

Network (US – CONFIDENCE)

Website: Jobs & Internships, Events

Tier 1:

- Career Central (profile, upload documents, search and apply for jobs/internships and employers, events)
- Career Events and Fairs
- LinkedIn (job/internship search, connect with people, groups, employers)

Tier 2: Capital City Internship Program (CCIP), First Impressions

Tier 3: Job/Internship Boards, Salary sites

- COMPANY websites, INDUSTRY specific, LOCATION specific, LARGE databases

Key Concepts:

PROMOTE EXPERIENCE (PEOPLE & POSTINGS: See Job/Internship Planner)

SUMMER “To Do List”

Initial Preparation:

- **Review**
 - Website: <http://www.careers.cmich.edu>
 - [One Stop Career Shop](#) – Resource Directory
- **Review [Career Guide](#) (Updated version coming in the FALL)**
 - Resumes: pgs. 9-15 + Cover Letters: pgs. 18-20
 - RESUME 101 & COVER LETTER 101, Job & Internship Planner

Additional Preparation:

- Develop a LinkedIn and Career Central Profile and navigate the sites
- Build your own Personal Website
- Familiarize yourself with the Mock Interview Program, Capital City Internship Program (CCIP), and First Impressions
- Login and test Orgsync

