

CCSU CAREER DEVELOPMENT OFFICE

Central Connecticut State University
1615 Stanley Street
New Britain, Connecticut

CSC IS
HERE
FOR
YOU!

Open all year round:
Monday – Friday 8:00 am to 4:00 pm
DiLoreto 101, Main Level
Careers@ccsu.edu or 860-832-1615



- **Schedule A VIRTUAL Appointment Online NOW**
- Log onto ccsu.edu/csc to book your appointment!





CAREER
SUCCESS
CENTER





1

2

3

4

Phase 1

Explore Possibilities

- Academic & Career Choice
- Resume Development/Review

Phase 2

•Move Ahead

- Get Active on Campus/Clubs & Org's
- Part-time, volunteer/internship (summer)

Phase 3

•Leap Forward

- Update Resume
- Interviews & Job Shadowing
- Networking Events/Fairs
- Consider CO-OP

Phase 4

•Exit

- Job Search
- Applications (Winter/Semester Before)

CAREER DEVELOPMENT PLAN

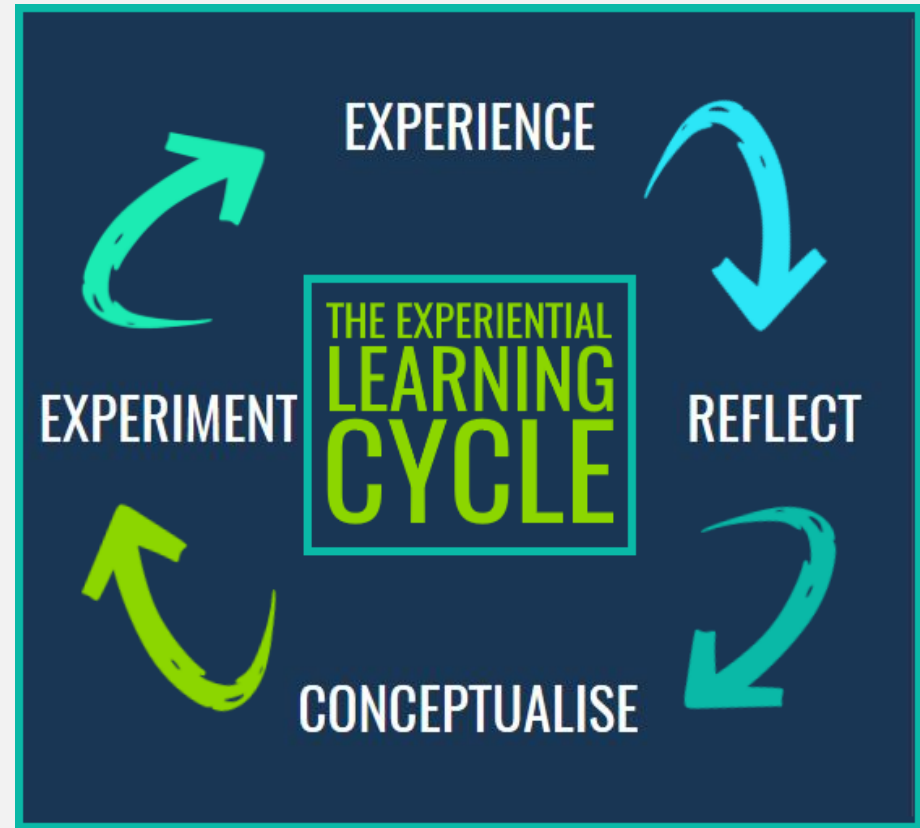
EXPERIENTIAL LEARNING INTERNSHIPS VS. COOPERATIVE EDUCATION

Internships

- Part-time during semester or FT in summer
- May be paid or unpaid
- Credit may be awarded – seek guidance from academic department
- Limited training opportunities

Cooperative Education (Co-op)

- Full-time for six month block, extensive training
- Paid – some opportunity for credit awarded through academic department
- Practical, hands-on experience
- Related work experience to add to resume
- Apply what is learned in the classroom
- Develop skills – self management, work, application, etc.
- Begin to establish a professional network of contacts
- Potential for offer of full-time position upon graduation





CCSU SELF-ASSESSMENT TOOLS

FocusTM 2

- An online assessment to help you discover your interests, skills and values.
 - Gives potential career outlook, facts and salaries.
 - Helps to determine multiple major/ career choices.
1. Go to CCSU.edu/CSC and select Focus 2 application
 2. Create free student account
 3. Use Access Code: **BLUEDEVIL**

RESUME CRITIQUE'S

- Schedule an appointment, drop-in, or email us. We will assist you with reviewing your resume and assist you with preparing the best application packet possible.
- Resume Critiques are usually completed in 24-48 business hours.
- Resumes are always a work in progress





CAREER DEVELOPMENT IS A LONG-TERM PLAN

Remember, career planning involves thinking about which educational and occupational paths will provide you with satisfaction and fulfillment in **all aspects** of your life, not only in the **present**, but in the **future**.

[Job Search Resources](#)

Wednesday, March 9	1-4 pm	Business Career Fair
Tuesday, April 5	2-5 pm	Education Career Fair



CCSU'S HANDSHAKE DATABASE

Handshake

- Online resource for all current Central students and alumni.
- Allows interaction between students and employers for potential internships/co-ops and career employment.
- Updated with new employment resources on a daily basis.





INTERVIEW PREPARATION

- Interview Preparation Coaching Sessions
- Mock Interviews
- Online Resource: Big Interview





Start a new mock interview

STANDARD SETS CUSTOM SETS



General Questions

Covers 80% of interview questions you might get



By Industry

Specific questions from your industry and be prepared for anything.



Government

Practice interviews for a variety federal and state jobs.



Admission Interviews

Here you can practice interviews by program type and school.



By Competency

Practice interview questions sorted by competency & skillset.



Veterans

Practice interviews for some of the fastest growing jobs for veterans.

Interviews started 32 Completed 4

Search



Suzanne



Top 10 Questions

Started on May 23 in General Interviews

80% completed



Brian



Medical Field Questions

Started on May 23 in General Interviews

23% completed



Mark



Creative Industries

Started on May 23 in General Interviews

23% completed



Oliver

Managerial Skill

Started on May 23 in

23% completed

me: Untitled - Level 1 [Edit](#) html5 flash

Tips

Record

See your recorded answers in [My Videos](#)

Tell me about yourself.

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estion

WHAT WE'LL COVER TODAY

- What employers look for
- Interviews
 - Preparing
 - Practicing
 - Professionalism
- What you should wear





TYPES OF INTERVIEWS

- Informational
- Human Resource
- On-campus
- Search Committee
- Supervisor

KEYS TO A SUCCESSFUL INTERVIEW

2) Mind Your Manners

Be Polite & Respectful

3) Body Language

- Straight Posture
- Confident
- Relaxed

1) Professional Appearance

- Suit or Dress
- Polished shoes
- Personal hygiene
- Styled hair

4) Be Enthusiastic

Show interest in interviewer
the position and organization



PREPARATION


KNOW YOURSELF & YOUR RESUME:

An interview is a time to express your strengths, skills, abilities, accomplishments, personal traits, and goals.

- *Are you able to define your strengths/skills?*
- *Can you think of examples that describe your abilities/accomplishments?*
- *What is your personality like?*
- *Do you have goals and aspirations?*

If you are having trouble answering these questions, it's time to get to know yourself!

- **Top 50 Most Common Questions #1**
- **Top 10 Most Uncommon Questions #2**
- **Your Resume #3**



TYPICAL EMPLOYER INTERVIEW QUESTIONS

- Tell me about yourself?
- What is your definition of career success?
- What were your favorite college courses and why?
- What are some of your strengths and abilities?
- What do you consider one of your weaknesses?
- Describe a few personal, academic or professional achievements?
- Why do you want this position? Why do you want to work for this company?
- What is your long-term goals (1,3,10)
- Do you have any questions for us?

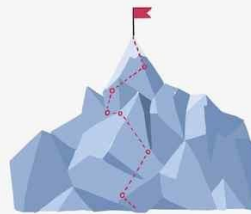
'STAR' METHOD
SITUATION, TASK,
ACTION, RESULT

THE STAR METHOD

- Situation
- Task
- Action
- Result

STAR

The STAR format stands for *Situation, Task, Action, Result*:



SITUATION

An event, project, or challenge faced



TASK

Your responsibilities and assignments for the situation



ACTION

Steps or procedure taken to relieve or rectify situation



RESULT

Results of actions taken

*The STAR interview method is also called the CAR method, which stands for Context/Challenge, Action, Result.

WHAT DO EMPLOYERS LOOK FOR?

- Positive attitude
- Good attendance record
- Flexible and open to change
- Punctuality – arrive on time
- Diligent and committed worker
- Team player – ability to work well with others
- Skills: writing, computer, communication, problem-solving and decision making



A group of business professionals in a meeting, shaking hands over a table. The image is dimly lit, with a white box containing text overlaid on the scene. The text is in all caps and reads "ADDITIONAL THINGS TO CONSIDER SPEAKING ON...". Below the text, there are two columns of bullet points listing various skills and competencies.

ADDITIONAL THINGS TO CONSIDER SPEAKING ON...

- Creativity
- Communication Skills
- Analytical/Financial Skills
- Organizational Skills
- Leadership | Management Skills
- Technical Skills
- Adaptability | Flexibility
- Teamwork | Team-Building



PREPARATION

KNOW THE EMPLOYER (#4) AND JOB (#5) Description

Along with knowing how you match up with the job description, it is also very important to know the employer.

- What kind of company is it?
- What kind of service do they provide?
- What is their “mission statement” or “company philosophy”?
- Do you fit in with the “company culture”?



PRACTICE

There are a variety of ways to practice for an interview including utilizing Career Services!

Schedule a MOCK INTERVIEW!

- Bring in a job description
- A career counselor with “interview” you as the employer
- The career counselor will provide you with instant feedback and suggestions!
- Practice Out loud!



HAVE A PLAN

BEFORE THE INTERVIEW

- Dress in professional business attire
- Review your resume well
- Study and practice sample questions
- Prepare a few questions to ask the interviewer
- Get two good nights of sleep
- Review the directions to the interview facility or confirm transportation arrangements
- Select & prepare professional attire the night before the interview



VIRTUAL INTERVIEW TIPS

- Test Technology
- Keep Virtual Identity Professional
- Dress for Success
- Create a Set/Lighting/Clean
- Monitor Your Body Language
- Sit Down Prepared
- Still Practice, Don't Memorize
- Make a Connection
- Be Ready Before Start Time
- Don't Rely on Notes
- Are you Sharing Your Screen?
- What Programs Are Open
- Let Your Personality Shine

VIRTUAL INTERVIEWING 101



INTERVIEW DRESS PREPARATION

- Review the company culture before the interview.
- Dress in something that fits properly and is also comfortable.
- Try to stay away from clothes with words and logos; and limit the amount of accessories.
- Most importantly, dress in something that brings you confidence!





WHAT CONSTITUTES AS PROFESSIONALISM?

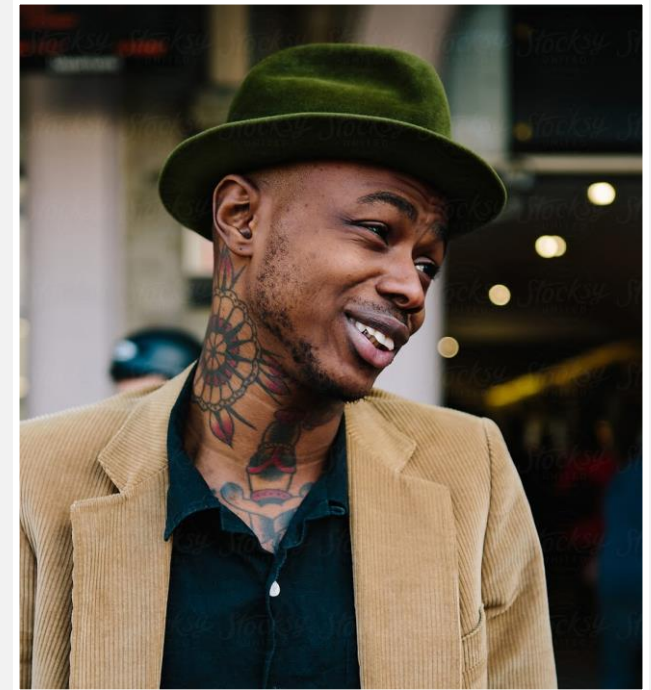
- **Confidence:** Believe in yourself and the qualities that you bring to the employer.
- **Authenticity:** Be the authentic you, because who you are what is going to get you the job, internship, or Co-op experience.
- **Integrity:** Be honest about your experience, and that will make it easier to discover your transferable skills.
- **Warmth:** Be personable, you are going to be spending a lot of time with the people you work with, show them that you are fun to be around!



DRESS FOR SUCCESS

- Should I hide my tattoos during the interview process?
- Researching the company culture is key in relevance to this question, each company is different and has different standards for professionalism.
- Another way to navigate this question during the hiring process is to ask the employer.
- This decision is ultimately up to you as the interviewee, just continue to maintain professionalism and continue to be the authentic you!

TATTOOS IN THE WORKPLACE





THINGS TO BRING TO THE INTERVIEW

- Directions to the organization & location of the interview – Room Number
- Name(s) of the interviewer or search committee
- A plenty of copies of your resume
- A list of questions to ask interviewer(s)
- A pad and pen to take notes

THE BIGGEST INTERVIEW MISTAKES

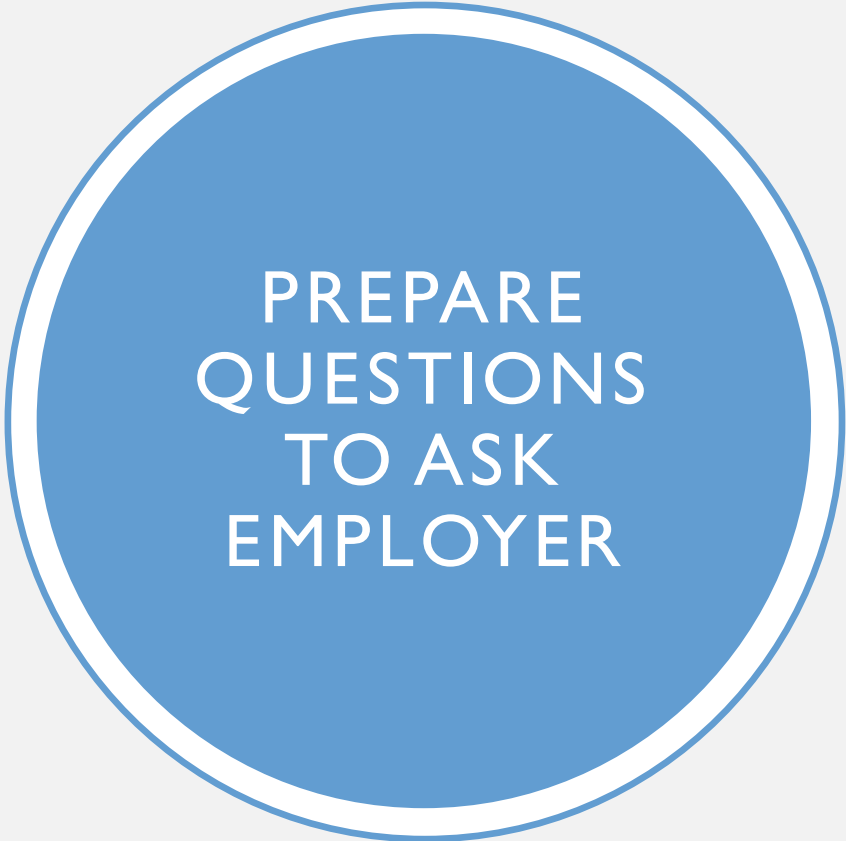
**Job Interview
Mistakes
You must avoid**



DURING THE INTERVIEW

- Greet the interviewer with a smile and firm handshake
- Act enthused and interested
- Sit calmly and confidently
- Answer questions thoroughly, but concisely
- Ask questions when appropriate
- Refer to preparation questions





PREPARE
QUESTIONS
TO ASK
EMPLOYER

- Company's future
- Career advancement opportunities
- Professional development opportunities
- Any aspect of the company's product or service that interest you
- Clarification if needed regarding any of the employers' remarks
- Timeframe for when hiring decisions will be made

HOW TO PREPARE FOR AN INTERVIEW



A group of four people in a professional setting, smiling and shaking hands. The background is slightly blurred, showing what appears to be an office or meeting room. The text is overlaid on a semi-transparent white box.

INTERVIEW DON'TS

- Arrive too early
- Jump the gun
- Oversharing
- Forget your resume
- Bring drink/food
- Bring friend/family
- Dress inappropriately
- Forget to prepare
- Answering/turning off phone
- Badmouthing previous experiences
- Checking time
- Forgetting names
- Using bad references

AFTER THE INTERVIEW

- Send thank you letter
 - HANDWRITTEN!!!
- If you have not received a response one week after your interview, call the contact person and inquiry about your application status
- Continue your job search action plan until you accept a job offer



WRAPPING UP...

- Remember: Prepare, Practice, Professionalism
- Appropriate business attire
- Bring resumes, questions to ask, notepad/pen/paper
- Send thank you note



HOW TO CONTACT THE CAREER SUCCESS CENTER?

Central Connecticut State University
Career Success Center

- Located: DiLoreto 101
- Call: (860) 832 1615
- Email: CAREERS@CCSU.edu
- Visit: www.CCSU.edu/CSC and schedule an appointment online!

