**Tips for Making the Most of the Hawk Career Network – Spring 2014**

- **Know yourself.** Spend some time reflecting on your interests, values and goals. Identify careers you’d like to learn more about. The Career Development Center offers career assessments and other resources to assist you with this process. We encourage you to call 610-660-3100 to schedule an appointment.

- **Understand what networking is – and how it can help you!** Networking is the art of building and maintaining professional relationships that can help you to clarify and define your interest in various career fields and potentially connect you to internship and full-time opportunities. Networking is a two-way street: connections are built upon mutual interests and are a reciprocal source of information, advice and resources.

- **Take initiative.** Pursue any opportunity to speak with professionals working in fields or organizations you’re interested in. **The Hawk Career Network Series** is a great place to get started. Saint Joseph’s University alumni and others will be available to speak with students interested in a variety of industries. This fall, students of all class years and all majors are invited to attend:

  - **Hawk Career Network Series – Science & Health:** Wednesday, February 5, Doyle Banquet Hall, 5:30 PM
  - **Hawk Career Network Series – Marketing & Communications:** Thursday, February 6, Doyle Banquet Hall, 5:30 PM
  - **Hawk Career Network Series – Human & Community Services:** Tuesday, February 11, Doyle Banquet Hall, 5:30 PM
  - **Hawk Career Network Series – Education:** March 24, Doyle Banquet Hall, 5:30 PM

  RSVP for Hawk Career Network Series events on your SJUcareers account. Doing so will ensure you receive information about the guests ahead of time, so you can learn about them and identify relevant questions to ask.

- **Create a great first impression.** We recommend business attire (for examples, please visit pintrest.com/sjucareers) and, while it is not required, it is smart to have a few copies of your resume on hand in case you are asked. Be sure to have your resume reviewed by the Career Development Center during Drop-Ins, open fall 2013 as follows:

  - **Campion 306:** Monday, Wednesdays and Fridays, 1:00 pm to 4:00 pm
  - **Mandeville 206:** Tuesdays and Thursdays, 1:00 pm to 4:00 pm

  When you introduce yourself, offer a smile, maintain eye contact and a firm handshake. Tell them your name and a bit about yourself. Sharing your major and what you’re interested in is a good way to begin the conversation.

- **Ask good questions.** Here are a few examples:

  - What do you do as a <position name>?
  - What do you do on a typical day?
  - What do you like most about your job? What is the most challenging part?
  - Which college courses were or would have been useful for your work?
  - Does your organization hire interns or at the entry-level? What is the recruiting process?
  - What characteristics do you look for in successful interns or new hires?
  - What are the top 3 things you look for on a resume to make an interview decision?
  - What 3 questions do you always ask on interviews that I should prepare for?
  - Did you go to graduate school? If so, what was your experience like?
  - Is graduate study necessary or recommended in the work that you do?
  - What do you know now about finding a job (or applying to graduate school) that you wish you had known before you started looking?
  - Based on what we’ve discussed, can you recommend next steps for me to learn more? (May include referral to a contact, an offer for you to follow up in the future, recommendation to join a professional association…)

- **Be respectful of others.** If you notice that your fellow students are waiting to speak with the guest, after you’ve had the opportunity to speak for a few moments, please transition to your next conversation. Thank the guest for his/her time and ask for a business card.
Follow up to keep the conversation (and the relationship) going. Take the time to send an email following the event to thank those with whom you spoke, personalizing it with details from your discussion. Here is a sample follow-up communication.

Dear Ms. Hawk:

Thank you for sharing your time and expertise at the Hawk Career Network – Marketing & Communications event this evening. It was a pleasure to meet you and to hear about your experiences as a brand manager. As we discussed, in an effort to further explore my interests, I would appreciate the opportunity to meet or speak with you again. I will contact your office the week of February 17th to set up a mutually convenient time for this informational meeting. Thank you very much for your time and consideration.

Sincerely,
SJU Student

Join the Hawk Career Network on LinkedIn.com. To get started, create a profile on LinkedIn.com. Keep in mind that the purpose of this profile is to create a professional impression – so be sure to include an appropriate photo and content. For additional tips on building your profile, visit www.sju.edu/careers, select Students, then Networking. Build your connections by searching your email contacts and finding people you may know. Ask for introductions through your connections to people whose careers you’d like to learn more about. Next, type Saint Joseph’s University Hawk Career Network in the search box, select this group and request to join. Once we verify that Saint Joseph’s University is reflected in your Education section, we will approve your membership and you will have access to the profiles of almost 8,000 members of the SJU community!

Remember that the Career Development Center is here to help you. We offer:

- Individual Career-Counseling Appointments
- Drop-In Centers for Resume and Cover Letter Critiques and Quick Questions
- Mock Interviews: practice before the real thing
- Graduate School Advising
- Career Assessments (Strong Interest Inventory, MBTI)
- SJU Hawk Career Network Series – On-Campus and on LinkedIn
- SJUcareers job and internship databases
- Career Fairs: Fall Career Fair, Spring Career Fair, Non-Profit and Government Career Fair
- On-Campus Interviewing Program
- Workshops and Events

MAIN OFFICE FOR APPOINTMENTS

- Moore Hall, Room 101 – 2 Blocks South on City Avenue across from Executive House Apartments – Take shuttle to Moore Hall
- Appointments available Monday through Friday

DROP-IN CENTERS FOR RESUME/COVER LETTER CRITIQUES, QUICK QUESTIONS – Open while classes in session

- **Campion 306**: Monday, Wednesdays and Fridays, 1:00 pm to 4:00 pm
- **Mandeville 206E**: Tuesdays and Thursdays, 1:00 pm to 4:00 pm

CONTACT INFORMATION

- 610-660-3100
- www.sju.edu/careers
- careerhelp@sju.edu
- Connect with us on LinkedIn: Hawk Career Network
- Follow us on Twitter: http://twitter.com/SJUcareers
- Like us on Facebook: Career Development Center | Saint Joseph’s University

We look forward to working with you!