



Career Services for CEAT Students

Ready Reference ♦ A-2

College of Engineering, Architecture & Technology ♦ Career Services

CEAT Career Services, located in 102 Engineering North, is a branch of OSU Career Services in 350 - 370 Student Union. CEAT Career Services provides career development and job search skills and resources tailored to the needs of students, academic departments and faculty in the College of Engineering, Architecture and Technology. The goal of CEAT Career Services is to help each student in the College develop the skills necessary to take charge of his or her career.

Ready References - If you have a "quick question" about your job search or need a "place to start" in resume development, letter writing or interview preparation, take a look at the Ready Reference sheets located in the CEAT Career Services office, 102 Engineering North. These sheets cover a variety of topics to assist you in exploring careers or preparing for your job search. In many cases, you will find the answers you need in the Ready References. If these resources don't provide the information you need, you are encouraged to schedule an individual appointment with CEAT Career Services.

CEAT Career Services Resource Room – in addition to the Ready References, the Resource Room contains:

- Three computer workstations with Internet access and a laser printer, for use in your job search. Stop by between classes and work on your job search or check a company's website before your interview.
- Use the HIRE System to find full-time, internship, and Co-op positions.
- A filing cabinet and bookshelf of company literature and videos. These materials are available to help students research potential employers. Most of the information is free for the taking. Information in limited supplies may be checked out and returned at a convenient time.
- Check out books from our career resource library.

Individual Assistance - Putting a good resume or letter together takes time and energy. Preparing for an interview requires research and practice. Check the Ready References on the appropriate topic to get started. Resume and cover letter reviews, as well as job search consultation, is by scheduling an appointment with the CEAT Career Services office. Walk-in assistance is also available.

Mock Interviews – Do you need assistance with interview preparation? Do you have questions and concerns about what to expect in an interview? Or do you just want to fine-tune your interviewing technique? Ready Reference G-9 will provide some tools and instructions on how to schedule an appointment for a mock interview with CEAT Career Services. Or you may want to participate in OSU Mock Interview Day, which is offered each fall and spring. See the OSU Career Services website for dates and details: www.hireOSUgrads.com.

Career Development Workshops - A variety of informative presentations and workshops are offered to classes and student organizations during the fall and spring semesters. Additional presentations and workshops are hosted by OSU Career Services and conducted by industry professionals and Career Services Coordinators from across the campus. Check the OSU Career Services web site for dates and times of these workshops.

Job Listings -

Full-time, Internship, Co-op and Part-time

- Part-time, work-study, full-time, internship, and co-op positions are posted on the HIRE System. Visit the OSU Career Services website, www.hireOSUgrads.com, to activate your account.
- A few part-time job announcements within CEAT are posted on departmental bulletin boards or on the OSU Career Services website. However, most CEAT and other campus part-time jobs are filled by networking directly with faculty and staff in the various departments. If you are looking for a part-time position, visit with your advisor, faculty, and staff in your academic department. Keep your options open by looking at options in other departments and areas on and off campus.

CEAT Career Fair - The College of Engineering, Architecture & Technology Career Fair is hosted by the CEAT Student Council in mid-September. Companies with an interest in academic majors within CEAT and related majors attend the CEAT Career Fair, as well as other career fairs hosted by OSU Career Services. Career Fairs are an excellent opportunity for CEAT students to learn about the companies who recruit from this College, gather information about the industry, network with company representatives, and apply for internships, co-op, and full-time positions.

Listservs – Some CEAT majors or professional societies provide listservs to their students. If such a listserv is available, CEAT Career Services will utilize it to forward job announcements and other critical information.

OSU Career Services On-Campus Interviewing System

- Companies interested in CEAT students, as well as majors from different colleges, will schedule interviews through OSU Career Services. To participate in the centralized on-campus interview program, you must subscribe to the OSU HIRE System. All current student automatically have a HIRE System account. Alumni may subscribe to the HIRE System for a fee of \$70 (\$10 when combined with an annual Alumni Association membership). To learn more about OSU HIRE System, visit www.hireOSUgrads.com, drop by 360 Student Union, or visit the CEAT Career Services office.

Resume Referrals with OSU HIRE System

– Employers frequently contact OSU Career Services to request resumes. If you subscribe to the HIRE System and meet the qualifications specified by an employer, your resume will be referred. When you apply for specific positions, employers will be able to view your resume online.

CEAT Career Services Interviews

- Some companies may arrange interviews within the College. If the recruiting is coordinated through CEAT Career Services, resumes will be referred using the OSU HIRE System and a notice will be forwarded to the appropriate majors.

Career Services To-Go

– If you need a speaker for an organization meeting, the CEAT Career Services staff is available for a variety of presentations covering all aspects of job search skills. Contact the CEAT Career Services office 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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