



WELCOME TO THE CAREER DEVELOPMENT CENTER

California State University, Los Angeles

www.calstatela.edu/careercenter (323) 343-3237

THE CAREER DEVELOPMENT JOURNEY

The career development journey has three essential parts: **discovery**, **preparation**, and **transition**. Each step of the way, the Career Development Center can help you – from knowing yourself better and establishing goals, to the nitty-gritty details of how to get a job in your chosen profession.

DISCOVERY

Choosing major and career pathways

Your career is likely to be one of the most significant parts of your life. So, it's crucial to find a path that reflects and harmonizes with who you are.

Focus 2 has a variety of self-assessments that identify majors and careers that match you, and provides information about those careers. Our career counselors can assist in the decision-making process with individualized guidance and exploration workshops. Employers assist as well by providing job shadowing opportunities and on-campus presentations about careers.

PREPARATION

Building a portfolio and network

Employers seek candidates with a strong portfolio showcasing relevant workplace skills and practical experience, which can be gained through class projects and internships in your chosen career path. Our career counselors and career mentors can assist in identifying skills to develop and experiences to explore.

Handshake, your online career central, regularly lists internship and on-campus job opportunities, career mentors, workshops on how to professionally network online and in-person, and many other events to build your professional network.

TRANSITION

Learning effective job search strategies

In order to obtain the job you want, you must successfully navigate the job search process, which requires skills and knowledge typically not developed elsewhere. There is no easy way around this – to be most successful, you must invest time and energy to learn and refine those essential skills.

Our career counselors present workshops on effective job search strategies, résumé and cover letters, LinkedIn, interviewing, and more. The CareerExpress delivers straightforward instructional videos and tools, and Handshake connects you with jobs and hiring events.

ONLINE CAREER DEVELOPMENT RESOURCES

Career Development Guides

www.calstatela.edu/careercenter is the CC website. Find out what is happening in the Center and access countless resources, including our Career Development Guides on résumés, cover letters and thank you letters, interview skills and attire, job search strategies, etc.

CareerExpress

CareerExpress provides meaningful and user-friendly resources that are available to you 24/7. These robust programs cover the fields of assessment, research, planning, preparing for the job search, and job hunting. CareerExpress includes the following programs:

Focus 2; What Can I Do With This Major?; Candid Career; Occupational Outlook Handbook; Career Spots; Perfect Interview; Interview Stream; Handshake; Vault Career Insider; LinkedIn; Passport Career; and the JFK Library's Career and Job Hunting Research page.

GENERAL INFORMATION

Hours of Operation

Monday-Thursday	8:00 am – 6:00 pm
Friday	8:00 am – 5:00 pm

Appointments/Information	(323) 343-3237
Student Employment	(323) 343-3277

CAREER DEVELOPMENT RESOURCES

Job Search Workshops

A variety of free hour-long workshops is offered throughout the year to assist students with their career development. Workshops address such topics as interview techniques, resume writing, job search strategies, etiquette and graduate school application. The workshop schedule is available online via Handshake and can also be picked up at the Career Center reception desk.

Career Counseling

Making a self-assessment, doing career research, choosing an academic major and investigating career options are important career planning steps. Integrating all the details of a job search is an integral piece of the plan as well. Professional career counselors are available to discuss these issues with students and alumni via individual counseling appointments.

Career Assessment Instruments

Focus 2 provides a variety of assessments, such as personality, interests, and values, and then lists careers that match your results. You can access these assessments online via the CareerExpress. The Strong Interest Inventory (SII) and Myers-Briggs Type Indicator (MBTI) are offered through individual appointments.

Career Resource Library

The Center maintains a comprehensive collection of books, directories, binders, and some DVD's on the following topics:

- Academic majors and careers
- Interviewing techniques, resume and cover letter writing, job search techniques
- Job search for special populations
- Salary surveys and labor statistics
- Graduate/professional programs
- Civil service positions
- Company profiles

The Career Center library also features computers for students to use for career-related purposes.

Career Services for Alumni

Cal State LA alumni are eligible to use all career center services on a space available basis with priority given to fully matriculated and currently enrolled students. Proof of graduation from Cal State LA will be requested at time of service.

EMPLOYMENT RESOURCES

Handshake

Handshake offers hundreds of employment opportunities posted daily by our industry partners who are looking to hire Cal State LA students and alumni. Employer visits to campus are also regularly listed. All Cal State LA students are encouraged to register with the service, and they can see our website or our front desk for details.

- **Internships:** Internships include paid, nonprofit, government and those for academic credit, and can be open to sophomores, juniors, seniors, and grad students. Be sure to plan ahead – application deadlines may be several months before the internship start date. Academic credit internships require faculty or academic department approval.
- **Part-time Jobs:** These include after school jobs and major-specific opportunities that are less than 30 hours a week.
- **Full-time Careers:** Here you will find entry to mid-level, wage-based positions that can launch or advance your profession.
- **Employers Visiting Campus:** Each semester employers come to campus to recruit students. Events include Career Fairs, Information Sessions, and On-Campus Interviews.

Student Employment

The Student Employment Office, located in the Career Center, coordinates student part-time on-campus employment programs. Job openings for these programs are posted on Handshake.

- **Student Assistant:** Students are employed to assist faculty and staff on a part-time basis, maximum of 20 hours per week, in many of the offices and departments of the University.
- **Federal Work-Study (FWS):** This is a federal financial aid program intended to increase part-time employment opportunities for financially eligible students. FWS awards are made by the Center for Student Financial Aid (Student Affairs, Room 124). Due to budget constraints, not all financially needy students are awarded FWS.
- **Off-Campus Federal Work-Study:** Students with Federal Work-Study (FWS) awards can combine community service with active learning by pursuing these jobs, many of which are in schools and social service settings.