

CAREERS ONTRAK

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TOP 10 NETWORKING HOT-SPOTS

- Professional organizations
- Volunteer organizations
- Charity/Fundraising events
- Civic and community groups
- Religious community
- Golf course
- Tennis/Racquetball & Basketball courts
- Health club
- Political campaigns
- Chamber of Commerce

NETWORKING FOR SUCCESS

Dear Family and Friends,

You've heard it said "It's all in who you know." In many cases, this statement rings true. Did you know that 75%-80% of jobs are found through networking? It is important for students to begin this process early. October is one of our busiest months and provides a perfect opportunity for your students to begin practicing their networking skills.

The Eagle Expo/Education Career Fair will be held on Thursday, October 23, 2003, 10am-3pm, at the RAC. Companies and school systems have registered to attend the Fair and will be available to meet with the students, accept résumés, and possibly schedule interviews. In addition, we have several companies conducting on-campus interviews throughout the semester. If your son or daughter meets the qualifications, he/she is eligible to interview for full-time and/or internship/coop positions.

In order to network effectively, students should develop skills needed to build relationships with employers and others who are in a position to help them with their career path. Effective networking does not mean asking everyone you run into for a job. Instead, networking establishes relationships to enlist support and get ideas from people with hiring power. Finding a job is not the only reason to network. Networking also allows you to learn more about the profession, gain insight into the industry and grow professionally. Networking is essential to finding success in a career.

Sincerely,
Amy Williams

TIMELINE FOR NETWORKING

Junior Year:

- Develop your résumé
- Brainstorm a list of potential contacts
- Make a list of companies for which you would like to work
- Sign up for networking sites on the Web
- Join on-line discussion groups
- Set up informational interviews
- Talk with professors, students, and employers in their career field
- Do an internship
- Join a professional organization

Senior Year:

- Decide where you want to live after graduation
- Narrow your list of dream employers
- Join professional associations within your targeted geographic region
- Maintain contact with your networks
- Check into mentoring programs
- Continue informational interviews

DINING FOR SUCCESS

Many times the interviewing process consists of a formal lunch or dinner, and although most people know the basics of dining etiquette such as do not talk with your mouth full, many people are unaware of all the detailed etiquette rules. The Dining for Success program is designed for Juniors, Seniors, and Graduate Students. During the program, students are served a five course meal and are taught the rules of dining etiquette essential to making a good impression during the interview.

Students must register to attend the Dining for Success Program by providing Career Services with a \$20 refundable deposit. Deposits will be refunded on the day of the event to students who attend. The program will be held on Wednesday, October 22 from 6:00-8:30pm in the Russell Union Ballroom.

Did you know...

- If you must leave the room, place the napkin on the chair, NOT on the table.
- Bread is passed to the right.
- Wait for the host to begin eating before you start.
- The order of silverware tells you how the meal is being served and what the courses will be.
- Placing your fork and knife together on the side of the plate signals to the waiter that you have finished eating and the plate can be removed.

CORPORATE SPONSORSHIP

Career Services would like to give a huge **“thank you”** to all of the companies who generously support Career Services and Georgia Southern Students:

- | | |
|-------------------------------|--------------------------------|
| 1) Carolina Holding, Inc. | 6) Progress Lighting |
| 2) Ferguson Enterprises, Inc. | 7) Savannah Coca-Cola Bottling |
| 3) GEICO Insurance | 8) Walgreens |
| 4) McLain, Calhoun, & Company | 9) Walmart |
| 5) Pfizer | |

In addition, the following have sponsored a Dining for Success Table within the past year:

- | | |
|---|---------------------------------------|
| 1) Cooper Tire | 11) Royston, LLC |
| 2) East Georgia Regional Medical Center | 12) Sherwin-Williams |
| 3) Enterprise Rent-A-Car | 13) State Farm |
| 4) GEICO Insurance | 13) Target |
| 5) Grant Thornton, LLP | 14) Turner Construction |
| 6) Hormel Foods Corporation | 15) VCC-Atlanta |
| 7) Kroger | 16) Wallace Printing |
| 8) Moore, Stephens, Tiller, LLC | 17) Wal-Mart |
| 9) Pfizer | 18) Walt Disney World College Program |
| | 19) Wellstar Health System |

If you work for a company interested in supporting the career development of our students and would like to donate funds to the corporate sponsorship campaign, please contact Warren Riles, Director, at rileswl@gasou.edu or call the Career Services Office at 912-681-5197.

Companies Recruiting at Georgia Southern:

October

- | | |
|-------|---------------------------------------|
| 3 | Whiting-Turner Contracting Company |
| 7 | Nichols, Cauley, & Associates, LLC |
| 7 | Norfolk Southern |
| 8 | Maersk Sealand |
| 10 | Western Summit Constructors |
| 15 | Porter Keadle Moore, LLP |
| 15/16 | Wal-Mart Logistics |
| 16 | Brasfield & Gorrie General Contractor |
| 21 | Pfizer, Inc. |
| 23 | GA Dept. of Transportation |
| 24 | Waffle House |
| 23 | Three Springs, Inc. |
| 23/24 | Turner Construction |
| 24 | Disney |
| 24 | Walmart Stores |
| 28 | Sherwin-Williams |
| 30 | J.B. Hunt |
| 30 | Target |

November

- | | |
|-------|---------------------------|
| 5 | Accredited Home Lenders |
| 5 | Enterprise Rent-A-Car |
| 5 | Walgreens |
| 5 | Centex Homes |
| 11/12 | Eagle Global Logistics |
| 13 | ABF Freight Systems, Inc. |
| 13 | TruGreen ChemLawn |
| 19 | GEICO Direct Insurance |

UPCOMING EVENTS

October

1	Résumé Writing	1pm	Russell Union 2042
6	Making the Most of the Expo	12pm & 2pm	Russell Union 2042
8	Interviewing Skills	2pm	Russell Union 2044
11	Family Day Football	12pm	Paulson Stadium
14	The Critique Hut	12pm-4pm	Union Rotunda
15	The Critique Hut	12pm-4pm	Near Lakeside Cafe
22	Dining for Success	6pm	Russell Union Ballroom
23	Eagle Expo Career Fair	10am-3pm	Recreational Activity Center
24	Alumni Reception	6pm-8pm	Williams Center (outside)
30	Career Services Open House	2pm	Williams Center 1047

November

4	Graduate School Planning	5pm	Williams Center 1047
11	Graduate School Fair	9am-1pm	Russell Union Ballroom
11	Graduate School Panel	3pm	Russell Union 2080
13	Résumé Writing	5pm	Williams Center 1047
18	Interviewing Skills	5pm	Williams Center 1047
20	Job Search Strategies	5pm	Williams Center 1047

CAREER SERVICES MISSION

Our mission is to guide members of the Georgia Southern University community in establishing their career objectives through comprehensive programs that provide opportunities for individuals to learn strategies useful in reaching their career goals.

As advisors and catalysts, the Career Services' staff assists students with choosing their majors, identifying career interests, gaining related work experience, and providing guidance in their full-time professional job search through three distinct areas:

- (1) **Career Advisement and Education**
- (2) **Experiential Education**
 - a. **Job Shadowing**
 - b. **Cooperative Education**
 - c. **Non-Academic Internships**
 - d. **Externships**
- (3) **Professional Employment**
 - a. **On-Campus Recruitment**

Tips for Making the Most of the Career Fair

What students should do during the Fair:

- Make a good first impression
- Make eye contact immediately when introducing yourself
- Give a firm handshake
- Remember the representative's name
- Smile and be polite
- Dress nicely. A suit is highly recommended, but not required.
- Ask for a business card
- Bring several copies of your résumé to distribute

Body Language:

- Do not fidget or play with your hair
- Do not chew gum
- Do make eye contact

Explore All Options

- Speak with representatives you had not considered
- Take the initiative
- Learn more about which majors companies are hiring

After the Expo

- Send a thank you note
- Follow up with company contacts

EAGLE EXPO/EDUCATION CAREER FAIR

Georgia Southern University

PO Box 8069
1047 Williams Center
Statesboro, GA 30460

Phone: 912-681-5197
Fax: 912-681-0564
Email: careersv@GaSoU.edu

We're on the Web!
[Http://students.
georgiasouthern.edu/career](http://students.georgiasouthern.edu/career)

*Have Your Students Open
the Door to their Future by
Visiting Us!*

Services Provided to Students and Alumni Include:

- Employer Information
- Graduate School Information
- Career Handouts
- Group Presentations
- Career Advising
- Career Fairs
- Experiential Education Opportunities
- Career Resource Center
- On-Campus Interviews
- Business Suits
- Mock Interviews
- Résumé Advising
- Résumé Critiquing
- Résumé Referrals
- On-line Résumé Posting
- Listservs
- Job Search Resources
- On-line Job Postings
- Computerized Assessments

All students are encouraged to attend the Eagle Expo/Education Career Fair. A variety of companies will be present to talk to students about job opportunities. For daily updates on companies attending, please visit our Website at <http://students.georgiasouthern.edu/career>. Companies attending as of September 23 include:

American Express Financial Advisors
Austin Independent School District
Becker Conviser Professional Review
Bryan County Board of Education
Buckeye International, Inc.
Bureau of Prisons
C.H. Robinson Worldwide, Inc.
Camden County School System
Cherokee County School District
Cherokee County Sheriff's Office
Clayton County Public Schools
Coastal Academy
Columbia County School System
DeKalb County School System
Duron Paints and Wallcoverings
Duval County Public Schools
Eckerd Corporation
Effingham County Board of Education
Enterprise Rent-A-Car
Evans County Board of Education
Expeditors
Flash Foods, Inc.
Fulton County Schools
GEICO Direct Insurance
Georgia Air National Guard
Georgia Department of Audits
Georgia Department of Corrections
Georgia Department of Transportation
Governor's Intern Program
Great Dane Trailers
Greene County School System
Gwinnett County Public Schools
Henry County Schools
Holder Construction Group, LLC
Jacksonville Regional Chamber of Commerce
Jefferson County Schools
John Wieland Homes and Neighborhoods
Jones and Kolb
KisingerCampo & Associates Corp.
Lanier Worldwide
Laurens County Board of Education
Maurices, Inc.
Maxim Healthcare Services
McDuffie County Schools
MI Home Products
Moore Stephens Tiller LLC
MPW Industrial Services, Inc.
New England Financial
Peace Corps
Presser, Lahnen, & Edelman, P.A.
Primerica Financial Services
Pulte Homes
Quad Graphics, Inc.
Robins Air Force Base
Satilla Community Services
Social Security Administration
State Farm Insurance
Stock Building Supply
Synovus Financial Corp.
Target
Sherwin-Williams
Three Springs, Inc.
Tift County Schools
Treutlen County Schools
TruGreen ChemLawn
Turner Construction Company
Wake County Schools
Walmart Stores, Inc.
Walgreens
Walt Disney World
Wayne County Schools
Wells Fargo Financial Acceptance
Wheeler County Schools
Williamson Printing, Corp.

College “Career Doctors”

College of Business Administration	Rachael Barrett	rabarret@GaSoU.edu
College of Education	Amy Williams	awilliams@GaSoU.edu
College of Health and Human Sciences	Pearl Middleton	pmiddleton@GaSoU.edu
College of Information Technology	Rachael Barrett	rabarret@GaSoU.edu
College of Liberal Arts and Social Sciences	Karen Townsend	townsend@GaSoU.edu
College of Science and Technology	Wallace Brown	wbrown@GaSoU.edu

Parent Tips for Students

Choosing a Career

- Conduct informational interviews to learn more about different career fields
- Schedule a time to meet with a Career Advisor
- Visit the Career Resource Center and pick up a major handout

Gaining the Competitive Edge

- Schedule a meeting with Wallace Brown prior to October 17 to discuss internships and co-ops
- Volunteer for community service activities, especially those relevant to the major
- Carefully review mid-term progress reports for freshmen

Finding a Job

- Bring a rough draft of a résumé to Career Services to be critiqued
 - Attend the Eagle Expo Career Fair on Thursday, October 23, 2003
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Mid-term Progress Reports

All freshmen will receive academic progress reports via their WINGS account. The faculty grade submission date range is September 22-October 2, 2003. Grades will be available for students to see as soon as they are submitted. An Eaglegram email will be sent to students with unsatisfactory progress grades advising them to seek counsel with their instructor and advisor. Progress reports should provide students with feedback so that appropriate academic intervention can be provided to help students be successful in their courses. Students in need of assistance may visit the Academic Success Center.

Parent’s Day with Career Services

You are invited to stop by the Career Services’ Table on Family Day at Paulson Stadium before the football game and become “A Fan of Career Services.” Family Day will be held on: **Saturday, October 11, 2003**

Homecoming Alumni Reception

All Georgia Southern Alumni are invited to attend an **Alumni Reception** hosted by Career Services on **Friday, October 24, 2003 from 6:00pm-8:00pm outside the Williams Center.**