



Services for Current Students

A1

CASNR Career Services provides career exploration and job search services tailored to the needs of students, academic departments and faculty in CASNR. We take pride in offering effective services and delivering them in a friendly, helpful manner. We strive to assist students during every year of their educational experience at OSU. Ultimately we want to teach you the skills necessary to take charge of your career. We work collaboratively with faculty, departments, and other colleges and offices to facilitate connections with employers and to provide you with quality career-related advice.

Although we are located in the College of Agricultural Sciences and Natural Resources, we also are a part of the OSU Career Services team located in 360 Student Union. The services provided through our CASNR Career Services office are highlighted in this handout. However, we encourage you to use ALL career development resources located in the various locations on the OSU campus.

Items marked with a * require registration with CASNR Career Services.

GETTING STARTED

Ready References - If you have a "quick question" about your job search or need a "place to start" in résumé development, letter writing or interview preparation, take a look at our Ready Reference handouts located in the lobby of Ag Hall and available online at www.casnr.com. These sheets cover a variety of topics to assist you in exploring careers or preparing for your job search. If these resources don't provide the information you need, we welcome you to make an individual appointment for further and more personalized assistance.

Career Development Workshops - You can be the best candidate for a job but fail to get it if your job search skills are inadequate. A series of informative talks and interactive workshops are offered during the fall and spring semesters through CASNR Career Services. See the "Upcoming Events" Ready Reference or the CASNR Career Services Calendar of Events on

the college web site (www.casnr.com) for dates and times of these workshops.

CASNR Career Services also gladly conducts professional development workshops for student organizations. Simply contact the Career Development Coordinator at careerservices@casnr.com to make a request for a presentation.

CASNR Career Services Web Site -

You can learn about our services, research employers and investigate various other resources including:

- Details about CASNR on-campus interviews,
- Listings for full-time and internship positions,
- *Ready References* on-line
- The valuable Web page entitled "Resources for Internship & Full-time Job Hunters" has links to agricultural companies, government agencies, trade and professional associations and other resources that might be useful to you in your job search. Check out these links and

College of Agricultural Sciences and Natural Resources ♦ Career Services
Oklahoma State University ♦ 136 Ag Hall ♦ Stillwater, OK 74078-6017
405.744.5395 ♦ FAX: 405.744.5339

<http://www.casnr.com> ♦ careerservices@casnr.com

bookmark the ones that have positions or information relevant to YOU!

✓ **HOT TIP:** Check out the Web sites listed below.

CASNR Career Services:
www.casnr.com

OSU Career Services:
www.hireosugrads.com

RESEARCHING

Employer Literature and Videos- CASNR Career Services maintains a filing cabinet of employer literature and videos that are updated every year to help students research potential employers. At this time, most of the information is for employers that participate in our on-campus interview program. Our long-term goal is to collect information from other employers, as well as graduate and professional schools, who are interested in our students but who may not recruit on campus. This information may be checked out through our office in 136 Ag Hall.

Job Search Reference Media- CASNR Career Services is developing a job search reference library to assist you in exploring career options and in developing your job search skills. We have videos, literature, and other media on résumé development, interview techniques, and other job search topics available for students to check out through our office.

NOTE: See the *Ready References* J1 and J2 for a listing of all the available videos and literature. We even have a TV and Video Player that you can use!

Career Fairs - Agricultural, Food, Environmental and Natural Sciences Career Fairs are hosted during both the fall and spring semesters. Employers with an interest in candidates with CASNR academic majors and related majors attend both events. In addition, a

number of other career fairs and information sessions are hosted in the fall and spring semesters. See the "Upcoming Events" Ready Reference for the dates of these opportunities.

IMPROVING YOUR TOOLS

Résumé & Letter Assistance - If you are just getting started, we suggest reading our Ready Reference handouts on résumés, letter writing or interviewing, attending one of our Career Development Workshops (see upcoming events calendar) or watching the videos available in our office. Putting a good résumé or letter together takes time and energy. Before you schedule a critique, please put some effort into your résumé and letters.

Mock Interviews- CASNR Career Services will gladly assist you in preparing for interviews by addressing your concerns and fine-tuning your interview techniques. The "Mock Interview Preparation" Ready Reference will provide you with instructions on how to schedule an appointment for a mock interview at any time throughout the year, or you may want to participate in OSU Mock Interview Days or in the CASNR Mock Interview Day. See the "Upcoming Events" *Ready Reference* for those dates.

FINDING OPPORTUNITIES

Job Listings -

Full-time, Internship and Part-time (off- and on-campus) positions

Jobs that come across our desk are posted on the job board in the lobby of Ag Hall, forwarded to appropriate academic departments for posting and are posted on the CASNR Web site at www.casnr.com under Career Services, Student Resources, Job Postings.

- Additional job listings are located on the OSU Career Services Web site at www.hireosugrads.com.
- A few part-time job announcements within CASNR (on the farms, in the labs or

offices) are posted on the job board in the lobby of Ag Hall. However, most CASNR part-time jobs are filled by networking directly with faculty in the various departments. We recommend visiting with your academic advisor or other faculty in your department and/or visiting with faculty in the other college departments to seek out opportunities.

Our goal is to help you develop job search skills you can use for the rest of your life.

CASNR Career Services E-mail List – All students enrolled in the College of Agricultural Sciences and Natural Resources automatically have their OSU e-mail addresses added to a CASNR Career Services listserv. Through your OSU e-mail, you will receive updates on activities, resources, services and other useful information, particularly relating to the job search. If you would like your personal e-mail address added to the listserv, simply provide a CASNR Career Services staff member with that request and information.

COMPANY CONNECTIONS

Items marked with a * require registration with CASNR Career Services or OSU Career Services.

On-Campus Interviews- CASNR Interviews*

More than 40 employers conduct interviews through CASNR each semester. There are different possibilities for each major. You must be a CASNR student and registered with CASNR Career Services to participate in these interviews. To register: 1) attend an orientation sponsored by CASNR Career Services and 2) complete the on-line registration form and upload your résumé into CASNR's Career Tracker system.

OSU Centralized Interviews*

Companies interested in a variety of majors from several different colleges will schedule

interviews through OSU Career Services. (*NOTE:* As described above, companies who are **only** interested in CASNR students will interview through CASNR Career Services.) In order to participate in the centralized on-campus interview program, you must register for and activate an OSU 7 of 10 account. Subscriptions to “7 of 10” are free and CASNR students are encouraged to take advantage of this resource. *NOTE:* To learn more about centralized interviews and orientations, call 744-5253, drop by 360 Student Union or visit the OSU Career Services Web site.

Résumé Referrals* - Some employers choose not to come to campus to interview. Instead, they ask us to forward résumés of potential candidates to them. If you register with CASNR, we will keep your résumé on file and will forward it to employers that ask for résumé referrals. In some cases, we will post these job openings to the CASNR Career Services listserv for your review. If you are interested, you can forward your résumé and cover letter directly to the company. This second method often works better for you because you can target your résumé for that particular position. However, we will use either method requested by the employer.

✓ **HOT TIP:** If you are registered, you should keep an UPDATED copy of your resume in our office.

Résumé Referrals with 7 of 10* - If you subscribe to OSU 7 of 10 your résumé may be referred to employers. In addition, employers will be able to view your résumé from the Web.

INDIVIDUAL ASSISTANCE

CASNR Career Services staff reserves time each week to meet with CASNR students on an individual basis to discuss career and job plans. We are happy to visit with you. We ask that you make an appointment through the secretaries in 136 Ag Hall. You may also find

the answers to your questions by reading the Ready References sheets. Attending a CASNR Career Services orientation session (see "Upcoming Events" Ready Reference) may also be useful.

HOT TIP: Learn something about the company first and you're more likely to be offered the job or internship.

UP AND COMING SERVICE

Although it is not available yet, we are working to provide the following unique services to students enrolled in the College of Agricultural Sciences and Natural Resources.

Alumni Career Network - Most of our students and alumni obtain their jobs through networking. With that in mind, we are trying to develop a formalized program that will assist you in networking with CASNR alumni. Of course, you do not need our formalized program to network with alumni or industry personnel--you just need the willpower to get out there and meet people! Since our formalized program is not off the ground, we suggest you work with your department in locating alum's who may be willing to assist you in your career search.

OTHER OPPORTUNITIES

Career Resource Center

308 Student Union ♦ 744-6434

www.okstate.edu/ucs/cssc5.htm

Undecided in your major? Not sure what direction to start in your career exploration? Want to view a variety of resources about all types of careers? If you answered "yes" to any of these questions, the Career Resource Center may be a good place for you to visit. In addition to a library of information, the Career Resource Center and the Career and Academic Success Counseling Center can provide you with in-depth career counseling as well as access to self-assessment tools. Contact the number provided for more information. The office is open to the public and can be used free of charge.

OSU Career Services

360 Student Union ♦ 744-5253

- 7 of 10 - Centralized on-campus interview, résumé referral and job posting program (see previous comments)
- OSU Career Services Web site www.hireosugrads.com - This is a centralized site for job listings (full-time, part-time, work study and internships). The Web site provides links to multiple job search engines, information about all career fairs hosted on campus and a calendar of events
- Connection to "Do What You Are" self-assessment resource Web site
- Special events, job search conferences, and more!