

## CareerKey!

Sign up for UMSL  
CareerKey..

It's a web based software enabling you to conduct a job search on-line 24/7.

We post all job and internship leads into this database.

It's a great way to learn about degree related positions, internships and companies recruiting in the St. Louis area.

Registering is free and easy! Visit our website for more information.

**CAREER SERVICES**  
278 MSC

314-516-5111

[CAREERS.UMSL.EDU](http://careers.umsl.edu)  
[careersevices@umsl.edu](mailto:careersevices@umsl.edu)

### Hours:

Monday –Thursday  
8am-5:30pm

Friday  
8am-5pm

Appointments are  
Recommended

# Career Connection

VOLUME III ISSUE I

FALL SEMESTER 2010

## Job Fair Tips

The upcoming Fall Internship & Job Fair is **September 24, 2010 from 10am-2pm.**

You may wonder “what’s the point of attending the job fair if the employer will just direct me to apply online?”

There are a few very good reasons to attend:

1. Talk directly with the Recruiter and get specific questions answered about the application process, the corporate culture and tricks/techniques for the application materials.
2. Make a good first impression and learn the names of some HR personnel at particular companies.
3. Learn about companies from conversations instead of what you read online.

## Welcome to the Fall 2010 Semester

The fall semester is a busy one in the Career Services world—and it is of great benefit to you as a job/internship seeker. Most employers start the recruitment process for spring hiring in the fall, kicking off their hiring efforts by attending our Fall Internship & Job Fair. Whether you are graduating in 2010 or beyond, get a head start on your search by registering for UMSLCareerKey, attending workshops, and meeting with your Career Services Coordinator. You can register for UMSLCareerKey online at <http://careers.umsl.edu>. Have your student ID number handy!

## THINK EMPLOYERS ARE NOT CHECKING ONLINE INFORMATION ABOUT POTENTIAL CANDIDATES?

### THINK AGAIN!

In a survey of approximately 275 recruiters, HR professionals and hiring managers conducted in December 2009 by Cross Tab Marketing commissioned by Microsoft, 85% said a positive online reputation influences hiring decisions. 70% said they have rejected candidates based on information found online.

The following are the most common types of sites by percentage of respondents who use them:

Search Engines: 78%

Social networking sites: 63%

Photo & Video sites: 59%

Professional & Business Networking sites: 57%

Personal web sites: 48%

Blogs: 46%

It's important to protect your online reputation. The online reputation is increasingly becoming a factor in recruiting and hiring. It's predicted that over the next 5 years, screening candidates using online reputational data use will increase.

*NACE, Spotlight Online, March 2010*

## Special Upcoming Events

- Resume Reviews in The NOSH, August 31, September 8, 13, 21
- Student Teacher Panel, September 17
- Internship & Job Fair, September 24
- State Farm Series, October 5
- Etiquette Luncheon, October 28

Please visit our website for more information about these events!

<http://careers.umsl.edu>

## The Rational Job Search

It's easy to distort our job search. We may say or think things like:

"I don't interview well. I'll never get a job."

"There are NO jobs out there."

"I know the interviewer did not like me. I'm sure he won't call back. "

"The interviewer was really encouraging, but he was just being nice. "

"My absolutely perfect job is out there for me."

OR, we might think or say:

"I should earn...."

"I have to have a job by next week."

"I should have my job by now."

"My first job has to be..."

How can we reframe these self defeating thoughts and feelings?

Try to catch yourself making negative statements. Ask yourself "where's the evidence?"

Don't label yourself. If you're rejected for a job, it doesn't mean you're a reject.

Remember that no job is perfect. Look for the good points of a job before it's rejected.

If you're procrastinating, ask yourself "Why?" Am I scared, I don't know where to begin. Ask "What's the worst that can happen?"

The job search is often stressful. There's no reason to make it more so with distorted thinking. The job search is a process. Most importantly, Be **KIND** to yourself!

Brooks, Katharine, Conducting a Rational Job Search, Career

### *Tips for the Shy Job Seeker*

Work with it. You may never be 100% comfortable in a job interview, for example. A small amount of discomfort & "faking it" can go a long way.

Focus on your strengths. What do you do well? How can you craft those skills into stories an interviewer wants to hear?

Rehearse. Perform a mock interview with Career Services. Practice your "30 Second Commercial," to have a smooth, professional sounding introduction when networking. A little practice can make a big difference.

STAY CONNECTED WITH CAREER SERVICES!

#### UTILIZE OUR RESOURCES:

CareerKey  
Going Global  
Career Spots  
Workshops  
Etiquette Luncheon  
Job & Internship Fairs  
Teacher Job Fair  
"What Can I Do With This Major?"  
Resource Library  
Employer & Career Events

#### KEEP UP WITH CAREER SERVICES

Follow us on:



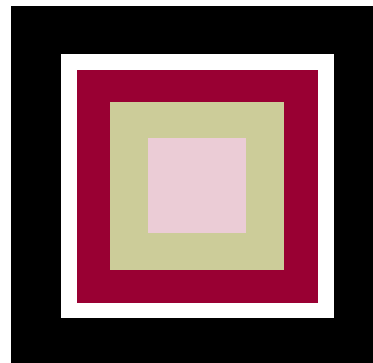
UMSL Career Services



University of  
Missouri- St. Louis  
Career Services Group

#### CAREER TIP:

Employers are not on an academic timeline. Jobs & internships are posted with Career Services throughout the year.



#### Career Services Mission

Career Services works in partnership with employers and the campus community by assisting students and alumni to develop, implement, and evaluate job search strategies.

*Adapted from  
Psychology Today,  
May 2010*