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Career Center Services & Programs

The Career Services Center (CSC) staff is available to provide you with assistance, help you with your career plans and listen to your ideas. Take advantage of the services, activities and programs offered by the CSC.

OUR MISSION

To provide the resources, programs, services and activities which will enable a CMC student to plan for life after CMC.

THE STAFF

Professional staff are available by appointment to discuss career exploration and job search issues. Please contact the center to set up an appointment.

THE STUDENT CAREER CONSULTANTS

The student career consultants play a vital role in our center. The consultants are fellow students who are trained specifically to assist you in locating resources and information, reviewing your resume and cover letters and answering your questions. No appointment is necessary to see one of our student career consultants. They are generally available Monday–Friday, 9am–5pm.

THE CAREER PLANNING PROCESS

Jobs will change. Careers will change.

Whether planning for a career or making a job or career change, the Career Planning 4-Step process will help to make it easier to do and easier to handle. Take a step-by-step approach. It's simple.

I. SELF-ASSESSMENT

Inventory your values, interests, skills, achievements, accomplishments, strengths and weaknesses. Complete an assessment instrument, then sit down with a career counselor.

II. EXPLORE & IDENTIFY

Research and network. Attend employer and graduate & professional school presentations. Use the internet to check out company or school web pages. Cross-reference specific employer information with industry information on like kinds of companies. Talk to alumni and faculty. Arrange informational interviews. Visit grad schools of interest. Exploration and information gathering helps to identify the specifics.

III. DECIDE

Assessment and exploration will help you to identify which path(s) you want to pursue. With information, you can decide what course of action you want to take.

IV. ACTION PLAN

You've decided what you want to do. Now is the time to design a plan to get there. Know what you need to do. Start the application process early. Sharpen your resume. Hone your interviewing skills. Go for it!

CAREER SERVICES

Career planning is integral to an individual's life planning. The career planning services, resources, programs and activities available in and provided by the CMC Career Services Center can be helpful in:

- Clarifying career/life goals
- Identifying job opportunities
- Identifying internship opportunities
- Researching employers
- Contacting alumni
- Researching graduate/professional schools
- Applying to graduate/professional schools
- Applying for a fellowship or scholarship
- Preparing and refining a resume
- Writing a cover letter
- Navigating through the interview process
- Negotiating employment offers

LIBRARY RESOURCES

- Reference books
- Internship directories
- Computers for use in career planning activities
- Lists of career-related Internet websites
- Trade journals
- Publications
- Graduate/professional school test materials and directories
- CBEST, FSO, GMAT, GRE, LSAT, MCAT & TOEFL examination information and applications
- Community service and volunteer information
- Typewriter (yes, it is still used for some types of applications)
- Periodicals
- Newspapers

SERVICES

- Individual career counseling
- Assessment tools and interpretation
- Full-time and internship job listings
- Part-time and summer employment listings
- Community service and volunteer programming activities and opportunities
- Graduate/Professional School advising
- Fellowship/scholarship advising
- Skills workshops
- CSCs e-newsletter
- Career research library

Career Center Services & Programs

PROGRAMS

- Employer presentations
- Graduate and professional school presentations
- Alumni presentations and panels
- On-campus recruiting program

INDUSTRY NIGHTS

- Investment Banking and Finance Night
- Meet The Accounting Firms Night
- Consulting Firms Night

WORKSHOPS

- Resume Preparation
- CMConnect Training
- Cover Letter Writing
- Career Planning and Research
- Interviewing Techniques
- Mock Interviews
- Negotiation
- Job and Internship Search
- Career Fair Preparation

CAREER ASSESSMENTS

The Myers-Briggs Type Indicator, Strong Interest Inventory, and Career Leader are assessment instruments used by the CSC to help in the career exploration process. These instruments are available on-line.

EMPLOYERS

Numerous companies and organizations recruit on campus each fall and spring, ready to make full-time and internship hires. In addition to interviewing on campus, employers conduct employer presentations and participate in our industry and career nights. See CMC Online Recruiting System, page 16.

CONSORTIUM AGREEMENT

Under the Claremont University Consortium Career Services Programs agreement, all of The Claremont Colleges cooperate in providing opportunities to all students. CMC students are encouraged to use the career services resources at the other Claremont campuses in addition to CMC's own Career Center. Joint programs such as on-campus recruiting, workshops, and career fairs provide students with a wide variety of career information.

WINTER BREAK INTERVIEW DAYS

Along with a group of highly selective colleges across the country, Claremont McKenna College hosts in-person interviews in New York City and Washington,

D.C. during winter break. These interviews offer a great opportunity to interview with organizations that may not normally recruit on college campuses or travel to the west coast. Students must cover the cost of travel and lodging. In addition to the Winter Break Interview Days, we also host the Coast-to-Coast Virtual Career Fair during the Spring Semester. Visit www.slaconsortium.org for more information.

JOBS AND INTERNSHIPS

Listings are available through CMConnect and at the CSC. <https://claremontmckenna-csm.symphlicity.com/students/>

ON-CAMPUS JOBS

All campus job listings are available through CMConnect. Work study and non-work study positions are available in such places as the Emmett Center, the Athenaeum, the bookstore, library, building and grounds department, and in a number of academic and administrative offices as well as the research institutes.

Go to:

<https://claremontmckenna-csm.symphlicity.com/students/>

under "Jobs"

under "CSM Jobs"

Select either work-study or non-work study for position type

FINDING A JOB ON-LINE

The Internet provides tremendous resources for job hunting. Most of these sites provide thousands of open job listings free of charge. Some provide additional career and resume assistance, employer profiles, job fair listings and directions on how to upload your resume (in HTML format). Computers are available for students and alumni in the Career Services Center for easy access. See the CSC webpage for links to useful job search sites.

CMConnect

CMC students can find job and internship listings on CMConnect—the most popular college employment site on the Internet.

CMConnect can be accessed 24 hours a day from any computer at CMConnect.com or come to the CSC to get more information. It's easy and fast!

Internships

WHY AN INTERNSHIP?

In a competitive job market, an internship can make the difference in obtaining a full-time position. Internships are also valuable experiences for building skills and helping you determine 'what's next' following graduation. They bridge the gap between academic knowledge in the classroom and the expansion or application of that knowledge in the real world.

A high percentage of CMC students have had at least one internship during their college years. The type and length of internships vary by program, content and purpose. Some are paid. Some qualify for academic credit.

GETTING STARTED

- Visit the Career Services Center
- Prepare your resume
- Attend campus meetings, workshops and employer presentations
- Talk with professors and/or advisors
- Research using CMConnect and other internship websites
- Reach out to alumni, family and friends

CSC RESOURCES

NATIONWIDE INTERNSHIP CONSORTIUM (NIC)

CMC is a member of the Nationwide Internship Consortium (NIC), sharing internship listings with over a dozen other selective liberal arts colleges across the country. This consortium allows students to access to over 8,000 internships listings each year. All of these internships are listed on CMConnect—<https://claremontmckenna-csm.symphlicity.com/students/> and are accessible on-line by using your login and password (available by contacting the CSC).

CAREER LIBRARY

Take advantage of the various internship resources in the Career Center. We offer books, periodicals, binders with internship listings, applications for sponsored internship programs and more. Be sure to check out the list of on-line subscriptions that are also available to you in your internship search.

WEEKLY CAREER SERVICES E-NEWSLETTER

Find information on current events and activities as well as career-related articles and internship listings at www.claremontmckenna.edu/csc/email/.

RECIPROCITY AT OTHER CAREER CENTERS

A request from our office to a college/university career center in your hometown or in the location you wish to pursue an internship, asking to grant you access to their resources.

CAREER COUNSELING

You may contact us for a counseling appointment at careerservices@cmc.edu. Please indicate your major and your availability in order to assign you to the proper counselor.

ON-CAMPUS RECRUITING

Dozens of employers recruiting on-campus for internships are listed on CMConnect. Register on this site to receive targeted internship information and to submit your resume for upcoming interviews. To participate in the on-campus recruiting program you must attend one of the Internship Recruiting Meetings.

GOING TO DC OR ABROAD?

You can still apply for summer internships through CMConnect while you are away from CMC but you MUST indicate in your cover letter that you are currently studying off campus. Some employers are willing to interview by phone. If you are selected for an on-campus interview, do not sign up for an interview time. You will need to contact Charlene Kile at ckile@cmc.edu to get instructions for setting up a phone interview.

STUDENTS ON F-1 VISAS — (MOST INTERNATIONAL STUDENTS)

CURRICULAR PRACTICAL TRAINING (CPT):

CPT is a type of off-campus employment authorization. Students may be authorized for CPT before completion of their academic program. The employment must be an integral part of the student's academic program, such as an internship (required or optional) or other employment activity where academic credit is earned. Students may be eligible for CPT after one full academic year of enrollment. A job offer is required before CPT approval can be granted. CPT is approved for a specific employer, for a specific time period; students may change employers, but must have proper authorization before doing so. CPT can be given for up to one year at a time and can be approved for Part Time (20 hours/week or less) or Full Time (more than 20 hours/week). Students should be aware that 12 months of full time CPT makes you ineligible for Optional Practical Training.