

Meeting With a Career Counselor

Meeting with a Career Counselor can be helpful in organizing and planning your future. A counselor can stimulate your thinking, ask important career planning questions to help clarify goals, provide encouragement, teach you strategies for making meaningful career decisions and help you plan your job search.

Career Counselors and students work together in developing career plans. Counselors can help you to learn more about yourself, understand the decision-making process, and begin to gather information about career opportunities. However, Career Counselors cannot make your decision for you or tell you what to do in planning your career. The responsibility for making career decisions rests with you. While students may seek a specific connection between their major and a specific career, each major can be connected to multiple career paths and possibilities. Through your work with a Career Counselor, you will develop a set of skills and knowledge which can help you define and reach your career goals.

Drop-In Counseling

Career Services offers a drop-in service that enables you to obtain career planning assistance on a first-come, first-serve basis. Last year, more than 5,000 students utilized this service. The consultation with the Drop-In Counselor typically lasts 10-15 minutes and will give you the opportunity to talk about what is on your mind, give information where appropriate, explain other relevant services, and make referrals to other campus and community organizations. Concerns students frequently bring to Drop-In Counseling include:

- choice of major/career
- resume or cover letter assistance
- career information
- on-campus interviewing information
- internship/co-op searching
- job search skills
- grad school selection/application

A Drop-In Counselor is available in the Bank of America Career Services Center between 8:30 a.m. and 4:30 p.m., Monday through Friday; and until 6:30 p.m. Tuesdays during the fall and spring semesters.

You may wish to meet with a Career Counselor to:

- Begin to look at your interests, skills, and values through discussion, assessments and related activities.
- Learn about the tools and resources essential in gaining information about majors and careers.
- Discuss different opportunities, projects, activities and ideas that can assist you in making your college education satisfying, fun, and marketable.
- Engage in exercises that can help you to identify the career skills that your academic, extracurricular, internships and part-time job experiences have developed.
- Talk about how to make informed decisions about college major, careers, job offers and graduate schools.
- Recognize personal strengths and limitations and how they affect career planning. Develop ways to use and/or improve them.
- Learn to research employers and industries.
- Develop strategies to explore your professional network.
- Create and implement a strategic job search or graduate school plan.
- Develop your resume, cover letter, and interview skills.

You must consult with a Drop-In Counselor at least once before scheduling an Individual Career Counseling appointment.



Individual Career Counseling

Individual career counseling is one of the major functions of Career Services. Counselors help students tackle the often difficult process of career and life planning through one-on-one, ongoing, in-depth, and confidential 50-minute meetings (up to 10 per academic year).

After the first meeting, you and the counselor may decide to continue meeting.

Career counseling discussions may include such topics as:

- developing career goals
- assessing abilities, interests, and priorities
- improving interview skills
- resume, cover letter, and application forms
- internship and job search processes
- graduate school application process
- any related concerns, such as time management, transition from college to work, and coping with parental or financial pressures

Assessment

In conjunction with your individual counseling appointments, you also have access to specialized career assessment instruments that are designed to measure your interests, skills, personality characteristics, and work-related values. If you are interested in the assessment process, you will need to meet with a Drop-In Counselor and be assigned to an appointment with a Career Counselor.

Your Career Counselor will determine which assessment is appropriate, administer the assessment to you, and interpret the assessment result(s) with you. These tools can be highly useful resources in helping you get clarity on your career direction and make appropriate decisions. Some of the more popular assessments that we use are:

- Self-Directed Search
- Myers-Briggs Type Indicator
- Strong Interest Inventory
- SkillScan Card Sort

We also utilize other instruments that have more specialized functions to help fine tune your career choice.