



There are a **variety** of services and resources aid your career exploration and professional development. These are available through Human Sciences Career Services and OSU Career Services (aka: HireOSUgrads).

Individual Consultations: Helping you from admission to graduation is what our Career Consultants do on a daily basis. All students are welcome to meet with any Career Consultant, who are available within each academic college and with the central office in the Student Union on the OSU-Stillwater campus as well in the Advising Center on OSU-Tulsa campus. Our purpose is to assist your professional development and career preparation. From facilitate several self-assessments to reviewing resume and cover letters to brainstorming for your internship or job search, our career consultant is available to assist. For those going to professional, medical, law and/or graduate school, we can also provide feedback and suggestions for personal statements and the interview process.

Human Sciences Career Services | 101 Human Sciences, OSU-Stillwater | 405.744.5053

OSU Career Services, Stillwater | 360 Student Union, OSU-Stillwater | 405.744.5253

✓ HireOSUgrads.com

OSU Career Services, Tulsa | 130 North Hall, OSU-Tulsa | 918.594.8404

✓ OSU-tulsa.okstate.edu/careerservices and HireOSUgrads.com

Arts & Sciences Career Services | 213 Life Science East, OSU-Stillwater | 405.744.1662 or 405.744.7547

CASNR Career Services | 103 Ag Hall, OSU-Stillwater | 405.744.9464

CEAT Career Services | 109E ATRC, OSU-Stillwater | 405.744.7574

Education Career Services | 106 Willard Hall, OSU-Stillwater | 405.744.6350

Spears School of Business Career Services | 103 Business, OSU-Stillwater | 405.744.2772

Supplies: The following supplies are available to currently enrolled students.

Resume paper: 10 sheets per day; available in three classic colors, which may vary by office and availability.

Note cards and envelopes: bundle of three (3) professional appearance blank note cards per day, ideal for a handwritten **thank-you** notes.

The following supplies are available through OSU Career Services for a nominal fee. These items can be picked up from 360 Student Union, OSU-STW or 130 North Hall, OSU-Tulsa.

Student Business Cards: Currently enrolled OSU students may purchase professionally printed student business cards via Hireosugrads.com. During the semester orders are usually processed weekly, so plan ahead. The cost is \$5.00 for a box of 250 cards; you can order a new box each year if you move or other information (like your major) needs to be updated.

Leather Bi-fold Padfolios: Available to students for \$5.00 – perfect for bringing to an information session, career fair, or interview to keep your resumes neat and your notes organized.

Ready References are a series of handouts that provide an **overview** of information about career exploration, professional development and job/internship search preparation. The references cover details to get started, then we encourage you to follow up with our career consultant or other knowledgeable professional who can provide more specific guidance.

Some of the topics include:

- Resumes | Cover letters | Thank you notes | Personal statements
- Part-time jobs | Internships | Volunteering abroad
- Networking | Attending career fairs | LinkedIn profiles
- Interviewing | Job search | Weighing job offers | Salary negotiation

Career Fairs: Several career fairs are organized each year; these events are excellent opportunities for you to learn about the employers, gather information about your industry, network with company representatives, and apply for internships, seasonal employment, and full-time positions. A few career fairs that are especially relevant for majors within Human Sciences include:

August:	Part-time and Volunteer Job Fair
September:	Business Career Fair > Great for any social science or business related major
October:	OSU-Tulsa Career Fair > Open to all OSU students
January:	Summer Camp Job Fair > All majors interested in summer employment / internship
February:	OSU Career Fair > 2 days, includes opportunities for *all* majors
February:	Architecture Career Fair > Good for Interior Design
February:	Hospitality Days > HRAD majors and others interested in hospitality careers
February:	OSU-Tulsa Career Fair > Open to all OSU students
March/April:	Education and Teacher Job Fair > Education-related majors, K-12 opportunities

Mock Interviews: OSU and Human Sciences Career Services can help you fine-tune your interviewing techniques. OSU Mock Interview Day is offered each semester on both the Stillwater and Tulsa campuses. Specific dates and times are posted on www.HireOSUgrads.com. If you cannot make it for Mock Interview Day, but would like a one-on-one mock interview experience, just contact our Career Services office. Career Consultants are available to conduct these and provide feedback.

OSU Career Services also has one of the leading technologies to assist you – **InterviewStream**, a web-based mock interview system. If you have a web camera, you can literally complete one or more(!) mock interviews at your convenience. If you don't have access to a web cam, no problem...Simply schedule a time to use the system through OSU Career Services.

The HIRE System: An electronic resource available to aid your job and internship search. Many prospective employers use the HIRE System to post information about their company, internship and job opportunities, deadlines for applications, and schedules for on-campus interviews. To participate in the centralized on-campus interview program, you must activate and update your account. Activate your account today so you can keep watch for that next opportunity!

- **Full-time jobs as well as internships** are posted! These include companies that regularly recruit OSU students as well as those who send information, but do not necessarily come to campus to interview.
- **Part-time, work-study, and full-time jobs** are also posted. These also include on-campus, both federal work study & non-work study.
- **Resume Referrals within the HIRE System** – Employers frequently contact OSU Career Services to request resumes. There is an opportunity for students to allow OSU Career Services to forward their resume (presuming they meet qualifications) to a prospective employer – be sure to look into this option!