Career Services
Talking Points for Academic Advisors

Centre students often have questions for faculty, and some of those questions relate to Career Services. So, we thought we would try to anticipate some of those questions and provide you with possible answers. Below are some of the questions/comments you might receive along with what Career Services can provide to help.

1) I don’t know what to major in/what career to go into.
   - Our website has quite a few resources to help students explore. Career Services offers several self-assessment tools. A student should make an appointment with their career counselor to determine which one(s) are appropriate for them. We offer:
     - **FOCUS II** – An on-line system that helps students with career and major exploration. (coming in fall 2013)
     - **Strong Interest Inventory** – A widely used and respected tool that compares the interests and skills of the student taking the instrument with people in the workforce. Students take this on-line (with our instructions) but need to meet with a counselor to review it.
     - **Myers-Briggs Type Indicator (MBTI)** – An instrument that looks at students’ personality preferences. Although not strictly a career decision making tool, we have a career report that we can provide the student. Students take this on-line and then meet with a counselor to review their results. We also have professors ask us to give this to their classes and go over the results in the class environment.

2) How do I find information on careers of interest?
   - Networking is a great way to find out information and develop contacts. Students can meet with their career counselor to discuss proper networking etiquette and receive an alumni list
   - Professional associations are another great resource for learning about careers. A google search will often turn up relevant associations.
   - We offer numerous print resources on careers in our library located in Career Services.
   - Information can also be found on our website.

3) I need a summer job/internship.
   - Career Services posts summer and internship opportunities in CentreWorks. All students have an account. Their username is firstname.lastname, and they will need to set up a password if they haven’t already. We have set up a fake account for faculty so you can see what the students see. The faculty username is faculty.access and the password is FacultyAccess13.
   - We have many resources on our website.
   - Students should also meet with their counselor to talk about additional ideas whether this is for-credit or not.

4) Do I need a resume/cover letter?
   - Chances are that if students are asking, they do. If not, they will soon. The best approach is to start with the information and samples on our website.
• Once the student has a draft, we highly recommend a meeting with a counselor to review it.

5) I have an upcoming interview.
• Most of our students think they know how to interview. Most of them don’t. We highly recommend meeting with a counselor and also doing a videotaped mock interview. From time to time, we will also have an employer who will provide mock interviews for students.

6) I need a job after graduation.
• Most of the above also applies to students who are getting ready to graduate and go into the workforce.
• In addition, the Spotlight Career Fair is held in Lexington in late February each year. This job, internship and grad school fair is sponsored by all the private colleges of Kentucky and Hanover College in Indiana.
• **CentreWorks** is a great resource in that we post all positions we receive in that system.
• The website has many great resources.
• We highly recommend that they meet with a counselor for additional ideas based on their interests.

7) How do I apply for graduate school?
• We definitely consider you the experts on graduate programs in your field, but we do offer some programs that students might want to attend. Watch for the schedule.
• Resources for graduate school can be found on our website.
• In addition, we can review personal statements for students. We are often the people that look at the really rough drafts before the student takes it to you.