WINTER 2015-16 CAREER CENTER
PROGRAM & EVENT CALENDAR

WINTER SCHEDULE: December 14, 2015 - January 15, 2016
Monday - Friday | 8:30 am - 12 pm ; 1 pm - 4:30 pm
*Closed - December 24, 2015 - January 3, 2016 due to holiday closures.*

CAREER ADVISING
Need quick career tips? The Career Center provides coaching to SJSU students on a variety of general career topics including: job and internship search strategies, resumes, cover letters, interviewing, and career exploration. Services offered on a first come, first served basis.

Bachelors / Undergraduate Students
- **Drop-In**: Tuesday - Wednesday | 1:30 pm - 3:30 pm | ADM 154
- **Appointments**:
  - Schedule through SpartaJobs by clicking on “Request an Appointment.”
  - For currently enrolled SJSU students pursuing a bachelor’s degree.

Alumni / Recent Graduates - Congratulations on your achievement!
- **Drop-In**: Tuesdays | 1:30 pm - 3:30 pm | ADM 154

Masters / Graduate Students
- **Drop-In Group Advising**: Thurs 12/17/15, Thurs 1/7/16, Tues 1/12/16 | 1:30 pm - 3:30 pm | ADM 154
  - Seating is limited. First 20 students to sign in will be given a seat.

All Students / Alumni
- **Virtual Chat**: Monday - Friday | 9 am - 12 pm ; 1 pm - 4 pm
  - Get quick answers to your career related questions.
  - Click on the virtual chat button on our homepage.

- **SJSU Spartan Staffing Drop-In**: Thursdays | 10 am - 12 pm
  - Meet with a recruiter for a 10-15 minute session.
  - Find out how SJSU Spartan Staffing can connect you to jobs!

SPARTATRACK
A successful career journey starts with having a plan. The Career Center can help you develop that plan. Use this checklist to get started and stay on track!

1. EXPLOREREgister with Spartajobs [sjsu.edu/careercenter > students > spartajobs]
- View a Spartan’s Guide to Spartajobs

Explore majors & careers [careercenter > students > explore majors/careers]
- View A Spartan’s Guide to Picking a Major at SJSU
- http://whatcanidowiththismajor.com/major

Assess your skills, interests and personality [careercenter > students > explore majors > getting to know yourself]
- Utilize Eureka’s self-assessment tools
  (careercenter > students > explore majors > careers > getting to know yourself > assessment > eureka)

2. EXPERIENCEWrite a targeted resume [career center > students > find a job/internship > resumes-cover-letters]
- View Resume 101 Webshop
- View Tailoring Your Resume
- Upload your resume to Spartajobs

Explore internships [careercenter > students > internship resources]
- Build your network
- Create a LinkedIn profile (careercenter > students > find a job/internship > job search resources > social media > linkedin)

Conduct informational interviews [careercenter > students > networking & informational interviewing]

3. LAUNCHConnect with employers [career center > students > find a job/internship > connect with employers]
- View the Job Fair Success Webshop
  (career center > students > videos, workshops, and handouts > job fair success webshop)

Research fields & companies [careercenter > students > find a job/internship > research employers]

Discover global opportunities
- Check out GoinGlobal (careercenter > students > specific populations > international students > goingglobal)

Build your interview skills [career center > students > find a job/internship > interviewing]
- Practice on Big Interview (careercenter > students > find a job/internship > interviewing > big interview)

SJSU Career Center: Your COMPETITIVE EDGE
SJSU.EDU/CAREERCENTER
All the resources you need, right when you need them. Find it fast. Find it easy. Find success.