Step Five: Respond to Posted Opportunities

Locate and use postings, printed and electronic want ads, employment agencies, job and graduate school fairs, graduate school websites, as well as on- and off-campus recruiting. Explore and complete necessary graduate school standardized testing. Those seeking internships and post graduation employment must follow policies associated with on-campus recruiting, resume referral, and related services. Undergraduates who wish to participate in On-Campus Recruiting or respond to postings for internship options must register via CareerLink, understand how to use this resource and maximize your efforts. During discussions with counselors or Peer Career Advisors learn about our on-line registration, resume collection, and job posting services and be motivated to develop “self-initiated search strategies.” Detailed CareerLink information is available. Those participating in the Career and Internship Connection (CIC) events in New York, Boston, D.C., Chicago, or Los Angeles must register via a different web-based system. Peer Career Advisors and counselors can assist you with registration and resume submission tasks associated with the CICs. Self-initiated efforts closely follow the ten steps to success, and they are best implemented with the “job search coaching” support of our professional staff.

Juniors with intentions of applying to graduate school, exploring Peace Corps, Americorps and related options, and investigating post baccalaureate fellowship and scholarship programs, should also register via CareerLink so we can forward appropriate information and invite you to special programs. Those applying to graduate and professional schools must become familiar with subject-specific standardized tests, including the GRE, LSAT, MCAT, GMAT, and others. Consult with a counselor for information on test preparation and recommendations.

A resource professional can identify field-focused on-line posting sites and related resources. Internship postings for those seeking Fall, Spring and Summer internships, are available via CareerLink, the Nationwide Internship Consortium site, and a variety of other resources including CareerShift (accessed via CareerLink). Counselors can educate you about CareerLink and NIC Internship Database, as well as self-initiated internship search activities.

On and off campus annual events, include: the Career and Internship Connections in NYC, Chicago, DC, Boston and Los Angeles, Career and Internship Day, Law School Night, New York Minute, New York Recruiting Program, Engineering Consortium Career Fair, Engineering and Technical Career and Internship Connection, Rochester Area Career Expo, and Teacher Recruitment Day. Details about dates, times and logistics will be forwarded via e-mail to those who cited these areas of interest via CareerLink. Registration and resume submission for CICs and other events require learning how to use web-based systems other than CareerLink.

To effectively identify and use posting and recruiting resources. . .

- Meet with a counselor to identify specific published and Internet posting resources; especially those accessible via http://www.rochester.edu/careercenter/students/internship/links/
- Become familiar with CareerLink and use www-accessed Career and Internship Center postings.
- Read all Career and Internship Center emails, especially the weekly Internship Digest, and respond to the varied announcements sent.
- Attend a Career and Internship Center seminar, upload resumes into the CareerLink system as early in the academic year as possible, and learn about the Career and Internship Connections held throughout the year.
- Become aware of and follow deadlines for formalized internships, and structured programs.
- Work with a counselor to identify field, function and firm specific links and posting sites.

Gwen M. Greene Career and Internship Center

Our goal is for you to articulate and attain your goals
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