“How To…” from The Office of Career Services
How can we help your students? Easy as 1-2-3!”

1 How To: Break the Ice
Our office offers a number of programs, services, and resources to help students through the many phases of career decision-making and planning!

- Refer your students to The Office of Career Services where we can provide guidance on their career related concerns. Invite them to contact us at Extension 2106 or come by Room 210 University Center.
- Point students toward our office web page www.furman.edu/ocs for a full list of services, resources, events, and more!
- Feel free to drop by and pick up career and job search information to share with your students.

2 How To: Spread the Word
Understanding our services.....

Here is a reference list of some of the many tools that The Office of Career Services has to offer your students:

- Workshops on Job Search Strategies, Interviewing Tips, & Resume Writing.
- Graduate School and Career Fairs (held in the fall).
- Mock Interviews.
- On-Campus Interviews.
- The Career Library (located in our office) offers info on all aspects of career planning.
- Networking with Furman Alumni who have volunteered to assist students.
- Career Assessments to assist with decision making.
- Resume Critiques by one of our staff counselors.
- Guidance with Graduate School Options.
### How To: Go in Depth

For even more information on what our office can do for your students, here is a brief overview of our more popular services...

#### On-Site Assistance
(Office-based programs and services)

- **Individual Counseling**
  Students meet with our counselors to develop goals targeted to their individual needs. Emphasis is given to self-assessment, occupational exploration and informed decision-making.

- **Personality and Career Interest Testing**
  This service helps anyone still undecided about their career. Tests are designed to bring insight into one’s personality characteristics and occupational interests in order to assist them in making informed decisions about choosing a major and a career direction.

- **24 Hour Resume Critique**
  Students can drop off their resumes in The Office of Career Services (UC 210) for our counselors to critique. Resumes can be picked up 24 hours later complete with feedback and suggestions.

- **Alumni List Requests**
  Students can fill out a form in our office to receive contact information for Furman alumni, categorized by career interest and geographic location. This a great tool for networking and seeking out occupational information!

- **On-Campus Interviewing**
  Our office hosts many well-known and quality companies to conduct interviews and presentations on campus. Knowing Furman’s reputation for excellence, these companies seek to identify top talent for their employment needs.

#### Online Support
(Web-based programs and services)

- **Optimal Resume**
  This tool allows students to create, format, and forward their resume.

- **Optimal Cover Letter**
  Students create a well-written, professional letter to submit to potential employers.

- **Optimal Interview**
  This Web-cam system helps students fine tune their interviewing skills.

- **Optimal eFolio**
  This portfolio builder forms an online gallery of student work and accomplishments.

- **Resume GPS**
  This job search program presents student resumes to employers offering career opportunities.

- **Paladin Job Link**
  Our own job search program. Students apply for opportunities with employers all over the country and abroad.

- **Career Search**
  This database is a great tool for students seeking to begin their job search—offering profiles and contact information for over 4 million companies and organizations.

- **Career Link**
  An online student-alumni networking program for students to identify and connect with hundreds of alumni for career and job search assistance.

- **Shadow Program**
  Students may “shadow” alumni volunteers, spending time with them on the job, learning more about career fields of interest.