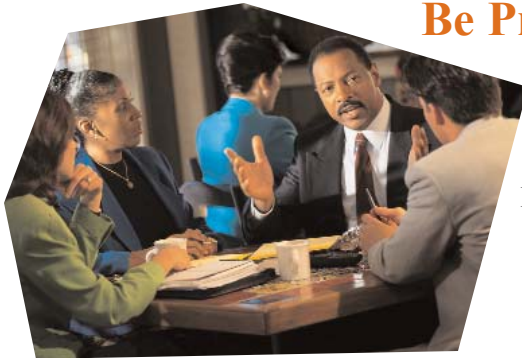


Networking... Schmoozing... Attempt To Make It Fun

One of the best ways to begin **networking**, for college students who are about to graduate, is to conduct **informational interviews**. The idea of networking is to tap into the knowledge and experience of others in your field. An **informational interview** does that by forcing students to identify and research fields of interest. **Networking** is not for the faint of heart; it requires persistence and perseverance.



Be Prepared

Make a list of fields that interest you. Don't be limited by geographic location or pay scale. You are gathering

information to use in making career decisions - not making final choices!

Now research those careers and determine if you are still interested. Even if you think salary, education, or geographic location might stop you, continue the research if you find the particular field interesting. In today's market, telecommuting could be a viable option in many career fields.

Identify companies, industries, and positions that represent your areas of interest. Call, write, or e-mail and ask for an **informational interview**. Be clear in your request; you are

*continued on Page 2, **Networking***

On-Campus Interviewing: Who, What, When, Where and How

The UTD Career Center hosts employers for individual **on-campus interview** days throughout the year. Interviews are conducted in the Career Center and in the Career Management Center at the School of Management. Interviews are available only to UTD students and alumni who have established a UTD *CareerWorks* account with the Career Center.

Participating employers conduct **on-campus interviews** for permanent, cooperative education, and internship positions. Interviews for cooperative education and internship programs are available only to currently enrolled students who are registered with the UTD Career Center and who have met all of the requirements of the internship/cooperative education program.

Types of Schedules

Preselect

You will have the opportunity to submit your resume electronically until the pre-select deadline expires. After the pre-select deadline expires,

*continued on Page 4, **Interviewing***

Resume Tip

Consider replacing an Objective Statement with another heading, such as: Profile, Summary, Qualifications, or some other heading that concisely identifies the section.

Internship: A Student's Perspective

"Imagine your first corporate job being in an IT environment where you can envision your future, your career, and your family—that's been my experience since starting at Perot Systems."

Jessica Pillado, currently obtaining a BS Degree in Business Administration from the SOM at UTD and completing an internship with Perot Systems as the EPMO Coordinator in Innovation & Engineering

"I was offered a position on the Global Service Delivery Based Model team where I will be doing project coordination and helping with the recruiting and training process. My first project will take 6 weeks. I will be building an application that automates the recruiting and training process. I am very excited, not so much about my first project, because I do not greatly enjoy programming, but because I am now going to be traveling!!! My first trip is to India, and then in 6 months I will be traveling to Australia, Europe, Germany, Romania, Philippines, South America, and Mexico. I took this position because I really think it will help me be able to obtain my overall goals in life."

"A short term goal was to become project management certified. The company put me through Project Management Methodology training Tuesday, Wednesday, and Thursday. This training gave me hands-on experience as well as an opportunity to truly feel comfortable with my co-workers. I completed 24 hours of training this week and felt that it really helped in the professional environment, even more so than schooling."

If you are interested in participating in an internship, review the information on our website - www.utdallas.edu/career.

After completing an Information Session, either by attending a seminar or by utilizing the online session, schedule an appointment with your internship coordinator.

Please note: Students in the Erik Jonsson School of Engineering and Computer Sciences must attend an IPP Information Session and complete the IPP program requirements. For more information, check at the IPP Office in ECS South 2.502.

continued from Page 1, *Networking*

seeking information and advice, not a job. Never ask for a job in an **informational interview** because it breaks the trust and rapport you have worked hard to develop with this contact.

Be Brave

Next, develop a set of questions to gather the necessary information you need to make career decisions. Use the same set of questions in each interview so that you can compare answers from a variety of people within the industry.

Refine your list of questions as you gather information. If an interviewee provides information that brings up new questions, use this to reconnect with prior contacts. Send an e-mail asking for their input on the topic.

Be Persistent

As you begin contacting individuals or companies for **informational interviews**, you must be persistent as well as brave. It is never easy to ask for help, but **networking** is a very effective job search strategy.

Remember, you are seeking information on which to base long-term career strategies. It may take numerous requests for **informational interviews** before you receive an affirmative reaction. Do not give up!

It is imperative to make as many contacts as possible. Perseverance is the key to **informational interviewing**. Many people will be very happy to share their experiences and expertise with you, so don't give up if you receive several negative responses.

Be Ready to Return the Favor

As you progress in your career, you will gain knowledge, skills, abilities, and experiences that you can share. So as you receive requests for **informational interviews**, remember how helpful they were to you and be willing to take the time to communicate with students. Mentoring others can be a very rewarding experience.

CAREER CENTER LIBRARY BOOK REVIEW

Nice Girls Don't Get The Corner Office 101: Unconscious Mistakes Women Make That Sabotage Their Careers by Lois P. Frankel, Ph.D.

Dr. Frankel, President of Corporate Coaching International, has written an informative, easy-to-read book designed to help women avoid mistakes and maximize their career opportunities. She reveals why some women seem to stagnate in their careers while others surge ahead, and she has identified specific behaviors that women exhibit which are often unconscious by nature but obstructive to their careers.

The book is meant to encourage and empower women who work by giving them tools for developing more effective ways of behaving at work. It highlights 101 typical "mistakes" women often make at work, explaining the social basis for the behavior and then offering coaching tips for overcoming the error.

Rather than simply lecturing the reader, *Nice Girls Don't Get The Corner Office 101* offers practical strategies for identifying and improving career-obstructive behaviors. It begins with a self-assessment exercise along with interpretive instructions to assist the reader in evaluating her own behavior and then offers practical advice for making some changes. As an encouragement to make necessary changes, the book also includes a Personal Development Plan as well as helpful websites and resources for finding career coaching resources, workshops and training programs.

An interesting parallel to this book is that the awareness of any of the 101 "mistakes" can help improve a woman's effectiveness in all areas of her life. This book is a "must-read" for any woman who wants to become a strong, capable leader - and be noticed - in any setting.



*Women: How Do You
Play the Game?
How Do You Brand and
Market Yourself?
How Do You Act...
Look.. Think..
Sound... Respond...?*

For answers to these and other questions about how to be an effective communicator in a business/work setting, be sure to attend the Career Center's new seminar,

"Be Effective: Communication Strategies for Women in the Workplace"



See the seminar schedule online through the Career Center website, www.utdallas.edu/career, or through your UTD *CareerWorks* account.

Resume Tip

Always read your cover letter and resume aloud
so you can ensure what is written is the way
you want it to sound.

employers will review resumes. You will be notified prior to the interview date whether or not you have been invited to interview. You will then be given access to the interview schedule so that you may select an interview time.

Open

If you meet the qualifications designated for an open schedule, you may sign up on the interview schedule on a first-come, first-served basis. The sign-up deadline is set 5-7



days prior to the campus visit to allow time for the employer to receive and review the resumes before the interviews.

Timeframe

On-campus interviews can be conducted at any time of the year. The busiest months are late January, February, March, late September, October, and November. Employers are encouraged to schedule

enough time for the process to work; sometimes, decisions are made at the last minute and an employer wants the on-campus date as soon as possible. It is important for the students/alumni to review potential opportunities frequently. Many decisions are made at the last minute!

Information Sessions

Employers host information sessions as a way to distribute information about their organizations and the opportunities they have to offer. We strongly encourage you to attend as many of these sessions as possible; however, please note that these are NOT interview opportunities. Please DO NOT submit your RSVP (your reservation to attend) unless you intend to be there. Business casual to professional attire is recommended to attend these sessions.

If you think you are interested in interviewing with employers planning to visit UTD, be sure you have an active UTD *CareerWorks* account and you are regularly checking the Jobs with Schedules section to see if you qualify.

Resume Tip

Always try to keep your resume to one page.

EMOTIONAL INTELLIGENCE

One of the many challenges a college graduate faces is the need to have a wider array of skills and knowledge to become a successful employee. Although career-related knowledge is crucial, today's graduates need other skills to succeed in the workplace. The National Association for Colleges and Employers (NACE) has conducted surveys which repeatedly support the need for "soft" career skills, such as interpersonal skills, ethics and integrity, leadership and perseverance. Employers have determined that these "soft" skills, or your **emotional intelligence (EI)**, are as important as the job-related skills.

Daniel Goleman developed an emotional competence framework which consists of five basic competencies. By determining which **EI** is lacking, the individual can then work with a career counselor to help develop that area. The basic competencies are:

- 1) Self-awareness or knowing one's internal states, preferences, resources, and intuitions
- 2) Self-regulation or managing one's internal states, impulses, and resources
- 3) Motivation or emotional tendencies that guide or facilitate reaching goals
- 4) Empathy or awareness of others' feelings, needs, and concerns
- 5) Social skills or adeptness at inducing desirable responses in others

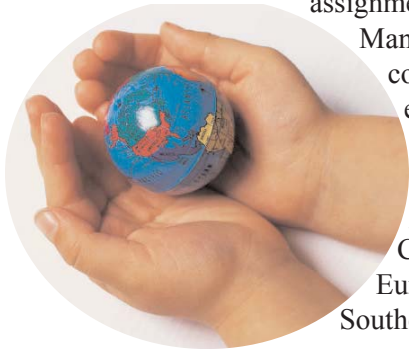
(Goleman, 1995, pp. 26-27)

Interpersonal and intrapersonal skills are some of the most sought-after characteristics of new and prospective employees. A career counselor can use the principles of the **EI** framework to work with college students in helping them to be successful in finding a job and in being effective on the job.

Worldwide Opportunities

Technology has definitely changed the way we work and seek employment opportunities. Being able to work from any location enables society to operate in a truly global sense and thus find opportunities on a national and international level.

The recent PricewaterhouseCoopers International Assignment Global Policy and Practice Survey 2005 highlights that “despite reports of reductions due to an overall global economic slowdown, an overwhelming majority of companies continue to expect growth in the number of international assignments.”



Many of these companies were expecting growth on a regional basis and continued growth in China, Central and Eastern Europe, and Southeast Asia.

China’s near-term growth potential is clearly high and India’s potential is more long term. The increased global use of call centers and the move toward outsourcing administration away from high labor-cost countries could be the catalyst for the emerging markets.

With advances in technology our world has become a much smaller place. When trying to determine where to seek employment, keep your options open. Although it is great to obtain a position locally, think beyond the borders of Dallas, Texas, or even the U.S. There is a whole world before you.

Communication Skill Needs

Stronger writing skills

**More training on professional uses of e-mail
Education regarding self-expression, impression management, and avoidance of slang**

Betsy Stevens-Journal of Employment Counseling, March 2005, Vol. 42, pp 2

Plight of the International Student

There is a famous quote that goes something like this: "O, to walk in someone else’s shoes." During a recent selection process, the plight of international students brought this quote to the forefront. It created an appreciation for the obstacles they face as they pursue degrees here at UTD. Their struggles are many as they go through the process to find employment as an intern or full-time professional and utilize their education.

Many U.S. students take it for granted that with their bachelor or graduate degrees they will easily find career opportunities after graduation. Not so for the international students! They are acutely aware of the difficulties they face in finding an employer who will give them an opportunity to demonstrate their knowledge, strong work ethic, and flexibility to work as a team player to achieve economic success for their employer. Many sometimes take a lower salary just to get the U.S. work experience even if the employer will not consider sponsoring them for an H1B Visa.



International students are assisted on a daily basis by Career Center counselors to understand what key skills the

average company is seeking in the college graduates they will hire. International students are trained on how to present themselves to employers through professional dress, resume writing and interview communication skills. They willingly come to the Career Center to have their resumes critiqued, to ask questions, review career books and resources, and participate in mock interviews in order to increase their chances for employment.

It is the Career Center's pleasure to work with international students and we want to acknowledge that we do see and hear their struggles and commend them for their perseverance.

The University of Texas at Dallas
Career Center
McDermott Library
MC 1.312

Phone: 972-883-2943

Fax: 972-883-2431

Email: careercenter@utdallas.edu

Check Out Our New Web Page For
A Wealth Of Information!

www.utdallas.edu/career

Fall & Spring
Monday - Thursday
9:00 am - 6:30 pm
Friday
9:00 am - 5:00 pm

Summer & Intersession
Monday - Thursday
9:00 am - 6:00 pm
Friday
9:00 am - 5:00 pm

Career Expo

Wednesday, February 22
11:00 am - 4:00 pm
Activity Center

Participating employers
from a variety of
industry sectors!

All Majors!

All Career Fields!

All UTD students and
Alumni are encouraged to
attend!

**Professional Dress is
REQUIRED**

**Comet Card or Alumni
Card is required**

A list of currently
registered organizations is
available on the Career
Center website.

Teacher Interview Day

Wednesday, March 22
1:00 pm - 3:00 pm
Student Union
Galaxy Rooms

All UTD students and
Alumni are encouraged to
attend!

A list of currently
registered districts/schools
is available on the Career
Center website.

The School of Social Sciences Public Agency Career Day

Wednesday, March 22, 11:00 am - 2:00 pm
Green Center Commons

Professional Dress is REQUIRED
Comet Card or Alumni Card is required

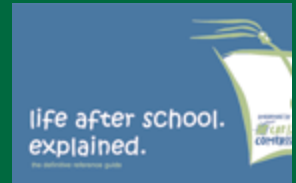
A list of currently
registered organizations is available on the
Career Center website.



Ryan Bingham, recently elected Mayor of Torrington, NY, credits part of his success to reading "life after school. explained." He received this publication from the university from which he graduated.

The University of Texas at Dallas Career Center also distributes this publication to graduating students.

Simply complete the Career Center online Graduation Survey and then stop by the Career Center (McDermott Library, Room 1.312) to pick up your own copy.



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Review the Career Center website for information about all events, including seminars and resume critique Drop-by times. The following event will also occur in the spring:

TLEEAA Law Enforcement Career Fair Saturday, April 1 Student Union Galaxy Rooms

Anyone interested in law enforcement is welcome to attend

The following Career Center staff members contributed articles to this publication.

Kathy Meyer
Janie Shipman
Donna Srader
Karen Baynham Willard