



Secure

Securing Career Opportunities

Actively use resources both on and off campus to help you navigate the process of securing career opportunities that meet your specific goals. Regardless of where you are in your journey, seeking out experiences which grow your technical knowledge and enhance your professional skills is vital. Partner with CASNR Career Services to develop your personalized search strategy. In addition to traditional services such as résumé critiques and mock interviews, our team offers graduate school admissions essay reviews, internship coaching, employer contacts and more.

Securing Internships and Full-Time Job Opportunities

Secure	Recommendation	Purpose	Path
	Develop an internship or job search plan early in the academic year, taking specific recruitment timelines for your goals into consideration.	Internship and job search durations vary from year to year, by different positions and by industry sectors, but most experts agree a job search typically lasts more than six months. With that timespan in mind, preparing a plan at the beginning of the academic year during which you hope to secure a position is critically important.	Think about and record the parameters for your search, including typical work tasks, locations and other factors you prefer. Brainstorm a list of potential types of internships or jobs as well as employers related to your goals. Schedule a time to meet with a Career Services staff member to discuss your outlined preferences and learn about strategies and search resources specific to your goals.
	Consider factors impacting your internship search and selection (geographic location, housing availability, wage, etc.) or your full-time search process (cost of living, salary needs and desires, community resources, etc.).	Most internship and job seekers have preferences in mind related to the positions they are seeking, but in addition to “wants,” some seekers also have “needs.” Knowing what factors are negotiable and which are not will prevent you from wasting your valuable search time and employers’ valuable recruitment time by you pursuing opportunities not compatible with your needs.	Record the “wants” and “needs” impacting your internship or job search in two separate columns. Rank them within each of the two categories from most important to least important by providing a point value on a scale of 1-10. These lists and ratings will prove helpful in evaluating the “fit” of different opportunities as you decide to complete application processes and evaluate and compare different offers throughout your search. How does each opportunity score on “wants” and “needs” when evaluated against your self-created career decision rubric? While securing an ideal position meeting all of your needs and preferences may not be highly probable, your rubric will help you find the best match. Then, you can think creatively about options to manage the unmet “wants” and/or “needs” by the opportunities under consideration to determine each opportunity’s viability.

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<p>Research target organizations to determine if they have internship programs or jobs of interest and, if so, the recruitment timeline, processes and appropriate contacts.</p>	<p>Internship- or job searching is somewhat like detective work; you must search for information on your suspect to help uncover leads. The information revealed will guide you in the necessary steps to solving your case and securing an internship or full-time job.</p>	<p>If you have specific employers in mind, visit their websites. Most organizations have a “jobs,” “careers,” “human resources,” or similar page on their site where current positions are posted and/or where application processes are outlined.</p> <p>As you visit these sites, note the answers to the following questions:</p> <ul style="list-style-type: none"> • Does the organization have any current position openings or an internship program for which I want to apply? If yes, what are the other details of the process? • What is the application deadline and/or the selection timeline? • How do I apply? Online? Through email? Through postal mail? • Who is the best contact with the organization for questions related to the application process? • Will the organization be visiting campus as a part of the recruitment process, and, if so, when and where? • Who are additional networking contacts who can help me with additional information about the organization and the opportunity?
<p>Identify employer, industry, campus and other networking resources for learning about available internship or job opportunities related to your chosen career interests.</p>	<p>Different employers and industry sectors recruit new talent in different ways. Seekers must discover the best resources for their goals. If you look for an opportunity only using resources your dream employer or industry sector do not use, you will never get the chance to live your dream.</p>	<p>Visit with your academic advisor, professors, Career Services staff and other career mentors about the best methods for finding leads related to your goals. Begin your search using all of the different resources recommended in your search. Then, slowly narrow the resources as you discover which ones are helping you identify leads and which ones are not. Keep your mind open to exploring different means as new strategies and resources are revealed throughout your search.</p>

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Develop targeted résumés and cover letters for each internship application, submit materials in a timely manner, and follow up to ensure receipt of applications.	One general form résumé won't capture an employer's attention. For each position you must emphasize through your résumé content and organization your most relevant skills and experiences which make you a great candidate for the specific opportunity.	<p>Research each opportunity by reading the position description, reviewing the employer's website, asking questions of your relevant network connections, and using other resources. With this knowledge, develop a unique, targeted marketing tool (your résumé) that appeals to the employer's needs and highlights your background and potential for success in the role.</p> <p>If you experience résumé writer's block, visit the "how to" resources available online at casnr.okstate.edu/careerservices to learn how to get started. Once you have a rough draft developed, bring it by the CASNR Student Success Center, 103 Ag Hall, to have it critiqued.</p>
Continue to establish and maintain good relationships with faculty members, advisors, peers, alumni and campus staff.	Your network is your best job search tool. These vital connections can assist you in building and expanding your professional network. Many experts contend the overwhelming majority of jobs are never advertised. Your network is the key to learning about these "hidden" opportunities.	Build relationships with your classmates and expand your networks together by sharing contacts. Visit with your professors after class, during their office hours, at campus events, or schedule appointments to discuss their disciplines and career advice. Attend discipline-specific student organization meetings, alumni panel discussions, and other activities. Keep in touch with your connections, making them aware of your search status and what you are seeking. Send them thank-you notes as they provide you with information and leads, and be willing to help them with their needs as well.
Identify members of your professional network who would be willing to serve as good references in your application process.	As you apply for positions, you will want to have references who can speak positively about your experiences and skills as related to the type of the positions you are seeking. Employers prefer references who can provide feedback on your ability and potential to make contributions in addition to your character, instead of references who can only speak about your personality.	Consider professors, advisors, current and former supervisors, as well as current and past clients or coworkers as references. Before you list their contact information on your reference page, be sure to ask them if they are willing to serve as a good reference for you during your search. Also provide your references with a copy of your résumé to assist them in recalling your qualifications for the opportunities you are seeking. Always send your references a thank you note and keep them updated on your application status as your search progresses.

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Attend career development workshops, presentations and events.	Both CASNR Career Services and OSU Career Services offer workshops, presentations and events each semester to assist students with effectively conducting internship and job searches. Improve your search strategy and efficiency by taking advantage of these opportunities.	<p>Visit the OSU Career Services website, hireOSUgrads.com to find a schedule of campus-wide career events.</p> <p>Find out about workshops, presentations and events coordinated by CASNR Career Services by visiting casnr.okstate.edu/events and following CASNR's social media channels.</p>
Keep your OSU Hire System account active, and your profile and résumé updated.	<p>The OSU Hire System is where OSU's employer partners as well as faculty and staff submit all internship, full-time, part-time and work study job opportunities to be posted for access by OSU students and alumni. You can search and apply for internship and job opportunities through your Hire System account, and even sign up for interviews with employers visiting the OSU campus to recruit.</p> <p>Additionally, employers have the ability to search the OSU Hire System for qualified candidates, and you won't want to miss out on being considered for an internship or other work experience simply because your account profile and uploaded résumé are not up to date.</p>	Visit the OSU Career Services website, hireOSUgrads.com and go to the "Student & Alumni" section. Select the "Hire System Login" tab on the left-hand navigation menu. Log in to your account. Once inside the Hire System, use the options under "My Profile" in the top navigation to update your profile and upload a current résumé.
Create or update your LinkedIn account, including a professional photograph.	LinkedIn is a social media platform for online professional networking you can use to connect with industry professionals. According to a 2014 survey by Jobvite, more than 90% of recruiters are using LinkedIn to connect with and actively recruit prospective employees. Many employers also have LinkedIn pages where information about organizational initiatives as well as job opportunities is shared.	Set up a LinkedIn account at linkedin.com . Varying levels of LinkedIn subscriptions are available, including a free subscription option. LinkedIn also has an app for both Apple and Android products. The site has helpful information about account set up and use under the "Help" menu. Career Services staff also can provide guidance in maximizing your LinkedIn usage.

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Purchase appropriate interview attire or check your interview clothes for repair or dry-cleaning needs.	When you are in the search for an opportunity and applications are in the hands of potential employers, you never know when the call will come to schedule an interview. Have your professional image ready! Making the right first impression is critical, as research indicates more than half of what an interviewer will remember about a candidate from the interview will be what he or she sees.	CASNR Career Services recommends having both business professional and business casual options ready for the interview process. Business professional will typically be appropriate, but in some instances, employers may provide candidates with the opportunity to interview in business casual. Safe definitions of each style are available in the career fair preparation guide online at casnr.okstate.edu/careerservices/attire . Lots of options are available for putting your interview attire together on a budget including sales, discount stores, resale shops, and partnering with peers for mix-and-match options.
Complete a mock interview and/or participate in Mock Interview Day.	Keeping your interview skills sharpened is a must, as employers can tell a big difference between students who have invested time to practice their interview skills and those who have not. Completing mock interviews will help you improve the quality of your responses and reduce your nervousness. If you want to compete, you need to practice!	OSU Career Services offers 24-hour online virtual mock interviews through Interview Stream. OSU Career Services also hosts a Mock Interview Day each semester where employers volunteer to facilitate practice interviews with students, and students may also schedule mock interviews with Career Services staff. Information about how to use Interview Stream, how to participate in Mock Interview Day or how to schedule a mock interview with a staff member is available online at hireosugrads.com/StudentsAlumni/Interview-Practice.aspx .
Attend career fairs and employer information sessions.	Both career fairs and employer information sessions provide students with opportunities to connect with employers recruiting for currently open internship and other job opportunities, and to learn more about the qualifications they are seeking. While many organizations also post these opportunities online, these on-campus events are a chance for interested students to make the personal, face-to-face connection with someone from the organization in order to help their online application move forward in the candidate consideration process. Ignoring these opportunities to connect with recruiting representatives can reduce your chances of obtaining an interview with these organizations who have taken time from their schedules to visit campus and make personal connections with OSU students.	Visit the OSU Career Services website, hireOSUgrads.com to find a schedule of campus-wide career events including career fairs and employer information sessions. Stay informed of employer-student connection events coordinated by CASNR Career Services by visiting casnr.okstate.edu/events and following CASNR's social media channels.

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Report employment status to Career Services prior to graduation.	Each semester, information about students' post-graduation plans and/or internship plans is collected for use in completing critical reports for program recognition and accreditation by various educational and professional organizations. All interns and graduates are asked to complete a survey and provide the most accurate responses possible. The data you submit is confidential, and identifiable, individual information is not shared with entities external to Oklahoma State University.	Links to the CASNR Graduation Survey and the CASNR Intern Survey are sent to students each semester through their OSU email address, and students are asked to complete the brief forms online. Be looking for the links in your inbox.

Securing Graduate/Professional School Opportunities

Research graduate programs of interest to determine application timelines, admissions requirements, testing requirements and other needs.	Looking for a graduate institution is somewhat like being a high school senior again, with program application deadlines, admissions testing, school visits and other preparatory tasks to complete. To give yourself the best chances to pursue the programs in your specific interest, research the institutions, departments and programs early to note differences in requirements, avoid missing deadlines and to provide sufficient time for campus visits of your top choices.	Visit the website of each institution and program to gather basic information about admissions steps, requirements, testing, timelines and key contacts for the process and your discipline. Write down questions about information you are unable to locate. Call and/or email the key contacts to fill in the holes within your information. Use the information and your experience in gathering it to narrow your programs under consideration to a manageable number for campus visits.
Read peer-reviewed journal articles in your discipline and related to your desired area of graduate study to help identify potential institutions and programs.	Do you have a burning question or key topic in your discipline you would like to research? Most graduate programs involve research, and contributing to research in an area where you have a high interest in the research question is both an academic and career success strategy for graduate study. When you have a heightened connection with your program focus and research, you are more likely to persist through any challenges and you will retain more knowledge to apply in your future career.	Use the resources of OSU's Edmon Low Library, such as the online databases, to identify peer-reviewed journal articles related to your disciplinary interests. Note the article authors and their home institutions. Visit the institution websites to learn more about their academic programs, faculty, and current research projects to determine if you want to consider graduate study there.
Continue to establish and maintain good relationships with faculty advisors and mentors in your discipline. Seek their advice about potential graduate programs.	Your faculty advisors and mentors are experts in their fields. Through their experiences and their professional involvement, they know programs and faculty both on the Oklahoma State campus and around the globe. They also know you. Consequently, they are great resources for advice about graduate and professional school programs compatible with your career interests and talents.	Schedule one-on-one appointments with your faculty mentors and advisor to discuss your desired career direction and their perspectives of programs to consider. Prepare a list of questions in advance to make the most of your mentoring meeting.

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<p>Develop your vitae and your statement of purpose for graduate/professional school and have it reviewed by a Career Services staff member, as well as by a faculty mentor and/or pre-professional advisor.</p>	<p>Curriculum vitae are often requested instead of résumés for opportunities in academic and research settings. Additionally, most graduate and professional school programs request for applicants to submit a personal statement or statement of purpose. These essays may address a specific writing prompt provided by the program or may be open-ended essays providing insight into your career interests, preparation and goals. Neither document is easily drafted at the last minute. You should plan sufficient time into your program application process to obtain feedback on approach and content of both documents as well as check for spelling and grammatical mistakes before submitting your final drafts.</p>	<p>If you do not know where to begin in developing a curriculum vitae or personal statement, visit the “how to” resources available online at casnr.okstate.edu/careerservices, and/or schedule a time to visit with a Career Services staff member in the CASNR Student Success Center, 103 Ag Hall, or in OSU Career Services, 360 Student Union. If you have your drafts developed, the same resources may assist you in improving them. Additionally, speak with your advisor and other faculty mentors about providing feedback on your document content. They have expertise in your specific academic discipline and may provide valuable insight about correct citation methods for publications and presentations, disciplinary terminology and other important factors for academic consideration.</p>
<p>Prepare for and take admissions exams required by your graduate programs of interest.</p>	<p>Some graduate and professional school programs require completion of a standardized exam for consideration in the admissions process, and the specific exam is dependent upon the specific program. Some exams have limited dates upon which they are administered. Therefore it is important to plan ahead to provide yourself time to prepare for the exams, possibly retake the exams if you are unhappy with your score, and have your scores returned in sufficient time to complete your applications before deadlines.</p>	<p>Research specific programs of interest early to determine which exams will be required in your application process. Visit the standardized exam websites to determine administration dates and testing locations. Register well in advance to take your exams, as limited testing seats are available on each date. Use any preparation information and materials provided through the exam websites as well as additional preparatory resources to study for the exams. Get sufficient rest the night before the exam, eat a good breakfast and provide yourself with ample time to arrive early at your test location.</p>

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<p>Visit your graduate/professional schools of interest.</p>	<p>Technology makes it easy to gather basic facts about academic programs, faculty, admissions processes and standards. However, to get a sense a graduate or professional school's environment and to obtain answers to all your questions about the program, institution, people and opportunities, a program visit is the best course of action. Visiting programs of interest will help you determine which program(s) are the best cultural, academic, financial and professional fit for your current and future goals.</p>	<p>Determine potential program visit dates and think about what you want to know when you visit your programs of interest. Contact the program coordinator at each graduate/professional school to schedule a date that will provide you with the best opportunity to get your questions answered for that program. Be sure to request time to visit with a current student about his or her perspective of the graduate/professional student experience, and ask the program coordinator for referrals to other campus or community resources for questions not directly related to the academic program under consideration. Be aware some institutions will even provide you with partial or full travel reimbursement for your visits to graduate programs.</p>
<p>Attend career development workshops, presentations and events.</p>	<p>In addition to workshops, presentations, and events for students preparing to enter the workforce, Career Services also incorporates relevant content or hosts independent events specific to the needs of students planning to continue their education through graduate study or professional school. From learning how to draft the perfect personal statement to listening to the experiences of a recent law school graduate, Career Services coordinates opportunities to support the career development needs of students whose next destination is further education.</p>	<p>Visit the OSU Career Services website, hireOSUgrads.com to find a schedule of campus-wide career events.</p> <p>Find out about workshops, presentations and events coordinated by CASNR Career Services by visiting casnr.okstate.edu/events and following CASNR's social media channels.</p>

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Attend career fairs and employer information sessions.	<p>Even though graduate or professional school may be your intended next destination, eventually you will want a career, and there are benefits to attending campus career fairs for students on the path to further education. Some continuing education programs, including both graduate schools and professional schools, participate in career fairs to educate prospective students about their programs and their processes. Additionally, career fairs provide a fantastic opportunity to network and build relationships with potential employers for after your education is complete. Many of the attending organizations have employment opportunities for masters and doctoral graduates in addition to those for entry-level bachelors graduates. Both career fairs and employer information sessions are perfect chances for students to make personal, face-to-face networking connections with employer representatives and ask questions about how to develop into ideal candidates for their internship and job opportunities.</p>	<p>Visit the OSU Career Services website, hireOSUgrads.com to find a schedule of campus-wide career events including career fairs and employer information sessions.</p> <p>Stay informed of employer-student connection events coordinated by CASNR Career Services by visiting casnr.okstate.edu/events and following CASNR's social media channels.</p>
Keep your OSU Hire System account active, and your profile & résumé updated.	<p>The OSU Hire System is where OSU's employer partners as well as faculty and staff submit all position announcements, including internships and graduate assistantships, to be posted for access by OSU students. The Hire System can be a great resource for finding an internship for the time between your undergraduate commencement and the beginning of your graduate or professional school program. Additionally, sometimes plans unexpectedly change, and you may find yourself pursuing your Plan B of finding employment instead of attending graduate or professional school. You can search and apply for opportunities through your Hire System account, and even sign up for interviews with employers visiting the OSU campus to recruit.</p> <p>Additionally, employers have the ability to search the OSU Hire System for qualified candidates. Keep your account profile and uploaded résumé up to date to make the most of the Hire System as a resource.</p>	<p>Visit the OSU Career Services website, hireOSUgrads.com and go to the "Student & Alumni" section. Select the "Hire System Login" tab on the left-hand navigation menu. Log in to your account. Once inside the Hire System, use the options under "My Profile" in the top navigation to update your profile and upload a current résumé.</p>

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Create or update your LinkedIn account, including a professional photograph.	LinkedIn is a social media platform for online professional networking you can use to identify and build relationships with alumni of your current program, with students, faculty and alumni of your prospective graduate or professional school program, as well as with industry professionals practicing in your future career field. Additionally, more than 90% of recruiters are using LinkedIn to scout, follow and connect with prospective employees, according to a 2014 survey by Jobvite. Lastly, many employers also have LinkedIn pages where information about organizational initiatives and job opportunities are shared.	Set up a LinkedIn account at linkedin.com . Varying levels of LinkedIn subscriptions are available, including a free subscription option. LinkedIn also has an app for both Apple and Android products. The site has helpful information about account set up and use under the “Help” menu. Career Services staff also can provide guidance in maximizing your LinkedIn usage.
Purchase appropriate interview attire or check your interview clothes for repair or dry-cleaning needs.	Interviews are often a part of the graduate program or professional school admission process, like they are a part of the employment process, especially if you are seeking a graduate assistantship or fellowship as a part of your continued study. Have your professional image ready for those interviews! Making the right first impression is critical, as research indicates more than half of what an interviewer will remember about a candidate from the interview will be what he or she sees.	CASNR Career Services recommends having both business professional and business casual options ready for the interview process at all times when you’re in the search process. Business professional will typically be appropriate, but in some instances, candidates may be instructed to arrive for an interview or related activity in business casual. Safe definitions of each style are available in the career fair preparation guide online at casnr.okstate.edu/careerservices/attire . Lots of options are available for putting your interview attire together on a budget, including sales, discount stores, resale shops, and partnering with peers for mix-and-match options.
Complete a mock interview and/or participate in Mock Interview Day.	Keeping your interview skills sharpened is a must, as interviewers can tell a big difference between students who have invested time to practice their interview skills and those who have not. Completing mock interviews will help you improve the quality of your responses and reduce your nervousness. If you want to compete, you need to practice!	OSU Career Services offers 24-hour online virtual mock interviews through Interview Stream. OSU Career Services also hosts a Mock Interview Day each semester where employers volunteer to facilitate practice interviews with students, and students may also schedule mock interviews with Career Services staff. Information about how to use Interview Stream, how to participate in Mock Interview Day or how to schedule a mock interview with a staff member is available online at hireosugrads.com/StudentsAlumni/Interview-Practice.aspx .

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Identify members of your professional network who would be willing to serve as good references in your application process.	As you apply for positions, you will want to have references who can speak positively about your knowledge base, academic potential, experiences and skills as related to the type of graduate and/or professional school programs you are seeking. Selection committees prefer references who can provide feedback on your abilities, potential to succeed, and potential to make career contributions in addition to your character, not references who can only speak about your personality.	Consider professors, advisors, current and former supervisors, as well as current and past clients or coworkers as references. Before you list their contact information on your reference page, be sure to ask them if they are willing to serve as a good reference for you during your search. Also provide your references with a copy of your résumé or vitae to assist them in recalling your experiences in relation to the programs you are considering. Always send your references a thank you note and keep them updated on your application and selection status.
Build your career-related work experience through volunteer opportunities, part-time jobs, research experiences and/or internships.	If you want a selection committee for graduate or professional school program to be assured of your commitment to careers in their field, having career-related work experience is the best strategy. Additionally, as you think beyond your graduate or professional school program, employers will be seeking career-related work experiences, and the experience most valued by employers among new college graduates is an internship. The National Association of Colleges and Employers (NACE) also reported 65% of college graduates in 2015 had completed an internship experience. Career-related work experiences are important for preparing yourself to be a marketable candidate regardless of when you intend to begin your professional employment.	Meet with a Career Services staff member and your faculty advisor to identify potential experiences to support your career path and develop a plan for how to pursue those opportunities. Your academic advisor also can assist you in determining if earning academic credit for an internship experience is necessary or recommended and how to pursue academic credit for the experience.
Report continuing education status to Career Services prior to graduation.	Each semester, information about students' post-graduation plans is collected for use in completing critical reports for program recognition and accreditation by various educational and professional organizations. All graduates are asked to complete a survey and provide the most accurate responses possible. The data you submitted is confidential, and identifiable, individual information is not shared with entities external to Oklahoma State University.	A link to the CASNR Graduation Survey is sent to students each semester through their OSU email address, and students are asked to complete the brief forms online. Be looking for the link in your inbox.