CAREER & PROFESSIONAL DEVELOPMENT @ CMU

ORIENTATION 2018
## CPDC Overview

The CPDC empowers students and alumni to optimize their professional and life potential through career exploration, experiential learning, and connections with employers & opportunities.

<table>
<thead>
<tr>
<th>Career Consultants</th>
<th>Employer Relations</th>
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<tr>
<td>• Staff members who assist students with all aspects of the career planning and job search process</td>
<td>• Staff members dedicated to employer development and recruiting operations</td>
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<td>• Assigned to specific student populations by college and major</td>
<td>• Manage on-campus career fairs, recruiting events, and interviews</td>
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SCS Career Consultants

The School of Computer Science has three dedicated Career Consultants

- Kevin Collins: Undergraduate and PhD students
- Julie Filonuk: Master’s students
- Sarah Kochin: Master’s students
Appointment Availability

- Private appointments are scheduled via Handshake
  - Schedule at least 9 hours in advance
  - Cancel at least 12 hours in advance
- Appointments are 20 or 40 minutes
- Meet in-person, by phone or via Skype!
CPDC Office Locations

Advising Center
West Wing, 2nd Floor

• Meet with your Career Consultant!
• Located near the track/football field
• Check-in at the front desk upon your arrival, you will then be directed to the appropriate office to meet with your Career Consultant

Interview Center
University Center, Lower Level

• 32 dedicated interview spaces
• Email your name, email address, the date of the interview, start time and end time to recruit@andrew.cmu.edu If you would like to use one of these spaces for your phone or skype interview

Carnegie Mellon University
Drop-in Availability

- Drop-ins give students the opportunity to talk with a Career Consultant without scheduling an appointment
  - 10-15 minutes
  - First come, first served
  - Best for urgent and/or quick questions

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<th></th>
<th>West Wing, 2nd Floor (CPDC Advising Center)</th>
<th>Monday – Friday</th>
<th>11:30 – 1:30</th>
<th>Aug. 27 – Dec. 7</th>
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Ethical Job Search

• Students are expected to:
  • Attend and be on-time for on-campus interviews
  • Present qualifications accurately
  • Honor agreements with employers

• Review full policy here and continue to check website for updates
Offer Policy

• Designed to minimize incidents of reneging (pursuing and accepting an employment offer after accepting another offer)

• Review full policy [here](#) and continue to check website for updates
CPDC Website

• Use the website to find ‘how-to’ guides, videos and other resources

• Website organized by audience – most helpful information is under “Students & Alumni”

https://www.cmu.edu/career/
Handshake

Handshake is CMU’s recruiting platform for students and employers

• Use Handshake to:
  o Schedule appointments with Career Consultants
  o Research employers/organizations that recruit at CMU
  o Apply for on- and off-campus jobs and internships
  o Sign up for on-campus interviews
  o RSVP for career fairs and career events
  o Upload resume/cover letter for employers to view

https://cmu.joinhandshake.com
Use Andrew ID & password to login
Handshake - Student Dashboard

- The dashboard is populated with information based on profile, preferences and activity
- Click on your name to update profile, upload documents, send messages and manage preferences
- Schedule appointments and view resources through the ‘Career Center’ drop-down
- Use the ‘Events’ drop-down to find out what’s happening on campus
- View full-time positions and internships through the ‘Jobs’ drop-down
Handshake - Profile

- Make your profile ‘Public’ to allow employers that are connected with CMU to view your profile
- **Upload** ‘Public’ resume
- Add relevant information from your resume to your profile:
  - Undergraduate Education
  - Work Experience
  - Internship Experience
  - Academic/Research Projects
  - Skills
Handshake – Notification Preferences

• Select “Notifications” from the drop-down menu under your name on the Dashboard then select “Edit Notification Preferences”

• Use the checkmark to indicate items that you would like to be notified about

• Choose how to receive notifications (email, Handshake, or both)
Handshake – Resources

• Navigate to “Resources” from the Career Center drop-down.
  • Big Interview: Mock interview platform
  • CareerShift: Job search platform
  • GoinGlobal: Location based employment guides; H1B information
  • Versatile PhD: Career paths for PhD students
Handshake – Events

The University offers many opportunities for students to engage with employers. Some events will be listed in Handshake, while others will be advertised via the College and/or Department.

- **Career Fair**: On-campus employment fairs where company representatives recruit candidates for predetermined positions within their respective organizations
  - TOC, Encompass, CAOC & SPARK

- **Information Session**: A company overview delivered by company representatives detailing the organization’s culture, employment opportunities, and the hiring process

- **Tech Talk**: A presentation delivered by company representatives discussing various technologies utilized within the organization.

- **Workshop**: Presentation-style sessions led by the CPDC and other campus/employer partners that instruct the audience about a specific topic
Handshake Basics – Jobs

- Search for full-time jobs, internships
- Review and track submitted applications
- Research employers
- View upcoming on-campus interviews
Handshake Basics – Job Search

• Search for jobs using keywords

• Employers have set certain preferences for applicant eligibility

• You may be required to submit additional application materials through an external site
Career Homework

- Set up your Handshake profile
- Revise your resume
- Research and attend fall career fairs
- Create job/internship search strategy
- Review the student Ethical Job/Internship Search Policy
- Review the Offer Policy
- Meet with your Career Consultant!
Questions?

- **CPDC Location:** West Wing, 2nd Floor
- **Schedule Advising Appointments:** Handshake
- **CPDC Hours:** Monday through Friday, 8:30am-5:00pm
- **CPDC Phone Number:** 412-268-2064