



According to our research, Auburn University faculty members are the main source of referral for students to Career Development Services (CDS). We appreciate your involvement in our services and programs and realize that many students are introduced to CDS because of a class assignment or a faculty member's suggestion. In order to best accommodate any class assignments or extra credit opportunities that involves CDS, please communicate with our office in advance by contacting Phyllis Bickers at 844-3852 or bickepm@auburn.edu prior to the start of the semester. Additional information about how we can best work together is listed below:

ASSESSMENTS

If you wish to require your students to utilize a CDS assessment for course or extra credit, please note the information below. Class assessment interpretations should be scheduled during your class (go to Faculty/Staff link and select "Class/Group Presentation Request") or students should sign-up for a CDS scheduled group session (times available on website).

Type Focus (Personality Assessment) - FREE

- Helps students identify areas of natural strengths and challenges as well as career areas where their personality type is typically drawn.
- The site password is au7788.
- Students should print Type Focus results (displaying their four-letter type) and bring to group interpretations (classroom or in-office).
- *The Myers-Briggs Type Indicator (MBTI) is available, but we do not recommend it for class assignments as it costs \$15.*

Discover and FOCUS - FREE

- These comprehensive assessment tools allow students to evaluate several areas (interests, values, abilities, etc.) and guide them through researching career areas of interest as well.
- Discover "tokens" for an entire class may be obtained by contacting Diane Thorne (thornde@auburn.edu).

Strong Interest Inventory (SII) - \$15

- Evaluates students' interests as they relate to careers.
- Contact Diane Thorne (thornde@auburn.edu) at the first of the semester, and she will create "batch" results and generate directions to be distributed to students to simplify the process of developing a class interpretation and/or see which students have completed the assignment.

CareerBeam - FREE

- Self-paced comprehensive career planning resource.
- Used to clarify career goals, develop professional resume and cover letter, prepare for interviews, develop a network, and implement a strategic career search.

Interpretations are available during scheduled groups and appointments but not as a walk-in service. Students may call 844.4744 to schedule an appointment, Mon - Fri, 8 a.m. and 4 p.m. or schedule a group on the website when they complete the Strong Interest Inventory. For class assignments, appointments should be scheduled at least two weeks prior to the last day of class.

CLASS PRESENTATIONS

CDS professional, para-professional and well-trained student staff members are available to give presentations on a wide-variety of topics. Please go to the "Class/Group Presentation Request" tab under the Faculty/Staff tab on our website. Presentation requests should be submitted at least two weeks prior to the date requested.

Possible Topics:

- CDS Services Overview
- How to Choose a Major
- Resume writing
- Cover Letter Writing
- Job Search Strategies (can be major focused)
- Interview Strategies
- Networking strategies
- Dining and Business Etiquette

CDS/303 MARTIN HALL TOUR

If you would like to schedule a tour of the CDS office, please note that we are not handicap accessible (no elevators), and you should take this into consideration before making a tour of our services a course requirement. To schedule a class tour please complete the request at the "Class/Group Presentation Request" tab under the Faculty/Staff tab at least 2 weeks prior to the desired date.

SPECIAL EVENTS

Attendance/Appropriate Dress

Students are encouraged to attend career events during or prior to a related job search and may attend simply to fulfill a class assignment. Students are, however, required to dress appropriately for the event. Dress expectations are as follows:

Business Casual*

Part-Time Job Fair
Internship and Summer Job Fair
Graduation and Professional School Day

Business Professional *

Career Expo
Education Interview Day

* Related Tip Sheets are available on our website

Resume

Students conducting a job or internship search should bring a professional resume to all events. There are numerous resources to assist in resume development.

- Resume writing software is accessible through Tiger Recruiting Link (TRL), where students should also upload their resume, at jobs.auburn.edu.
- Tips sheets and the career handbook are available at www.auburn.edu/career under Students and Resume and Cover Letter Writing.
- Students may obtain feedback on their resumes during walk-in hours, appointments or via email using the eResume drop-off located on the CDS website.

MOCK INTERVIEWS

Perfect Interview should be used to introduce students to interviewing skills. It asks students questions and offers examples of effective answers. It is available via our website, and students may use it from any computer, and they may record their session with a webcam.

Instructors who wish to require use of Perfect Interview as an assignment may require students to save their work and e-mail it to the instructor. Instructions are provided at the end of the Perfect Interview session.

Mock Interviews are available to students who have scheduled interviews and wish to have a "dress rehearsal" prior to that interview. Mock interviews should not be used for introductory interview skills. Students are expected to schedule the interview a week prior, providing the employer, job title and a resume to CDS. Students should dress professionally for the interview as they would for the real interview.

JOB SHADOWING

Students should not use our Job Shadowing program to fulfill a class assignment as we are not staffed to meet the needs of large groups of students seeking sites. Our program is appropriate for students who have sincerely assessed their interests, personality, skills and values and have identified 2-3 career areas of interest and want to spend a day to a week shadowing someone in that profession. For class assignments, we also recommend that students assist one another in trying to locate a professional in a field of interest. (Friends, family members, previous employers etc. often afford a wide array of contacts.)

We are unable to place students in medical-related sites due to privacy laws, and students are encouraged to pursue shadowing opportunities through related courses. Informational Interviews are encouraged in this area.