Upcoming Events

FALL 2014

Involvement “Fair Day”
Wednesday, August 27, 11 a.m. - 3 p.m.
Main Lounge, Iowa Memorial Union
Student Organization Fair, Volunteer Fair and Student Job Fair all in one!

Fall Job & Internship Fair
Tuesday, September 23, 11 a.m. - 4 p.m.
Iowa Memorial Union

Engineering Career Fair
Thursday, September 25, 1 - 6 p.m.
Main Lounge, Iowa Memorial Union

Actuarial Science, Insurance & Risk Management Job Fair
Wednesday, October 1, 1 - 4 p.m.
2nd Floor Ballroom, Iowa Memorial Union

SPRING 2015

Engineering Career Fair
Tuesday, February 3, 1 - 6 p.m.
Main Lounge, Iowa Memorial Union

Spring Job & Internship Fair
Wednesday, February 25, 11 a.m. - 4 p.m.
Iowa Memorial Union

Educator Job Fair
Tuesday, April 7, 1 - 5 p.m.
2nd Floor Ballroom, Iowa Memorial Union

For more information about upcoming events, visit careers.uiowa.edu

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Career Strategy Timeline
Prepare to get hired after graduation by following the steps below.

GET STARTED
[ ] Visit careers.uiowa.edu to learn more about our services
[ ] Complete your online HireAhawk.com profile

EXPLORE YOUR POSSIBILITIES
[ ] Meet with a Career Advisor to help clarify career interests/options
[ ] Identify interests and explore career possibilities using assessments
[ ] Check out the Find Your Focus program for open majors
[ ] Take the Career Exploration course
[ ] Join 2+ student orgs that will help you explore your career goals
[ ] Determine the work values that are important to you
[ ] Learn how informational interviews with professionals can provide additional insight into careers and industries you’re exploring

DEVELOP A PLAN
[ ] Participate in volunteer opportunities that add to your skill sets
[ ] Attend a Career Fair to find out more about prospective careers
[ ] Consider taking the Career Leadership Academy courses
[ ] Visit your Academic Advisor to discuss courses that you could take to help you gain additional skills (i.e. computer courses, etc.)
[ ] Make a tentative career goal and list a set of alternative options
[ ] Develop a strategic plan to achieve your career goals
[ ] Start to evaluate graduate and professional programs if needed
[ ] Create your first resume or update your most current resume

GAIN EXPERIENCE
[ ] Explore all and participate in at least two of the following: internship, part-time work, externship/job shadowing, volunteer/service learning, study/intern/volunteer abroad
[ ] Sign up for a mock interview on HireAhawk.com or use INTER-VIEWSTREAM
[ ] Visit the Career Center for feedback on your resume
[ ] Write a sample cover letter and have it reviewed by a Career Peer
[ ] Conduct an internship search and participate in at least one internship (make sure to register it with us for transcript notation)
[ ] Attend Career Fairs to identify and apply for internships
[ ] Consider taking courses such as Job Search Strategies or the Global Leadership Initiative
[ ] Build a LinkedIn profile

GET HIRED
[ ] Create an individualized job search plan
[ ] Meet with a Career Advisor to discuss job search strategies
[ ] Conduct an online search for jobs & employer information, know how to perform company research
[ ] Make your resume job specific by tailoring it to job postings
[ ] Talk to your references and give them a copy of your current resume
[ ] Polish your interview skills
[ ] Attend 2+ career fairs, sign up for on-campus interviews, and apply for positions within HireAhawk.com

Meet the Career Advisors

Sara
Crystal

Melissa
Elementary Education
Secondary Education

Jenny
Interdept. Studies - Human Languages

Amy
Dance

Amanda
Art & Art History

Jamie
Music

Alicia
Biochemistry & Chemistry

Kayla
Human Physiology & Athletic Training

Matt
Physics & Astronomy

Please note: Engineering students must meet with Career Staff members located in the Engineering Professional Development Office.

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this event, please contact the Pomerantz Career Center in advance at (319) 335-1023.

100 Pomerantz Center, Suite C310
Iowa City, IA 52242
careers.uiowa.edu (319) 335-1023

Upd. 8/2014
Pomerantz Career Center Services

The University of Iowa Marvin A. and Rose Lee Pomerantz Career Center
100 Pomerantz Center, Suite C330 (Located at the intersection of Market St. and the T. Anne Cleary Walkway)

CAREER ADVISING
The Pomerantz Career Center has 12 professional Career Advisors who work with specific majors to offer UI students the best and most accurate career help. Open majors can meet with any Career Advisor.

Find your Career Advisor on the back of this brochure and schedule an appointment by logging into HireA Hawk.com.

Hours: Monday - Friday 8 a.m. - 5 p.m.
Walk-In Hours: Monday - Friday, 9 a.m. - 4 p.m.

HIREAHAWK.COM
HireA Hawk.com is the University of Iowa’s FREE online recruiting system. You can use HireA Hawk.com to:
• Search for internships and full-time jobs
• Submit resumes for on-campus and mock interviews
• Set up a “job search agent” to receive e-mail notification when jobs are posted that meet your search criteria.
• Sign up for mock & on-campus interviews

Visit careers.uiowa.edu and click on HireA Hawk.com to get started today!

CAREER EXPLORATION
Find Your Focus Program
If you’re an open major or feeling unsure about your declared major, consider the Find Your Focus program.

Career ExplorationAcademic Course (CCP:1300)
Consider taking an academic for-credit course to help you identify your interests, skills, and values relative to majors and careers. Students will take self-assessments, conduct informational interviews, research majors/occupations and learn about various careers through employer roundtables.

Interest Assessments
The Pomerantz Career Center offers three different online assessments to help you learn more about your interests, abilities and skills. The results from these tools can help you in your career exploration and career and major choice. Ask your Career Advisor in your next appointment about these options.

LEADERSHIP OPPORTUNITIES
The Career Leadership Academy (CLA) is a program that offers students an opportunity to develop their leadership and professional skills—the ones that employers want to see. The CLA is open to all undergraduate majors. Over 400 students enroll each semester from 90 different majors. Students need at least 15 credit hours completed to enroll.

Leadership Studies Certificate
The certificate in Leadership Studies provides a structure for involvement, introducing students to the concepts of leadership while giving them the necessary, hands-on leadership experiences to begin the life-long development of these skills. A total of 21 credit hours is required for this certificate.

Global Leadership Initiative Course (LS:3310)
The Global Leadership Initiative course is offered as a supplement to a study abroad or international internship experience and focuses on developing global leadership competence including knowledge, attitude, and skills. It is a 1 credit hour online workshop.

INTERVIEWING SKILLS PRACTICE
INTERVIEWSTREAM
INTERVIEWSTREAM is an online interview simulation tool. Students who participate can work with a Career Advisor through a series of appointments and check-ins to answer the following questions: who am I, what are my possibilities, who can help me, and how can I try it?

Career Exploration Academic Course (CCP:1300)
Consider taking an academic for-credit course to help you identify your interests, skills, and values relative to majors and careers. Students will take self-assessments, conduct informational interviews, research majors/occupations and learn about various careers through employer roundtables.

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Mock Interview Program
Have an interview? Practice first with a mock:
• Become familiar with interview questions and etiquette
• Receive feedback from company representatives

Sign up for a mock interview on HireA Hawk.com. All mocks take place in the Pomerantz Career Center and are about 45 minutes long.

VOLUNTEER OPPORTUNITIES
The Pomerantz Career Center can help students find rewarding volunteer experiences with local non-profit agencies. Explore careers, learn new skills, build your resume and make a difference. Visit careers.uiowa.edu/students under Gain Experience for more information.

INTERNSHIPS
It’s never too early to start the internship search. The Pomerantz Career Center offers a variety of resources to help students find their ideal internship. HireA Hawk.com, Job & Internship Fairs, Career and Peer Advisors, department resources, web site resources, and more!

Once you’ve confirmed your internship there are multiple ways to recognize your internship with the University of Iowa. Go to bit.ly/pccinternship to review the options and the additional benefits.

The Washington Center
The Washington Center is an academic internship program that offers University of Iowa students the opportunity to work in dozens of fields in private, public, and non-profit organizations in Washington D.C. This program is available for students in all majors. To learn more, visit careers.uiowa.edu/wc.

JOB & INTERNSHIP FAIRS
Job/Career Fairs
The Pomerantz Career Center hosts multiple job fairs throughout the year. Attending a job fair allows you to meet and network with employers from a variety of companies and organizations from around Iowa and the nation. To learn more about when the job fairs are and how to prepare for them, visit careers.uiowa.edu/events/career-fairs

On-Campus Interviews
Last year, more than 4,000 interviews were conducted at the Career Center. Organizations from throughout Midwest and across the country come to campus to interview. You can request an interview through HireA Hawk.com for mock interviews, and interviews for full-time and internship positions.

GET HIRED
Resume & Cover Letter Reviews
Your resume and cover letter is your first impression. Bring your resume or cover letter to the center during walk-in hours (9 a.m. – 4 p.m. M-F) throughout the school year for a review from a trained Career Peer advisor.

You can also have your documents reviewed during an advising session with your Career Advisor. Need to write your resume/cover letter? You can visit our career guide online, or pick up one of our office (C310, PC) for samples.

Let the Pomerantz Career Center help YOU get hired!

Job Search Strategies Course (CCP:3102)
This course offers a hands-on approach to developing practical strategies for finding both jobs and internships. Students learn how to conduct successful job search, including résumé development, interviewing, networking, branding, job search strategies; develop career management plan.

Skills-Based Courses
Register for one of the following credit-bearing academic course to increase your personal and professional skills.

Transitioning to the Workplace
Communication for the Workplace (CCP:390)
Office Etiquette for the Workplace (CCP:3102)
Successful Teamwork for the Workplace (CCP:1303)

Leadership Development
Communication Skills for Leaders (LS:2012)
Culturally Intelligent Leadership (LS:3005)
Strengths-Based Leadership (LS:2013)

Job & Graduate School Searching
Graduate Admissions 101 (CCP:2001)
Social Media for the Job Search (LS:2015)
“Suit Camp” for the Job Search (CCP:1304)

Visit ISIS to learn more about these courses or to register! Space is limited.