

**Gannon  
University**

# Career Development Bulletin

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## 3...2...1 Semester to Go

January is over and it is time for you to get to work. Although it probably seems like yesterday that you were a freshman, graduation is less than three months away, and it is time for you to create and initiate your job search plan. The following is a list of potential strategies to help you begin:

- \$ Visit and use Career Development & Employment Services
- \$ Use the network that you have created
- \$ Conduct informational interviews
- \$ Use a targeted Internet search
- \$ Volunteer within an organization
- \$ Use the classifieds
- \$ Conduct targeted resume mailings

*\*For more information on all of the above techniques, pick up a Job Search Guide today!\**

## Need Help?

### Career Guides available at CDES:

- Resume
- Job Search
- Interview
- Professional & Graduate School
- Study Skills
- Test Anxiety
- Career Action Plan
- U.S. Job Search Guide for International Students

Here's where you'll find us

### Career Development and Employment Services

Gannon University

**3021 Palumbo Center**

Spring Semester:

8:00 a.m. to 4:30 p.m.

(814) 871-7680 ♦ Fax: (814) 871-7220

[www.gannon.edu/depts/cdes](http://www.gannon.edu/depts/cdes)



# SPRING EVENTS

## ALL MAJORS

### Spring Job / Career Fair — WestPACS

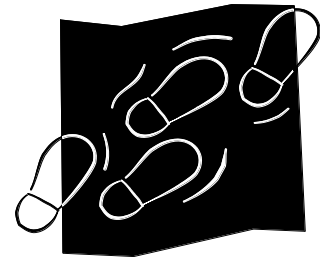
WHEN: Wednesday, March 24, 2010 TIME: 10:00 a.m. to 3:00 p.m.

WHERE: Monroeville Convention Center

Pre-registration is \$5. Registration at the door is \$10.

**Don't miss this fair!** Forty-three Western PA universities and colleges host a job fair for all majors. There will be approximately 100+ employers in attendance. Visit the website [www.westpacs.org](http://www.westpacs.org) for updated information on employers and career information. Professional dress is required for this event.

**An approved resume must be submitted to the Career Development Office; contact Janet Armbruster at [armbrust003@gannon.edu](mailto:armbrust003@gannon.edu)**



Get moving NOW! Don't wait.

## EDUCATION MAJORS

### PERC Teacher Job Fair

WHEN: Wednesday, April 14, 2010 TIME: 9:00 a.m. to 3:00 p.m.

WHERE: Monroeville Convention Center

Pre-registration is \$10. Registration at the door is \$25.

Representatives from school districts across the United States-including Pennsylvania-will be on hand to interview and hire teacher candidates in all disciplines. You MUST have an education degree and/or certification, be a candidate for an OT/PT/SLP degree, or have a school counseling degree. For more information on the school districts, go to <http://www.percjobfair.org/>. **An approved resume must be submitted to the Career Development Office; contact Janet Armbruster at**

**[armbrust003@gannon.edu](mailto:armbrust003@gannon.edu).**



### Slippery Rock University Western Pennsylvania Consortium

WHEN: Monday, May 11, 2010 TIME: 9:00 a.m. to 3:00 p.m.

WHERE: Slippery Rock University, University Union, Multi-Purpose Room

Dress professionally and bring plenty of resumes to distribute to employers. Visit

<http://www.sru.edu/pages/11160.asp> for more information; job opportunities of participating employers will be available April 5th. **An approved resume must be submitted to the Career Development Office; contact Janet Armbruster at [armbrust003@gannon.edu](mailto:armbrust003@gannon.edu).**

## Survey Shows Entry-Level Hiring of New College Grads Increasing

According to the National Association of Colleges and Employers' 2009 Recruiting Benchmarks Survey, college recruiting appears to be an evermore important part of entry-level hiring, even as the overall labor market declines. Based on responses to the 2009 survey, an average of 41.4 percent of those hired at entry-level were new college graduates. During the period from 2000 to 2007, when the overall labor market was relatively strong, the average percentage of entry-level hires who were new college graduates ranged between 28 and 36 percent.

## CAREER DEVELOPMENT CAN HELP

### Here's How:

#### **Career Development Website** ([www.gannon.edu/depts/cdes](http://www.gannon.edu/depts/cdes))

The website's features include: information on job search, job postings, graduate school, recruiting, career exploration, and upcoming events.

#### **Career Library**

Research graduate schools, companies, and careers. New books include: The Vault MBA Career Bible, The Inside Secret to Getting a Teaching Job, Going Global—Country Career Guide, and many more.

#### **On Campus Recruiting**

Companies come here to interview you; for more information go to [www.gannon.edu/depts/cdes/ocr.asp](http://www.gannon.edu/depts/cdes/ocr.asp)

#### **Individual Career Planning Appointments**

A career counselor can help you with your resume, cover letter, reference page, interviewing skills, job search strategies, graduate school applications, and more.

#### **Job Locator System**

A resume referral service for seniors and alumni; for more information go to [www.gannon.edu/depts/cdes/jls.asp](http://www.gannon.edu/depts/cdes/jls.asp).

#### **Computer Access**

Use either of our career computers for all of your career related needs.

#### **Graduate School Exam Preparation**

We have test prep resources for the GRE, GMAT, LSAT, and MCAT. The GRE, GMAT, and LSAT guides have CD's that include lectures from a test prep expert and practice tests.



*Graduation is less than 3 months away.  
Where will you be?*

# Get LinkedIn to CDES!

We recently created a group on LinkedIn to provide a way for both alumni and students to stay up to date on office events, view job postings from employers seeking GU graduates, enhance your professional skills, and network with current and past GU students. Only current GU students and alumni will be allowed to join the group.

**Sign in or join LinkedIn and search *groups* for “Gannon University Career Development and Employment Services” to join today!**



Career Development is a component of the Life Planning Dimension.

**GANNON UNIVERSITY**

We're on the Web at  
[www.gannon.edu/depts/cdes](http://www.gannon.edu/depts/cdes)

## Plan on Keeping your First Job Forever? Think Again!

The data indicates that today's workers will change jobs five times before they are 40 and that they will change careers three times before they retire.

*-Chronicle of Higher Education*

Among some of the facts affecting future work:  
 Young people hold an average of nine jobs before the age of 32.

*-U.S. Department of Labor*

On the average, a student leaving college today can be expected to have three, four, or five careers and 10, 11, or 12 jobs during a work life that will last for 40/50 years.

*-Journal of Career Planning & Employment*

## How Do Employers Prefer to Receive Resumes?

<b>Corporate website</b>	<b>48%</b>
<b>Email</b>	<b>42%</b>
<b>Hard copy</b>	<b>8%</b>
<b>Other</b>	<b>2%</b>

Source: NACE



## How Do Students Prefer to Send Their Resume?

<b>Email</b>	<b>33%</b>
<b>Mail</b>	<b>21%</b>
<b>In person</b>	<b>20%</b>
<b>Fax</b>	<b>12%</b>
<b>Web site</b>	<b>4%</b>
<b>Recruiter/headhunter</b>	<b>2%</b>

Source: Career Builder

## Company Web Sites Most-Used and Most-Influential Resource for Finding Jobs; Networking Most-Helpful Activity

Company web sites were the most-used and most-influential resource for identifying potential employers and finding jobs, according to preliminary results of NACE's 2009 Student Survey. Still, among students who used an activity or resource, networking was the most helpful.

Ninety-two percent of students responding to the survey use company web sites to find jobs. Using job postings on company web sites (87 percent), networking (86 percent), career fairs (83 percent), and job postings through career centers (82 percent) were also popular activities.

Meanwhile, 76 percent of students found networking helpful for finding a job, followed by job postings on a company web site (72 percent), the company web site itself (69 percent), and company representatives and job postings through the career center (both 64 percent). On the other end, company podcasts (25 percent) and virtual career fairs (32 percent) were the least helpful for students looking for jobs.

To identify potential employers, the top five most influential resources at this time are employer web sites, company representatives, parents, job-search web sites, and spouses/partners. To date, more than 32,000 students have responded to NACE's student survey, including more than 15,000 seniors graduating with bachelor's degrees.



Have questions?  
Call (814) 871-7680

Source: NACE's Spotlight Online for College Employment and Recruiting and Professionals

## Who's Who at CDES

**Name:** Janet Armbruster

**Title:** Employment Coordinator

**Contact Her for These Reasons:** Job Locator System, on-campus recruiting, job fairs, alumni contacts

**Favorite Leisure-Time Activity:** Playing with her puppy, Jessie

**Favorite Vacation Spot:** Italy

