Career Success
A Commitment to Excellence
September 15, 2011

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Overview

• Defining Success

• Our Objectives

• Your Goals and Tasks

• Your Resources
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Career Success…

You don’t find success at an interview or a boardroom… You don’t succeed when your dream is accomplished…

You are succeeding and failing right now…

Your daily habits will determine how far you will go*

*An adaptation of a popular quote..
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Our Objective

• To help you take advantage of all the opportunities available to you at the iSchool….
  • Make you aware of the invisible and visible job markets, and help you navigate them
  • Show you how you can use time wisely
• Have a continued interaction with you, we hope this is just the beginning..
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- **Your Resources**
Your goals and tasks…

• Build Practical Experiences

• Examine and research Opportunities

• Be prepared for graduation day
Your goals and tasks

Build practical experiences

• Resume building starts from day 1
  • There is a very important distinction between *building* a resume and *giving form* to it (formatting)
  • Go beyond your course curriculum if you need to

How?

• Internships, Independent Studies
• Volunteer opportunities ("work for experience")
• Challenge yourself on course projects
Exercise

- Envision your resume upon your graduation....How is it different from (better than) that of your classmates?
Exercise (Contd.)

• Will you be prepared for these interview questions?
  • What have you done in the past that was impossible?
  • What are your greatest failures?
  • What were your greatest successes?
  • What was your role on that project?
  • What software, tools, techniques did you teach yourself?
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Your resources...

- Your skills, commitment and perseverance
- Time management
- Your support network
- General job search strategies
Your resources...

- Your Skills, Commitment and Perseverance
  - No substitute for hard work
  - Ask people for help, but always remember to “Bring value to the table….”
  - Strive toward something greater than your self...
    - Get involved, better still, take leadership roles in associations
    - Interpersonal skills are critical in today’s job environment.
Your resources…

- Time management
Your resources-build and maintain your network

- Volunteer
- Reciprocate (members provide support to one another)
  - Be sincerely interested to help
- Mentor
  - Act as a mentor to others
  - Identify your mentor(s)
Your resources...

- General job search strategies
  - Invisible Job market
  - Examine Job listings
  - Join associations
  - Supportive network – Friends and family
  - Electronic network-Pitt career network, LinkedIn
  - Elevator speeches
Your resources (worksheet)…

Apply, Follow-Up & Follow-Through

• Provide **all** information requested in the posting
  • Note cut-off date

• Research the Company/Organization
  • Be knowledgeable about them (know why you’re applying)
  • Read

• Interview
  • Be Comfortable
  • Be Prepared for Questions

• Follow-up call if you hadn’t heard anything after 2 weeks to note your interest

• Write thank-you cards & be courteous
Your resources...

• Your Support Network
  • Pitt Career Network
  • Pitt Career Development Office
  • Pitt Student Employment & Placement Assistance
  • Resume Reviews
  • FutureLinks
On-Campus Interviewing

For six weeks every fall and spring, the Student Employment and Placement Assistance (SEPA) office hosts employers who wish to recruit Pitt students through interviews held in the Career Development office in the William Pitt Union. This process is also sometimes referred to as On-Campus Recruiting (OCR).

Early Registration

Since there are certain deadlines associated with on-campus interviewing, it is important to register with SEPA early in the semester so that you may search for opportunities. These are not "practice" interviews—they are real interviews with real companies for full-time positions and internships. Treating them without due consideration reflects poorly on you and the University.

Mock Interviews

If you would like to practice your interviewing skills, contact the Career Development Office to arrange a mock interview.
Your resources…

• Your Support Network
  • School of Information Sciences Alumni Society
  • Alumni Information Update Form
  • Past alumni panel presentations…Ask for them!
Questions??

Please send your feedback to your iSchool, or to any of us!