Essential Career Tools to Elevate Your Job Search

Presented by
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Coordinator, Career Services

University of Maryland University College
Office of Career Services
Today’s Objectives

• Provide awareness of the services, comprehensive website, and on-line tools offered through Career Services.

• Demonstrate how to log-in to CareerQuest and access the on demand tools.

• Provide an overview of resources within each career tool.
  • CareerSpots
  • Resunate
  • InterviewStream
  • CareerQuest Resume Builder
  • CareerShift
  • Career Insider/Vault

• Motivate students and alumni to explore and use the provided tools.
What Does Career Services Offer?

• **Career Advising and Job Search Assistance**, including the federal job search. All advisors are certified in the federal job search process.

• **Resume and Cover Letter Critiquing**

• **Comprehensive website** with valuable advice and resources covering the spectrum of career development issues.

• **CareerQuest** online jobs database; **CareerSpots** videos, **Resunate** resume tool, **InterviewStream** preparation tool, **CareerQuest Resume Builder**, **CareerShift** online job search and networking database, **Career Insider (Vault)** resources

• **Interview Preparation**
What Does Career Services Offer?

• **Career Assessments** to clarify career interests and workplace preferences. (Myers-Briggs Type Indicator and Strong Interest Inventory)

• **Special Events**
  - Webinar Trainings and workshops
  - Job fairs (virtual and face-to-face)
  - Networking/career-themed events

• **Career Development Coaching**
  - Career change advice
  - Career planning
Modes of Service

• Face-to-Face
• Telephone
• E-mail
• Skype
• Walk-In hours (M-F: 9-4PM)
Our Website

Career Services

Whether you are a current student, alumnus, prospective student or employer, Career Services offers you easy access to career-related support and resources.

We’re Here to Help

Current students and alumni can take advantage of many valuable services, including

- Career mapping
- Resume and cover-letter tips
- Job fair preparation
- Resources to find job opportunities
- Strategies for the federal job search
- Interview preparation

Prospective students are eligible for general Career Planning and Career Change advising as it relates to potential UMUC studies only. E-mail or call the Office of Career Services to schedule an appointment.

Employers seeking to fill vital positions can join forces with UMUC to recruit talented candidates.

Meet Our Sponsors

Get to know the employer sponsors that support UMUC Career Services initiatives and have a strong interest in hiring UMUC students.

www.umuc.edu/careerservices
Scheduling an Appointment

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- Strategies for the federal job search
- Interview preparation

Prospective students can talk to a career advisor about assessing today’s job market and evaluating majors.

Employers seeking to fill vital positions can join forces with UMUC to recruit talented candidates.

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CareerQuest is Career Services’ online database of all jobs, internship opportunities, upcoming events for students and alumni.

All other tools are housed within the CareerQuest platform for easy user access.
Accessing CareerQuest

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Upcoming Events

Webinar: Essential Career Tools to Elevate Your Job Search
Wednesday November 4, 2015

Webinar: Intro to UMUC’s Undergraduate School
Thursday November 5, 2015

Webinar: Intro to UMUC’s Graduate School
Thursday November 5, 2015
Click on the link that says:

**CareerQuest for Students**

or **CareerQuest for Alumni**

Users will be redirected to the CareerQuest page and at that time you will select “Click Here” to register!
Accessing CareerQuest

Note – If registering for a new account, please allow one business day for the account to be approved.
CareerQuest Profile at a Glance

The toolbar to navigate through CareerQuest

Six additional career tools housed within CQ

- CareerSpots
- Resunate
- InterviewStream
- CQ Resume Builder
- CareerShift
- Career Insider
CareerSpots

Short, 2-4 minute videos about a variety of career-related topics
Two types of videos available: Job Search or Careers
Job Search Videos

Choose a category, then pick from a variety of videos regarding this topic.
Job Search Videos

Additional Job Search video features:

- QUICKTIPS from Video – main points from the video
- TRANSCRIPT from Video – full written script from the video
Choose a category from a variety of industries, then narrow it down even further to a particular job.

- All career videos were developed by the Center for Occupational Employment Information, a program of the U.S. Department of Labor.
Features

• Upload your resume and a job description
  ▪ See how well your resume is tailored to the position.
  ▪ Receive suggestions for relevant content you may be missing
  ▪ Recalculate to see the effect your changes have made

• Resunate uses ATS technology to determine how well your resume would do in a resume filter.
Requesting an Account

• Click on the picture with the other tools in CareerQuest.
• The link will take you to a Google form – fill it out and submit to request an account.
• Within one business day you will receive an email from Resunate with account information. *Check your Spam Folder.*

Resunate

Returning Users: Access resunate.com to log in.
New Users: Please fill out the following fields and then click "Submit" to request a free Resunate account from UMUC Career Services.
* Required

First and Last Name *

Email Address *

Classification *
- Student
- Alumni

Degree field *

Submit

Never submit passwords through Google Forms.

Resunate

Thank you! Your request has been received. It may take up to 1 business day for your request to be processed. You will then receive a welcome email from Resunate with your username and password.

**If you do not see an email, please make sure to check your spam folder as well.**

If you are in urgent need, you can access the commercial product immediately for a brief trial period. That should help until your account is activated the next business day.

If you have any questions, please contact UMUC Career Services at 240-684-2720 or careercenter@umuc.edu.

This form was created using Google Forms.
Create your own
Getting Started

• Three ways to get started
  ▪ Import a current resume
  ▪ Import a LinkedIn profile
  ▪ Build a resume from scratch
Navigate Resunate

Start New Resume
Choose Template
Enter Job

Add information

Alison Mullins
15553 Winding Creek Drive | Dumfries, VA 22025
amullins1@gmail.com | [website] | 571-435-7429

EXPERIENCE

Martin Associates Inc.
Global Business Development Executive
2007 - Present
- Global Business Development Executive, June 2007 – present
- Secure new business in Europe, Middle East, Africa and Asia regions.
- Structure and draft work proposals in line with client needs and act as point of contact between the company’s production team and the client as necessary.
- Represent the company at local and international trade shows, conferences and seminars, using the opportunity to enlarge research and sales prospects.
- Regularly conduct on-one-one interviews and give individual and group presentations to prospects and clients.
- Monitor and analyze program performance and report to VP of Corporate Strategy.
- Manage sales forecasts and provide periodic target reports.
- Consistently meet and surpass assigned sales quotas.
- Increased gross sales by 35% during past 4 consecutive years.
- Added over 35 new corporate clients annually.
- Expanded territorial reach into Africa and Southeast Asia.
- Exceeded stipulated sales quotas for last 3 years.

Martin Associates Inc.
Bethesda, MD
2004 - Present

Research Analyst and Project Manager
Research on market entry strategies for Swiss equipment manufacturer spanning 35 countries and 5 wireless companies.
Compilation of executive interviews with 35 major telephone service carriers in Europe and Americas regarding their short-term deployment plans for Next Generation network equipment and...
Entering a Job Description

Copy and paste in a job description to use JobFocus™

When you click on “Enter Job” this box will pop up. Simply copy and paste a job description into the box.

- “JobFocus” score will pop up to show how close your resume matches the job description.
- Scale of 1-10
Colored green boxes: appear next to each section to show its strength.

Content Suggestion: suggests parts of the job description that are not currently covered in your resume

Auto Focus: Makes changes to your resume to try to maximize your JobFocus score.

Removed Info – showed all sections deleted. Clicking on them will undo deletion.

Click on the text in a section to edit it.
Finishing your Resume

• At any point in the editing process, you can recalculate your JobFocus Score.
• The goal is to get as close to 10 as possible.

You can give your resume a title (suggestion: use the name of the position/company you are tailoring it to).
• Save, download as a PDF, or email your resume.
• Access the home page and view all of your resumes by clicking on “Resunate.”

• The information you input is stored in your account for future resumes. If you want to permanently delete information, click “All Information” and add/delete or reset your account.
Navigating InterviewStream

Clicking the picture in CareerQuest will create you an account and log you in automatically.
Conduct an Interview

Choose either a Premade Interview or Custom Interview.

- Premade Interviews include interviews created by Career Services on a variety of topics, as well as any assignments created specifically for you by a career advisor.
- Custom Interviews allow you to choose from thousands of questions and create your own interview.
Recording Your Interview

Follow a series of instructions to connect your camera. After each interview question, record your answer. Once you are finished, you can watch your interview back and assess your performance.

Choose the Interview you want to watch.

The list of questions will appear on the right.

Count how many fillers you use.

Share your interview with others to receive feedback.

Fill out a self-assessment.
Using the Resume Builder

Resume Templates are to help create first-time resumes.

Resource Library includes resume templates and samples.
Choosing a Template

Review the resume templates below and select the format that will allow you to most effectively present your relevant education, experience, skills, and characteristics to potential employers. To select a resume format, click on the appropriate image. To access your unfinished resumes, go to My Draft Resumes. When your resume is ready for use, upload it to the My Documents section of your account. If you need additional resume writing advice, contact the career advisors in your campus career center and download the Resume Handout from our Job Search Guides.
Creating Your Resume

Fill out your information.

Save when you are finished.

Download to a Word document for further editing.
CareerShift gives students and alumni the opportunity to easily search, store and organize the elements of their job search **all in one place**.
CareerShift Features

- Get up-to-date **contact information**, including e-mail addresses, for **millions of companies**.

- Access **in-depth information** about contacts and companies posting jobs.

- Record, save and store your **correspondence** history records automatically.

- Create **personal marketing campaigns**, including unlimited **resumes** and **cover letters** easily, and save them to access, print or e-mail.
CareerShift Home Page

- Toolbar/Folder System
- My Organizer/Overview
- Account Information
- Tutorials
- Career related articles
The **My Jobs** search features finds *EVERY* job posted at *EVERY* public career site and job board across the internet.
CareerShift – My Contacts

Search for contacts within companies of interest
Import your own contacts or export contacts to a file
CareerShift – My Companies

Search for target companies and organizations

- Use filters: keywords, company name, search by area, size, number of employees and company ranking.
- Results are very concise - with links to find currently posted jobs, contacts and expanded details.
CareerShift – My Documents

Upload, copy, paste, and store an unlimited number of job search documents.
CareerShift – My Campaigns

- Select to print your documents, or send an email communication.
- When you click SEND- it will be automatically recorded in your chosen self-named folder and placed on your calendar.
CareerShift – My Calendars

- Create events and follow-up reminders.
- Your communications will automatically be recorded on your calendar.
- You will be sent an email reminder to do your follow-up work.
Career Insider by Vault

- Rankings and Reviews of Top Companies and Schools
- Thousands of Employee Ratings & Reviews
- Complete Access to Award-winning Career Guides
- New Jobs & Internships Posted Daily

“FORTUNE The best place on the web to prepare for a job search”
Career Insider Rankings and Reviews

Companies

Internships

Schools

- Best Law Firms
- Best Banking Companies
- Best Consulting Firms
- Best Accounting Firms
- Best Advertising Agencies
- Best Auto Companies
- Best Hardware & Equipment Companies
- Best Media & Entertainment Companies
- Best Oil & Gas Companies
- Best Food & Beverage Companies

- Best Overall Internships
- Best Consulting Internships
- Best Accounting Internships
- Best Financial Services Internships
- Best Hardware & Equipment Internships
- Best Media & Entertainment Internships
- Best Oil & Gas Internships

- Best Undergraduate Schools
- Best Business Schools
- Best Law Schools
- All School Rankings
- Find a School
- Submit a School Review

- All Internship Rankings
- Find an Internship
- Submit an Internship Review

University of Maryland University College
Industry Rankings

The Best Accounting Firms

Rankings & Reviews

NEW! Vault Accounting 50
1. PwC (PricewaterhouseCoopers) LLP
2. Ernst & Young LLP (EY)
3. Deloitte LLP
4. KPMG LLP
5. Grant Thornton LLP

View the Full Ranking

NEW! Most Prestigious Accounting Firms

NEW! Best Accounting Firms to Work For

Benefits
Business Outlook
Client Interaction
Compensation
Culture
Firm Leadership
Formal Training
Green Initiatives
Hiring Process

NEW! Best Accounting Firms for Diversity

Overall Ranking
Diversity for Individuals with Disabilities
Diversity for Military Veterans
Diversity for Minorities
Diversity for Women
LGBT Diversity

NEW! Best Accounting Firms in Each Practice Area

Audit & Assurance Accounting
Forensic Accounting
Tax Accounting
Company Rankings and Reviews

Employee Reviews

Rankings

At a Glance

GOOGLE INC.

Overview

Vault's Verdict

Employee Reviews (1)

2014 Vault Rankings

#1 Best Internet & Social Media Companies

GOOGLE INC. at a Glance

👍 Uppers
Best-in-class perks and benefits
Positive working environment where employees feel valued
Company name works wonders on future résumés

👎 Downers
Large company with some bureaucracy and politics
Era of explosive growth may well be over
Company faces increasing threat from younger competitors

⚠️ The Bottom Line
Google hires up to 4,000 employees per year, but receives around 1 million applications. There's a reason for those numbers: the firm is widely regarded as one of top two or three employers anywhere in the world.

About GOOGLE INC.

If you don't know what the term Google means, there's a leading Internet search engine you can use to find out. Taking its name from “googol” – the mathematical term for the value represented by a one followed by 100 zeros –
Ability to download CAREER GUIDES, comprehensive books that detail career fields, what you need to be hired, current employers, and the future of careers in that field.

Reviews of employers by employees.
Additional Features

- Resumes and Cover Letters
  - Articles, videos, and samples
- Interviewing
  - Articles, videos, sample interview questions
- Job Boards
- Career Advice Blog
Please take advantage of the powerful tools UMUC Career Services provides to help you launch and advance your career.

*Presented by*

Courtney Hine, Career Coordinator, courtney.hine@umuc.edu
Office of Career Services
Get to Know Rose Financial Services

Date: Tuesday November 17, 2015
Time: 6:30 PM - 8:00 PM
Location: UMUC's Academic Center at Largo
Online attendance also available

Interested in a career at Rose Financial Services? Join us for an exclusive look at what it’s like to work for this premier employer. Human Resources Manager Allyson Mueller will be on hand to offer her insights on the skills and qualities that Rose Financial Services looks for in UMUC candidates and to share actionable information on the positions they are actively recruiting for.

Log in to CareerQuest to register!