

# Faculty Engagement *Menu*

## BECOME A CAREER CENTER PARTNER ON AN ASSIGNMENT

*Assignment Possibilities: Resume & Cover Letter Building, Career Fair Attendance, Job Searching, Interview Preparation (Mock Interviews & Big Interview online tool)*

- *Assignments can be assigned, conducted, & graded via a rubric (yours or ours), or we can simply tell you they attended our session*

## USE OUR ONLINE TOOLS AND RESOURCES

### Handshake

- Receive staff access
- Connect with employers
- Utilize in depth analytics



### Big Interview

- Utilizes AI technology
- Create Online Assignments



### What Can I Do with This Major?

- Explore common career paths within majors



### Candid Career

- Career exploration videos to assist students with choose a career or major



### Utilize Our Syllabus Statement

- *Please refer to the other side for additional information*

### Refer Students to us

- *Email: [careers@wiu.edu](mailto:careers@wiu.edu)*
- *[wiu.joinhandshake.com](http://wiu.joinhandshake.com)*
- *Utilize our email template*



### Encourage Career Fair Attendance

- *October & March each year*
- *Receive automated list of who attended & which employer booths they visited*

### Host a Career Focused Classroom Presentation

- *Resumes & Cover Letters*
- *Interview Skills*
- *Handshake, LinkedIn & Job Search*
- *Business Communication*

We recognize that students trust their professors and take their advice to heart. To that end, we have developed an email template that you can send to your students reminding and encouraging them to take advantage of the many resources, programs, and events offered by the WIU Career Center. Feel free to edit and/or add additional content to the email before sending it out. We appreciate your partnership in helping to foster a culture of career readiness at WIU!

## Email Template

Hi CLASS XX,

An important WIU resource I'd like to remind you of is the Career Center. They can help you explore possible career paths that fit your major and interests, put together a strong resume & cover letter, search for jobs & internships, prepare for interviews and graduate school applications, connect you with employers, and more. Whatever your career goals may be, The Career Center can support you along the way - don't wait until graduation to use them! To schedule an appointment go to [wiu.joinhandshake.com](http://wiu.joinhandshake.com). Handshake is a fantastic tool and the #1 place new graduates find jobs. Handshake has thousands of opportunities for internships (and jobs). Research has shown that doing an internship can double your chances of securing a job when you graduate! I highly encourage you to seek out these opportunities during your time at WIU.

WIU Career Center contact information:

[www.wiu.edu/careers](http://www.wiu.edu/careers) || [careers@wiu.edu](mailto:careers@wiu.edu) || 309/298-1838

## Example Syllabus Statements

### Sample One

The WIU Career Center helps to connect students with career-focused work experiences and opportunities. The Career Center prepares students during their entire time at WIU. Career Center programs, events, career education courses, and Handshake (your connection to employers) all provide pathways for exploration and encourage professional development and career readiness through informed and values-driven career choices. The WIU Career Center staff and employer partners offer individualized career guidance to foster job search skills, opportunities, resume, interview, change of major and career navigation as a means to support students as they transition to their next step, such as full-time employment or graduate school. Our students leave WIU purposeful and prepared individuals with the skills needed to succeed in the workforce

### Sample Two

This course will provide you with the development of the following essential skills: (insert relevant skill(s)). These essential skills will help prepare you for future career opportunities including internships, jobs, and graduate school. You can learn more about these essential skills and how to connect them to your career and apply them to your resume at the WIU Career Center: [wiu.edu/careers](http://wiu.edu/careers) or go to [wiu.joinhandshake.com](http://wiu.joinhandshake.com) to schedule a Career appointment today! Questions, email the Career Center at: [careers@wiu.edu](mailto:careers@wiu.edu).