Career Services Script

1. Welcome to Career Services, your centralized Career Planning and development office, here to help you prepare and ultimately find the career that is the right fit for you. Our office hours are Monday-Friday 8:00 a.m.-5:00 p.m. and we are located on the third floor of the Rusk Building.

2. Career Services can play a significant role in our student’s employment offer rates. Employers select schools with strong office staff and student interaction for recruiting opportunities, and are more likely to extend offers to students at those institutions. On average, job offers are made to 40% of students interviewed, while offers climb to 72% to students at schools identified to have strong Career Services centers.

3. Are you unsure about your academic major, or maybe you’re having a change of heart? Don’t freak out! If you are ever unsure about your academic major or career options, we can help you solve the mystery. Our career counselors can assist you by using career assessments that help you determine where your strengths and interests lie, as well as how they best fit your personality type and values. Throughout this process, you can gain an increased
knowledge of self and of the world of work, which aids in your decisions related to your career development and success.

4. Career Services wants to critique your resume and cover letter. Resumes and cover letters are essential documents for any job search and work together to help secure an interview. We work with you in the creation and critique of these documents and arm you with strategies to successfully enter the workforce. We also offer mock interview assistance, because honestly interview skills take practice to develop and to perfect. Prior to sitting in the “hot seat”, you can participate in a face-to-face mock interview with a staff member or utilize InterviewStream, an online program that uses a webcam to simulate an interview. In both instances you receive vital feedback.

5. Something that a lot of our students are really interested in hearing about are job postings. In Career Services, we utilize a database called, Jobs4Jacks. Jobs4Jacks is a customized employment website just for jacks! With a Jobs4Jacks account, you can access full-time, part-time, and internship job postings. Create a profile, upload your resume, and view hundreds of postings from employers specifically looking to hire SFA students and graduates.
6. Each year employers visit SFA to interview students for full time positions and internships. You can view and sign up for an on-campus interview through your Jobs4Jacks account.

7. We at the Career Services are extremely excited about our Job Fairs! These are excellent opportunities for student/employer engagement. Career Services hosts 6 career fairs each academic year designed to allow students to practice networking and communication skills as well as to gain concrete employment and internship leads.

8. A lot has changed in the employment world in the past several years. This means that can no longer “wing it” or wait until your senior year to prepare for the transition from college to career. Career Services is your centralized career planning and development office here to help you prepare and ultimately find the career that is the right fit for you. We strongly encourage that you take a four year approach to your career development while at SFA, below is a guide to do just that.
9. Last, but certainly not least, we’ve got an app for that! Be sure to check out all our services offered for SFA students and Alumni! We hope to see you soon, and thanks for watching!