

RUTGERS

Career Development Center Newark

S U M M A R Y R E P O R T — 2 0 1 2 / 2 0 1 3

MISSION

To assist Rutgers-Newark students and alumni with career decision making and planning

To serve as a conduit between students or alumni and employers with available Internship, Co-Op, or Career opportunities

To support students in their pursuit of Graduate and Professional School opportunities in the field of their choice

CDC ON-LINE RESOURCES

RaiderNet

Career Shift

Going Global

Vault- Career Insider

InterviewStream

Focus 2

Interfolio.com

COLLABORATING FOR SUCCESS !

On behalf of the Rutgers-Newark Career Development Center, please accept our thanks for your collaboration throughout the academic year.

Your support of the Career Development Center Programming and your referral of students to our office and/or programs is appreciated.

The purpose of this summary report is to provide an overview of the many different programs offered during the 2012/13 Academic Year. You will also find some interesting facts and figures as well.

The R-N Career Development Center provides wide-ranging programming and employer search resources for students within the following schools:

The Newark College of Arts and Science, Rutgers Business School - Newark, the



Networking at the Fall Career Fair

School of Criminal Justice, the School of Public Affairs and Administration, the College of Nursing, and the Graduate School-Newark.

Our programs and resources are geared to support the professional development of our students making them strong candidates for today's as well as tomorrow's workplace.

The employment market has been a competitive place for the past several years and continues to be so for the foreseeable future. Preparation is key to career search as well as graduate and professional school admission.

Thank you for taking time to read this report, your help and partnership is absolutely vital to our success..

Thomas J. Hopkins
Assistant Dean / Director

SOME CDC FACTS AND FIGURES

Over 1,615 students took advantage of at least 1 or more career counseling appointments.

500 + employers visited the Newark Campus through the Fall and Spring On-Campus Recruiting Program as well as

the Fall and Spring Career Fair events. More than 2000 students participated in these On-Campus programming venues.

40 Graduate and Professional Schools took part in the Fall Graduate and Professional School Day and nearly 200

students attended.

Career Center Staff organized 35 Workshops on varied career topics such as: Resume Writing, Interview Prep, Job Search Strategies and more. A total of 465 students attended these workshops.

FALL AND SPRING ON-CAMPUS RECRUITING PROGRAM

The Career Center has been in existence here at Newark since 1972 and this special programming has been a staple since the early 1980's. For 5 to 6 months each academic year, the focus is heavily involved in organizing and hosting On-Campus Interviews at the Center's Hill Hall offices with employers from different industries.

After agreeing on specific

dates, these employers post their available college positions to our **RaiderNet** software. Our students review these listings and can submit a Resume to the Recruiter involved for interview consideration.

In 2012-2013, a total of 38 unique employers posted 134 unique opportunities and conducted more than 500 unique interviews with

R-N students.

The Class of 2013 Outcomes Survey results will be posted to our Career Center web site which can be found at: <http://cdc.rutgers.edu>.



CAREER FAIRS ARE NETWORKING

“Some people dream about success while others wake-up and work hard at it “

Five (5) Annual Career Fair events were organized and conducted on the Newark Campus this year.

6th Annual Rutgers-Newark Business Career Fair

The 15th Annual Internship and Summer Job Fair

The 7th Annual Government and Public Service Career Fair

The 15th Annual College of Nursing Career Fair

The 34th Annual CDC Spring Diversity Career Fair

Employers are required to post at least one active internship or entry-level opportunity to ensure that they are hiring when they attend a Career Fair event here in Newark.

These Fairs brought more than 200 employers to the campus and more than a 1,000 students and were in attendance networking with the employers.

APPOINTMENTS & WALK-IN PERIODS

R-N students request their career counseling meetings with our professional staff members through the convenience of the Internet 365/24/7.

Appointments were conducted throughout the work week in 30 minute intervals. These appointments are

intended to assist our students with both career decision making and/or planning. This includes, where necessary, the use of recognized vocational assessments instruments such as the MBTI and the Strong Interest Inventory.

More than 2,000 students

took full advantage of the Center's convenient Walk-In Periods which are held 10 times per week. Designed to handle quick questions or for those in need of a Resume Critique or a Cover Letter Review, or help with any of our on-line resources.



THE IMPORTANCE OF INTERNSHIPS AND CO-OPS



Internship & Summer Job Fair

The Career Development Center out-

reaches employers within a variety of industries to develop Internship, Co-Op and opportunities relevant to the academic study of Rutgers-Newark students for the purpose of developing experiential learning that will be critical to career success.

We have also endeavored to partner with various Academic Departments to establish formal Internship or Co-Op agreements (contracts) to help facilitate the acquisition of credit bearing internships with pay.

According to a recent survey by the National Association of College and Employers, the conversion rate of Internships to full-time entry-level employment offers is in excess of 50%.

Co-ops have a slightly higher conversion rate.

All students regardless of academic major should be encourage to complete at least one Internship during their college experience at Rutgers-Newark.

EMPLOYER INFORMATION SESSIONS

The popularity of On-Campus Employer Information Sessions on the part of employers as well as students is once again on the rise.

Normally held during the Free Periods on both Mondays and Wednesdays, employers visit to elaborate on their Internship and entry-level employment opportunities. They also like to

use this time on-campus to talk about trends that may be developing or trending within their respective industries.

From the student perspective, it provides a spectacular opportunity to learn more about the internship or the employment positions involved and the skills needed for success as an Intern or a first-

year professional. It's is time for students to build their network and establish a rapport with Recruiters who they may eventually meet again during their On-Campus Interviews.

Lastly, the student can begin to learn first-hand about the "culture" of the individual firm or corporation.



RAIDERNET

RaiderNet is the new on-line software that the Rutgers-Newark Career Development Center now uses to provide a comprehensive, three way connection between the Career Center, the student /alumni, and, of course, our employers.

Student data is downloaded from the Registrars Office on a weekly basis. Student can then log-in to their account and submit various documents

critical to their Internship and/ or employment search. This includes:

Resumes, Cover Letters, Transcripts, Writing Samples and Thank You Letters .

Employers also have a account and they can directly access the system to post internships, co-ops, entry-level career and experienced opportunities 365 days per year. They can also

manage their On-Campus Recruiting visits as well as their formal registration for any one of our five (5) annual Career Fair events.

Career Services uses this software to coordinate multiple events that it organizes and hosts during the course of the year to bring both candidates and employers together.

FIND US ON THE WEB AT:
[HTTP://CDC.NEWARK.RUTGERS.EDU](http://cdc.newark.rutgers.edu)

RUTGERS

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Your Future Starts Here

TODAY!

Services and Resources

Career Counseling
On-Line Vocational Assessments
Internship and Career Search Strategies
Resume and Letter Writing Critiques
Interviewing Techniques and Strategies
On-Line Mock Interviews
On-Campus Recruiting Programming
On-Campus Career Fairs
Student Career Lab
Student Mini—Career Library
On-Line Alumni Mentoring Network
On-Line Credentials File Services
Graduate & Professional School Planning

ALUMNI SPEAKER PANELS

The Career Development Center in collaboration with the FASN— Office of Development, the Honors College, and the Office of Academic Services — Pre-Professional Studies conducted five (5) Alumni / Employer Panel events during the course of the 2012/13 Academic Year.

These Panels featured guest speakers some of which were Rutgers Alumni and all of which represented careers ranging from the sciences, law, healthcare, and business.

- “There’s More To Science Than Just Medical School”
- “All I Want to Do is Become a Doctor”

- “What Do Attorneys’ Really Do ?”
- “How To Succeed in Business— Things Not Found in the Textbooks”

A total of 219 students participated in these workshop/panel sessions and they not only gained valuable inside information on many of these very different occupational paths but also were able to begin building their “networks” with professionals in the industries that they themselves aspire to pursue.



Spring Career Fair