CAREER READY! Our office is open Monday-Friday from 7:45am – 4:30pm daily. Drop-in hours are:

♦ Mondays from 12:30pm – 2:30pm
♦ Tuesdays from 1:00pm – 3:00pm
♦ Wednesdays from 9:00am – 11:00am

Abigail Drapalik Joins Career Services Staff

Abigail joins our staff from UW Eau Claire where she worked as an Academic Adviser. She earned degrees from St. Cloud State & Hillsdale College. She will teach our Professional Skills course, outreach to student organizations & increase student programming.

Fall 2019
Job & Internship Fairs

Fall Job & Internship Fair
[Tues., Sept 24] 9:30am-1:00pm Phoenix ABC, UU
[Wed., Sept 25] 9:30am-1:00pm Phoenix ABC, UU

Internship Draft Day
[Thurs., Nov. 14] 3:00pm-6:30pm Lambeau Field

Mock Interview Days for Fall 2019

Advance sign-up in Handshake. Resume required. 30-minute interview with employer.

[Tues., Sept 17] 8:00am-4:30pm SS1600, Career Svcs
[Wed., Sept. 18] 8:00am-4:30pm SS1600, Career Svcs
[Wed., Nov. 13] 8:00am-4:30pm SS1600, Career Svcs
[Thur., Nov. 14] 8:00am-4:30pm SS1600, Career Svcs

Fall 2019 Workshop & Events Calendar

INTERNSHIP PROGRAMS
Internships in Engineering
[Mon., Sept 16] 11:30am-1:00pm Alumni Room, UU

Internships in the Computer Science & IT
[Mon., Sept 16] 2:00pm-3:30pm Alumni Room, UU

Internships in Public Accounting
[Tues., Sept 17] 3:00pm-4:30pm Alumni Room, UU

Internships in the Corporate World
[Wed., Sept 18] 12:30pm-2:00pm 1965 Room, UU

SPECIAL PROGRAMS
Professional Photo Booth
[Tues., Sept 24] 9:00am-1:30pm Near Bookstore
[Wed., Sept 25] 9:00am-1:30pm Near Bookstore

Professional Connections Brunch
[Tues., Oct 8] 9:30am-11:00am Phoenix C, UU

Professional Connections Lunch
[Wed., Oct 9] 12:30pm-2:00pm Phoenix A, UU

Munchies & Mingling
[Mon., Oct 21] 12:45pm-2:00pm 1965 Room, UU
[Tues., Nov 12] 2:00pm-3:30pm 1965 Room, UU

WORKSHOPS
Creating A Resume 101
[Wed., Sept 11] 12:30pm-1:30pm Alumni Room, UU
[Tues., Oct 8] 2:00pm-3:30pm 1965 Room, UU

Interviewing Basics – Make A Great Impression
[Tues., Sept 10] 12:30pm-1:30pm Alumni Room, UU
[Wed., Oct 23] 1:00pm-2:00pm Alumni Room, UU

LinkedIn – The Basics to Get Started
[Mon., Sept 23] 12:30pm-1:30pm 1965 Room, UU
[Tues., Nov 5] 12:30pm-1:30pm 1965 Room, UU

The Basics of Applying to Graduate School
[Tues., Oct 15] 12:30pm-1:30pm Alumni Room, UU
[Wed., Nov 6] 2:00pm-3:00pm Alumni Room, UU
The Class of 2018 totaled 1205 graduates for December 2017 & January/May/August 2018. The survey knowledge rate was 79.7% with information obtained on 960 graduates. Knowledge rate is defined as the percent of graduates for which the institution has reasonable & verifiable information concerning the graduates' post-graduation career activities. Post-graduation status of respondents is listed below. Complete survey results are available at http://www.uwgb.edu/UWGBCMS/media/career-services/files/pdf/Class-of-2018-Report.pdf.

<table>
<thead>
<tr>
<th>Status</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed</td>
<td>76.0%</td>
</tr>
<tr>
<td>Pursuing graduate school/continuing education</td>
<td>9.2 %</td>
</tr>
<tr>
<td>Employed or active service &amp; continuing education</td>
<td>10.5%</td>
</tr>
<tr>
<td>Active military service</td>
<td>0.9%</td>
</tr>
<tr>
<td>Continuing education and still seeking employment</td>
<td>0.6%</td>
</tr>
<tr>
<td>Still seeking employment</td>
<td>1.8%</td>
</tr>
<tr>
<td>Not currently seeking employment</td>
<td>0.9%</td>
</tr>
</tbody>
</table>

Career Preparation at UW-Green Bay
For the question "My undergraduate experience at UW-Green Bay prepared me for the next step in my career path", 80.2% of the 660 respondents selected "Agree." (36.1% chose Strongly Agree and 44.1% chose Agree.)

Position Acceptance
58.9% of respondents accepted their position prior to graduation. For those who accepted after graduation (n=310), they did so....

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one month after graduation</td>
<td>19.4 %</td>
</tr>
<tr>
<td>One to three months after graduation</td>
<td>37.7 %</td>
</tr>
<tr>
<td>Three to six months after graduation</td>
<td>28.7 %</td>
</tr>
<tr>
<td>Six to nine months after graduation</td>
<td>8.1 %</td>
</tr>
<tr>
<td>Nine or more months after graduation</td>
<td>5.8 %</td>
</tr>
</tbody>
</table>

Geographic Location
855 of respondents are working in Wisconsin. 29 other states were reported, with 3.7% working in Minnesota, 2.0% in Illinois & 1.8% in Michigan. 8 alumni are working internationally.

Negotiate a Salary Offer – But Not with Internships
Negotiating salary and benefits after receiving an offer of employment is a given in today's job market. It is important to be selective about what you negotiate: salary, leave, work schedule or work flexibility. When negotiating, it is critical to have researched salary data and detail specifics about your experience. Negotiation is off limits when it comes to internships. The ultimate benefit of an internship is the experience gained. If you have questions about how and when to negotiate, reach out to a Career Services staff member for assistance.

NACE Career Readiness Competencies
The National Association of Colleges & Employers (NACE) surveys employers regarding 8 career readiness competencies which represent the attributes, skills & experiences that prepare students for transition into the work force. Employers rated the competencies on a 5-point scale.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking/Problem Solving</td>
<td>4.66</td>
</tr>
<tr>
<td>Teamwork/Collaboration</td>
<td>4.48</td>
</tr>
<tr>
<td>Professionalism/Work Ethic</td>
<td>4.41</td>
</tr>
<tr>
<td>Oral/Written Communications</td>
<td>4.30</td>
</tr>
<tr>
<td>Digital Technology</td>
<td>3.84</td>
</tr>
<tr>
<td>Leadership</td>
<td>3.65</td>
</tr>
<tr>
<td>Career Management</td>
<td>3.38</td>
</tr>
<tr>
<td>Global/Multi-cultural Fluency</td>
<td>2.78</td>
</tr>
</tbody>
</table>

NACE Job Outlook ’19. Annual employer survey for 25+ years.
Dress for Success to Get Your Foot in the Door

Professional attire is essential when making a class presentation, participating in an interview or attending a professional event. Unfortunately, not every student has the resources that would allow them to present themselves professionally. Our Career Closet provides current students with professional attire for presentations, interviews, networking events, & other occasions where they need to make a positive first impression. Our closet is open from 8 a.m. – 4 p.m., Monday-Friday. Currently enrolled UW-Green Bay students may visit the Career Closet & select/receive up to five items each semester to KEEP. Students must present their student I.D.

Networking is Nothing to Fear – It is Mingling!

Networking is often feared by professionals today, especially young professionals. Career Services is offering a new twist on this feared job search strategy. Networking is simply mingling with a purpose. Munchies & Mingling will take a fun, engaging approach to understanding this basic strategy. 20 minutes later, you can practice the art of mingling with no consequences. See below for details on dates, times & locations. Register via Handshake.

Munchies & Mingling
Mon., Oct. 21 12:45pm-2:00pm 1965 Room, UU
Tues., Nov. 12 2:00pm-3:30pm 1965 Room, UU

Our Top Resume Mistakes at UW-Green Bay

Reviewing and screening resumes of job candidates can be a challenge for anyone involved in the hiring process. When our staff in Career Services reviews resumes, it is intended to help job seekers (specifically our students/alumni) present their skills & qualifications effectively. Here is our list of common mistakes to avoid:

1. Listing our campus as the University of Wisconsin in Green Bay, Wisconsin. Use the correct institution name – we are not Madison!
2. Relying on spell check and not proofreading results in using words like defiantly vs. definitely, their vs. there, and misspelling other critical terms.
3. Degrees do not take a feminine form: UW-Green Bay does not award Bachelorette degrees.
4. Accuracy with major and degree granted – if you are not sure – check with someone!
5. Follow standard rounding rules with GPAs & list no more than 2 decimal places (Ex: 3.24)
6. List your affiliation with UW-Green Bay. Once you are enrolled for classes, list that you are pursuing a degree from UW-Green Bay.
7. Date of projected graduation is preferred over class standing – employers want to know when can you intern and when can you work full-time.
8. Detailed, narrative paragraphs that are life stories and personal histories are not acceptable. Be clear, concise and direct in listing information.
9. Be cautious of resume templates. Many are not designed for college students. Create your own!
10. Do not use “I” on your resume.
11. Use descriptive action verbs (i.e. planned, coordinated, delegated, collaborated, etc.)
12. Be consistent with verb tenses.

Please seek assistance when writing a resume. We offer regular resume critiques!
In this issue of *Career Notes*, you will find:
* Fall Job and Internship Fair Update
* Mock Interview Days for Fall 2019
* Fall 2098 Workshop & Event Calendar
* Class of 2018 First Destination Success
* Negotiate Salary – Just Not for Internships
* NACE Career Readiness Competencies
* Dress for Success by Utilizing Career Closet
* Networking is Just Mingling with Purpose
* Resume Errors