

The Frank Capone Career Development Center **Senior & Graduate Placement Services**

Welcome to The Frank Capone Career Development Center. In an effort to make your experience with us both positive and profitable, we ask you to take a moment to familiarize yourself with the following steps necessary to support your search for employment upon and after graduation. If you have any additional questions regarding services you may contact us at 201-200-3005 or 1-800-624-1046.

What You Need To Do:

- Pick-up and complete a senior packet. Packets are available from the Career Center in Vodra Hall # 101 or the bulletin board folder in the Vodra lobby. Packets may also be downloaded from our website at www.njcu.edu/dept/acp . Click the link for “career development”, click “graduating seniors” scroll to “download forms”.
- Attend an open resume workshop **for senior/graduates**, update your resume, and submit it electronically by disk or email for review.
- To schedule an individual appointment contact Mrs. Shirley Williams at **201-200-3571**. You **must** bring your updated resume on a floppy disk and your completed senior packet to the appointment.
- Submit 2 professional reference letters. References can be from faculty members and/or employers and should be submitted on the organization’s letterhead. If this is not possible, the Non-Confidential Appraisal Forms included in your senior packet will suffice.
- Check the full-time and/or education job books located in the Career Center library.
- **After** you have submitted your senior packet and finalized resume, register on Monstertraks at NJCU, our online job search site (www.njcu.edu/dept/acp , click job placement/monstertraks/students) and upload your finalized resume and cover letter. Detailed registration instructions are available from our office.
- **Let us know (please) if you:**
 - * **do not start receiving email lists of new jobs within 2 weeks after your resume is finalized and you have submitted your senior packet (contact Mrs. Williams at 201-200-3571 or swilliams3@njcu.edu)**
 - * **Are contacted by any of our employers for an interview or receive a job offer.**
 - * **Update your resume**
 - * **Change any of your contact information**
- Call us if you have any questions, problems or concerns with your career planning and placement process.

Academic Career Planning & Placement
Senior & Graduate Placement Services

What We Will Do:

The following services are specifically customized for seniors and graduates who register with the Career Center for placement services and are provided in conjunction with other services listed on the Career Center website:

- Provide information, resources and workshops on development of resumes, cover letters, interviewing, career assessment and salary negotiation skills.
- Provide resume and cover letter review.
- Maintain electronic resume storage.
- Provide job book listing of currently available postings for degree required positions.
- Provide weekly e-mail list of new, degree required jobs received by our office.
- Provide online access to posted jobs in the Career Center via Monstertraks at NJCU. (Please note that based on the employers' preferences for job posting with the Career Center, the jobs listed on NJCU Monstertraks may be different from those included in the weekly E-mail lists. Consequently, both sources should be checked.)
- Active resume referral service to area employers.
- Early notification of on-campus interview opportunities, career fairs, "hot" job opportunities and other recruitment events at NJCU.
- Inclusion of your resume in the NJCU student resume CD provided to area employers seeking seniors and graduates.
- Preparation for effective participation in career fairs and other recruitment events.
- Handouts on effective use of the internet as a job search tool.
- Assist and support seniors and graduates in the development of a marketing plan for effective job searching.
- Provide on-going support and counsel for specific questions / issues arising during the job search process.