

NJCU

SENIOR PACKET

ACADEMIC CAREER PLANNING AND
PLACEMENT
GRADUATE PLACEMENT

(201) 200-3005/6
(201) 200-3229 Fax
(800) 624-1046

Ms. Nancy Gomez
Secretarial Assistant 2
(201) 200-2325

Please bring an electronic version of your updated resume
General Cover Letter
2 Professional Reference Letters

New Jersey City University
Academic Career Planning & Placement

Senior Packet

Part I:
Senior & Graduate Job Placement
Registration Materials

Part II:
Instructions, Resources, Career Planning &
Job Placement Services for Seniors &
Graduates

**Vodra Hall, 1st Floor, Room 101,
(201) 200- 3005/3006
(800) 624-1046 / Fax: (201) 200-3229**

CONSENT TO GRANTING ACCESS TO, OR RELEASE OF RECORDS TO, THIRD PARTIES

I hereby authorize New Jersey City University, Academic Career Planning and Placement Office, its director and its staff to grant access to and/or to release all materials relating to me contained in the files of said Office for the purpose of furthering its efforts to assist me in securing employment, to all prospective employment except the following:

I do not wish any records released to third parties other than the following described records:

I understand that in order to revoke this authorization, I must do so in writing and that such revocation shall not apply to records to which access has been granted or which have been released to third parties prior to the date of revocation.

Signature

Date

**New Jersey City University
Academic Career Planning & Placement
Senior Placement Services**

The Career Center requests that you provide copies of 2 professional letters of reference to facilitate your placement. Letters may be from 2 employers OR 2 faculty OR 1 of each. Letters should be on the organization letterhead addressed to “To Whom It May Concern” and signed and dated by the writer. Letters from faculty should be on University letterhead.

Please return reference letters directly to:

**Senior Placement
Academic Career Planning and Placement Office
Attention: Nancy Gomez
New Jersey City University
2039 Kennedy Boulevard
Vodra Hall, Room #101
Jersey City, New Jersey 07305
Phone: (201) 200-3005/2325 / Fax: (201) 200-3229**

New Jersey City University
The Frank Capone Career Development Center
201-200-3005/6 Vodra Hall Room # 101

Senior & Graduate Job 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 seniors and graduates in their search for employment upon and after graduation. If you have any additional questions regarding services you may contact us at 201-200-3005/6 or 1-800-624-1046.

What You Need To Do:

- **Pick-up and complete a senior packet**, our registration document for senior job placement services. Packets are available from the Career Center in Vodra Hall # 101 or the bulletin board folder in the Vodra lobby.
- **Update your resume** for professional job placement. Resume samples specific to seniors and graduates are also available from Senior Job Placement Services in the Career Center. For additional resume preparation assistance you are encouraged to attend a **resume workshop for senior/graduates**. A schedule of these workshops is available at the front desk.
- Next, obtain 2 **professional reference letters**. References can be from faculty members and/or employers and should be submitted on the organization's letterhead.
- You may **schedule an appointment for services** by contacting Ms. Nancy Gomez at **201-200-2325**. You must bring your updated resume on electronic medium and your completed senior packet to the appointment. Reference letters may follow later. Resumes may also be emailed as an MS Word attachment to ngomez@njcu.edu for review.
- After you have submitted your senior packet and finalized resume, register on College Central at NJCU, our online job search site. Go to <https://www.collegecentral.com/njcu/> and click the "students" option on the bottom of the page. Follow the prompts and register.
- **Let us know (please) if you:**
 - * **do not start receiving emails from our jobs listserv (placement-list1@njcu.edu) within 2 weeks after your resume is finalized and you have submitted your senior packet (contact Ms. Nancy Gomez at 201-200-2325 or NGomez@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.

New Jersey City University
The Frank Capone Career Development Center
201-200-3005/6 Vodra Hall Room # 101

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, advanced 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 e-mail listing of new, degree required jobs received by our office.
- Provide online access to posted jobs in the Career Center via College Central at NJCU. (Please note that based on the employers' preferences for job posting with the Career Center, the jobs listed on NJCU College Central may be different from those included in the weekly E-mail lists. Consequently, both sources should be checked.)
- 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 and job offer evaluation process.

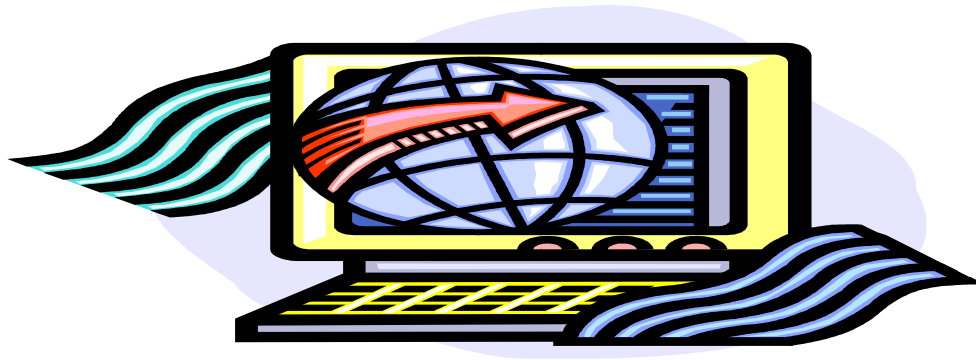


New Jersey City University
The Frank Capone Career Development Center
201-200-3005/6 Vodra Hall Room # 101

Instructions for Students Registering on College Central at NJCU

College Central is New Jersey City University's online page through which seniors and graduates can post resumes & cover letters, view job openings posted with the Career Center and submit resumes to employers via the internet. **To register on College Central at NJCU take the following steps:**

1. Go to the Career Center website at <http://njcu.edu/careerplanning>
2. Click on either the “**Undergraduates**” or “**Graduate Students**” menu option.
3. Scroll down and click on “**College Central**” (All the College Central links are the same)
4. On the “**Welcome**” page scroll down and click on the “**student**” option.
5. On the “**Student Services**” page scroll down and click on the “**Create account**” link (or go to “**Sign In**” to access the site after you have registered and enter your access ID and password).
6. Create your own ID and case sensitive password on the “**Student Services**” page. If you are registering, your user ID is your Gothic ID number preceded by zeros to total nine digits
7. Click “**Continue**”.
8. Complete the registration information and click “**submit information**”.
9. Problems with registering on or navigating NJCU College Central: contact the Career Center at 201-200-2181 or jjones@njcu.edu .



The Academic Career Planning and Placement Office is **NOW** available online

<http://www.njcu.edu/careerplanning>

The website is **FULL** of valuable career resources you can easily access from home.

You now have access to the following:

- ❖ **SIGI – Computerized Career Guidance.**
- ❖ **Career Workshops: Schedules posted.**
- ❖ **Co-op Forms: Application, Handbook, Learning Agreement.**
- ❖ **Employment Opportunities and links to employers offering everything from internships to full-time jobs.**
- ❖ **Co-op Newsletter: Informative career – articles from staff, faculty, and students.**
- ❖ **Mock Interviewing Online.**
- ❖ **Vault Career Library.**
- ❖ **Plus much more...**

We hope that this website will provide you with additional services for your career development needs and enhance your experience with the Academic Career Planning and Placement Office.

Dr. Jennifer Jones, Director of Career Services, Vodra Hall, Room 101, (201) 200-2181



ACADEMIC CAREER PLANNING & PLACEMENT CENTER

MOCK INTERVIEWS



KEY FEATURES AND BENEFITS:

- **OVER 1,500 INTERVIEW QUESTIONS, ANSWERS, AND HINTS**
- **POSITIVE MODELING ANSWERS AND ON-SCREEN TUTORIAL AVAILABLE FOR EVERY QUESTION**
- **CUSTOMIZED INTERVIEW SCENARIOS**
- **USER'S INTERVIEWS ARE PASSWORD PROTECTED TO ENSURE PRIVACY**
- **PRACTICE WHENEVER YOU WANT, AS MANY TIMES AS YOU WANT**
- **RECORD AND PLAYBACK USER'S RESPONSES WITH INCLUDED LOGITECH WEBCAM**
- **SAVE AN INTERVIEW SESSION FOR REVIEW AT A LATER TIME**
- **USE THE INTERVIEW MANAGER TO MANAGE YOUR SAVED INTERVIEW SESSIONS**
- **RESPOND TO INTERVIEW QUESTIONS USING EITHER VIDEO CAPTURE OR TEXT**

To sign up, come to the Frank Capone Career Development Office

Vodra Hall 101

OR

Call to schedule an appointment: 1-800-624-1046 /201-200-2325 (Nancy)

OR

Practice online at: <http://www.perfectinterview.com/njcu/> Scroll down and click "Mock Interviewing Online"



Academic Career Planning and Placement Seniors Guide

Senior Year Career Development Program

- Schedule an appointment with a Career Counselor to develop a job search plan and to review short term and long term career goals.
- Complete the Senior Packet for job placement, recommendations, and placement referrals which is available from the Career Center in Vodra 101.
- Attend public sector/industry or education job fair.
- Complete a second cooperative education or internship experience.
- Schedule an appointment to review short and long range career plan.
- Meet with employers, faculty, and staff to request recommendations for jobs and graduate school.
- Review and complete application requirements for graduate school.
- Update your career plan and resume.
- Apply for on campus recruitment program.
- Use College Central, (<https://www.collegecentral.com/njcu/>) Internet Listing, and Career Center Postings to assist with job search.
- Continue to develop your resume through Co-op Experiences, Volunteer Work, Internships, Practicum, and Part-time Employment.

Senior Workshops and Programs

- Campus Recruitment Program
- Mock Interviews
- Career Portfolios for the Marketplace
- Time Management
- Resume Writing, Interviewing Skills and Salary Negotiation Workshops
- Cooperative Education Mentor Program
- Reception for Cooperative Education Students
- Leadership Institute
- Seeking Professional Employment (1 credit course)

All programs and Services are held in the Career Center unless otherwise indicated.

The Academic Career Planning & Placement Office
Vodra Hall 101
1800-624-1046 / 201-200-3005/6

NEW JERSEY CITY UNIVERSITY
ACADEMIC CAREER PLANNING AND PLACEMENT OFFICE-VODRA HALL 101

CAREER COUNSELING ASSESSMENT OF SERVICES

Counselor: _____

Date: _____

What were your reasons for visiting the Career Center? (Check all that apply)

CAREER COUNSELING ___	RESUME WRITING ___	INTERVIEW SKILLS ___
CAREER RESEARCH ___	JOB PLACEMENT ___	SENIOR REGISTRATION ___
CO-OP ORIENTATION ___	CO-OP PLACEMENT ___	USE CAREER LIBRARY ___
MOCK INTERVIEWS ___	COMPUTER JOB SEARCH ___	CAREER INFO ___
JOB COACHING ___	ALUM PLACEMENT ___	CAREER INFO ___
GRAD SCH INFO ___	REVIEW JOB POSTINGS ___	CO-OP CRED FOR JOB ___
CO-OP CRED GRAD CLEARANCE ___	FOLLOW-UP VISIT ___	OTHER ___

How often do you visit the Career Center? _____

Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	No Opinion
1	2	3	4	5
(Please circle your response to the following questions.)				

(1) How satisfied were you with the counselor's ability to listen and to understand your issues?

Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	No Opinion
1	2	3	4	5

(2) How satisfied were you with the counselor's assistance with career research information?

Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	No Opinion
1	2	3	4	5

(3) How satisfied were you with the counselor's assistance with resume review?

Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	No Opinion
1	2	3	4	5

(4) How satisfied were you with the counselor's assistance with interview skills?

Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	No Opinion
1	2	3	4	5

(5) How satisfied were you with the counselor's ability to help you with managing your career?

Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	No Opinion
1	2	3	4	5

(6) How satisfied were you with the counselor's assistance in aiding you with your job search?

Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	No Opinion
1	2	3	4	5

(7) How satisfied were you with the counselor's assistance in providing information about resources and services in the Career Center?

Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied	No Opinion
1	2	3	4	5

(8) Did the counselor meet your needs? Yes/No

(9) Would you recommend the counselor to students for assistance? Yes/No

Feel free to use the back of this form for recommendations or issues. Thank you for participating in this assessment which will help the Career Center to serve you better. Please return it to the receptionist as you leave the office.