Alumni Career Services Overview

Slide 1: Hi Alumni, welcome to our mini-webinar. Our goal today is to provide an overview of the services and resources available to alumni by our office that can assist your job search and career management efforts.

Slide 2: I’m Kris Stehler, and I manage the alumni career programming here at RIT. I’d like to start by letting you know that all alumni have free access to all our programs and services. This includes all our online resources, which we’ll look at in detail, and especially our Handshake online job listing system. Our services also include personalized job search advising with an advisor who is knowledgeable about resources for your targeted field, as well as career counselors if you’re thinking about changing careers. One of the most important resources we can provide is opportunities for professional networking, both with other RIT alumni, and with our employer partners.

Slide 3: If you are in the Rochester area, feel free to take advantage of our on campus career programs and networking events; these are posted on our website. We’re located in the Bausch & Lomb center, and are open standard business hours. You can come to our office for advising and career counseling, and participate in on campus interviews. Our career fairs are also open to all alumni in the area.

Slide 4: Let’s talk about our services in more detail. Individual advising is available for any job search related concern or question. There’s an advisor in our office for every major, or career field, and they’re a good resource for things like resume and portfolio reviews, interviewing practice, including an in-depth mock interview, helping you work out a specific strategy for your search, and resources that will be helpful for your specific industry or field. They can go through our Handshake job system to make sure you’re using it most effectively for your search. And since networking is such an important part of any job search, the advisors can help you develop an effective networking plan, and show you how to make valuable connections with RIT alumni and employers. All advising can be done in person, or if you’re not in the area, by phone, email or Skype.

Slide 5: If you are interested in changing your career, or aren’t sure what direction you’d like to go, our career counselors can do assessment testing and talk with you about making a shift. They also have resources and information on graduate schools and the application process.

Slide 6: We offer walk in hours daily for quick job search related questions. If you have an immediate question or concern, you’re welcome to take advantage of this service, in person or by phone.

Slide 7: Our website is an important part of our services. Here we’ve compiled comprehensive information related to job search and career management topics. There are narrated presentations, webinars (upcoming and archived), a calendar of upcoming programs and events, and a link to our Handshake job system. Regarding logging in to Handshake - we have revised our university-wide login procedure for alumni, moving to a single username and password for all RIT online systems, including Handshake. All alumni have to use a newly created RIT account to access your Handshake account. To create a new RIT account, go to start.rit.edu, click on 'Alumni Access' link on left side, and follow the instructions. Once you create a new account, you will need to email us at oce@rit.edu with your new
username, and we will update your Handshake account. Please view the mini-webinar on using Handshake for more information.

Slide 8: Here’s a brief overview of the highlights of Handshake. This system allows you to easily find jobs and companies. You'll create a comprehensive profile and upload documents like resumes and cover letters, which you’ll use to apply to posted positions. You have access to over 200,000 employers who utilize Handshake. This system also offers a personalized experience, similar to Netflix and Spotify. The more complete your profile and career interests, and the more you search for jobs, the more customized your results become, with Handshake suggesting potential opportunities and making specific recommendations.

Slide 9: All on campus interviews are set up in Handshake. As an alum you’re welcome to apply for consideration. On campus interviews are typically screening interviews. Be sure to follow up appropriately after your interview.

Slide 10: Alumni are welcome to attend all our career fairs. We have two general fairs each year, in the fall and spring, with a number of smaller fairs targeted to specific majors and fields. Fairs are a good resource for jobs, as well as opportunities to expand your network. We also post information on local fairs on our website, and recommend you look for career and job fairs in your area. Professional associations and community groups often hold events.

Slide 11: Our campus wide career fairs are held in the Gordon Field House here on campus, from 10-4. All information regarding the fair, including attending companies, preparatory workshops, and company information sessions, is on our website. On Handshake, you can do a detailed search of attending companies to map out your strategy and determine who you want to approach during the fair. As we’re a college, many recruiters come with the intent of hiring students for co-ops or internships, or those who will graduate. However, if you talk with them you’ll often be able to find out about opportunities for experienced alumni, and/or other contacts within the company with whom you can follow up after the fair. The day after the fair is an interview day for companies who choose to stay, so you may get interviews as well. For more information and tips on career fairs, please see our mini-webinar How to Work a Career Fair for Alumni.

Slide 12: We offer comprehensive career programming for alumni, to help get you prepared for your job search, and to facilitate networking connections to our employers and other alumni. All our events and programs are listed on the alumni career programs page of our website, and advance registration is required. We have a robust webinar series, and you can participate live or view the archived library. We have stand alone narrated presentations on a variety of job search topics. And we also have a number of on campus events each year. Many of these are networking events, to help you grow your network and make contacts to advance your career.

Slide 13: An important goal of our office, as we mentioned, is to help you grow your network, because networking is still the number one way to get a job. In terms of networking groups, there are a wide variety available, both online and in person. First, take advantage of online groups, such as those found on LinkedIn. We encourage you to join our LinkedIn group, called RIT Career Services, as well as all the RIT Alumni groups – a general one and ones for each college. You can join up to 50 groups on LinkedIn, so take advantage of this resource to expand your network. LinkedIn also allows you to search for RIT alumni through their alumni website, and reach out to make a networking connection. Alumni are
usually eager to connect and provide information and advice to other alumni, as long as you don’t ask them for a job directly. For in person networking, there are a number of local community groups, both for specific industries or fields, such as Digital Rochester, and more general job search groups; the August Group is a popular networking group. Professional associations for your field and industry are a great way to connect with people who can lead you to job opportunities. Your advisor can suggest other resources for networking.

Slide 14: Again, RIT alumni are a great networking resource, and are often willing to connect with other alumni. Another way to find alumni is through the alumni relations website, in the Tiger Locator, which is part of the alumni network. Once you create your profile, you can search for connections using a variety of criteria, and contact alumni through the network to request information and advice.

Slide 15: LinkedIn is the number one professional networking site, so become proficient in using all its valuable features. We have webinars in our archives that provide in depth information on using LinkedIn, and your advisor can help you develop your profile. When networking, don’t forget Facebook and Twitter, which are becoming more popular in networking and job searching.

Slide 16: If you’re interested in furthering your education, our Office of Part-time and Graduate Enrollment can provide information and help you plan your program. Whether it’s one course, a certificate or an actual degree, they are available to share the options and help you get started.

Slide 17: If you’ve been laid off, there are options for tuition assistance, through the PREP program. The part-time and graduate enrollment office and provide information on these options as well.

Slide 18: Finally, we encourage you to consider sharing your own experiences and expertise with RIT students and other alumni. We have many options, both in person and remotely, for you to help us build more robust career programs. If you’re interested in any of these options, now or in the future, just let me know.

Slide 19: That’s an overview of our services. I’d encourage you to follow up with an appointment with your advisor, to register and complete your profile on Handshake, and invite you to attend any of our career programs and events. My email is here, feel free to contact me if you have any questions. We look forward to working with you!