

THE BUSINESS CAREER SERVICES CENTER

The mission of the Business Career Services Center (BCSC) is to assist all KU Business students in their pursuit of career-relevant internship and full-time employment.

Career Development Efforts – We seek to deliver a comprehensive internal career preparation program that will enable students to develop lifelong career skills that will facilitate immediate and ongoing professional success.

Placement Efforts – We seek to facilitate the successful placement of our students through an aggressive external marketing effort to develop strong relationships with employers and the companies they represent.

BCSC Office Hours:

Monday-Friday 8:00a.m-5:00p.m. (closed on all national holidays). **Appointments are encouraged!**

BCSC Staff:

Director: Jennifer Jordan, jjordan@ku.edu

Assistant Director: Jolene Phillips, jphil@ku.edu

MBA Career Coordinator: Ashley DeMond, ademond@ku.edu

Employer Relations Coordinator: Dave Byrd-Stadler, dstadler@ku.edu

Recruiting & Alumni Networks Coordinator: Cheryl Webb, cwebb@ku.edu

Office Manager: Vonnie Peterson, ypete@ku.edu

Phone: (785)864-5591, bcsc@ku.edu

CAREER RESOURCES AVAILABLE

Wet Feet & Vault Libraries

Wet Feet and Vault are FREE online career libraries, enabling students to access up-to-date career information via the web. Both libraries include company guides, industry guides, career guides, message boards, and more!

WetFeet: Available to UNDERGRADUATE Business students through the BCSC website or at www.business.ku.edu/wetfeet

Vault: Available to GRADUATE Business students through the masters student services portal on Blackboard.

CareerLeader-College

CareerLeader-College is an integrated approach to business career self-assessment. The self-directed web-based career tool was developed at Harvard and is used by top business schools globally to help students guide their careers. Students may set up a *CareerLeader-College* account in the BCSC for \$20 (the amount BCSC pays to obtain an individual license from the vendor). Students completing the online assessment will receive an individualized printable report including your key characteristics, your best career path matches, next steps and complete assessment results.

CareerLeader-College also provides Industry Sketches, describing all major business industries in detail, who the major corporations are, what they do, how they operate, and what kinds of business career paths they offer. To set up your account, visit the BCSC.

Going Global

Going Global is a resource that facilitates international employment by providing country-specific career resources to the global job seeker. Going Global also includes many U.S. city guides and H-1B Visa employers by state. If you are accessing the tool on-campus, a password is not required. If you are accessing this resource from an off-campus location, you will need to login using the KUCareerHawk.com Login, which you will be prompted for. It's quick and easy to establish an account instantly online if you do not have one already.

Books of Lists

Books of Lists provide snapshots of local economies and information on leading businesses and employers in over 60 U.S. markets. The Business Career Services Center has Books of Lists for various metropolitan areas throughout the United States including: Chicago, Denver, Kansas City, and New York plus 11 other cities/areas.

Directory of Foreign Firms Operating in the United States and Directory of U.S. Firms Operating in Foreign Countries

This resource can be accessed on the BCSC website and is a good resource for domestic students seeking international employment or international students seeking employment in the United States. To find the link go to www.business.ku.edu/careers/students and click on "Job Search Websites". Look under "Career Resources for International Job Searches" and find the Uniworld site.

Alumni Networking & Resources

Alumni networking is a recommended strategy in the internship/job search, and the BCSC recommends a variety of resources to assist you in your alumni networking efforts. LinkedIn is the world's largest professional network with over 80 million members and growing rapidly. LinkedIn connects you to your trusted contacts and helps you exchange knowledge, ideas, and opportunities with a broader network of professionals. We encourage you to join the following groups to connect with fellow Jayhawks:

- KU Alumni (almost 10,000 members)
- KU School of Business Alumni (almost 2,000 members)
- Jayhawks in Finance (almost 300 members)

Visit <http://learn.linkedin.com/students/> to learn more about using LinkedIn in your internship/job search.

Student membership of the KU Alumni Association is another great way to connect to KU alumni resources. More information can be found at: http://www.kualumni.org/kuaa_saa_home.html

Finally, the BCSC provides searchable alumni databases on the student computer workstations in our office. Users do not need an appointment, but must review and agree to the alumni networking policies and frameworks. The information in the directories is confidential. Accordingly, the requests must be facilitated by an official university representative. The information in the directories is dated, so we recommend using LinkedIn and the KU Alumni Association student membership as primary resources. Visit our office to learn more.

SERVICES AVAILABLE

Individual Career Advising

Trained career advisors are on-staff to meet with students individually to discuss career-related concerns including major choices, job search, internships, resumes, and so on. Please call for an appointment.

KU Career Connections (powered by Symplicity)

Customized recruiting software for registered students offering on-campus recruiting schedules and interview sign-ups available completely on-line, as well as on-line posting of students' resumes. All admitted Business students may sign up for this service for free!

Career Fair

Each fall, the School of Business hosts a Career Fair. Approximately 100 organizations attend representing a variety of industries. This is a great way to develop networking skills and to kick off the recruiting season. All students, especially those seeking internships and full-time jobs should plan to attend. The Business Career Fair typically falls on the third Thursday in September. Plan to attend!

Resume Review

Students may have their resume reviewed by our staff to gain feedback or to get help in starting the resume-writing process. Each semester the BCSC also hosts an employer resume review where students can have their resume critiqued by employers from various industries.

Mock Interviews

Every semester the BCSC brings employers in to help students practice their interviewing skills and get ready for the real thing.

Workshops

The BCSC, along with other career offices on campus, hosts a comprehensive workshop schedule each semester on job search topics, resume writing, interviewing skills, salary negotiation & other career-related topics.

Resource Library

Includes books, videos, & handouts on topics related to the job-search process. Most of our career resources are available for check out.

Salary Information

To aid students in obtaining benchmark salary ranges, our homepage lists salary information anonymously on the previous year's graduates broken down by degree area. As you accept offers for employment, it's important that you report relevant details to our office. Look for "BCSC Employment Statistics" in the Resources section of the BCSC student homepage.

Career Listserv

Business Career Services sends a weekly listserv e-mail to subscribed users which outlines recent job and internship listings, upcoming events, tips from our recruiters, featured company, alumni spotlights, and more. To sign up to receive our weekly listserv, go to the BCSC student homepage and sign up under "Sign up here for Email Newsletters" (under the Resources section). Versions for Undergraduate/MACC and MBA are available.