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CONTACT US

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OFFICE HOURS

Monday -
Friday
8:30AM –
5:00PM

WALK-IN HOURS

Monday -
Friday

UPCOMING IN CAREER & LIFE PLANNING

TEAMeffort Missions Information Table

Tuesday, January 27, 11 a.m. – 1 p.m.

Bieberbach-Reed Room, Cornell Campus Center

TEAMeffort is a non-profit inter-denominational Christian mission organization that has been providing life-changing, eye-opening, and faith-building mission experiences for youth for over 20 years. They offer opportunities for youth groups to put their faith into action through challenging and rewarding mission projects. Youth groups work on projects such as repairing and renovating homes for families in need, and building mission and ministry facilities. They also work at homeless shelters, respond to natural disasters, lead children's outreach programs, and reach out to individuals and communities through Christian service. Through well-planned camps, exciting locations, energetic staff, knowledgeable site leaders, quality music and programs, and meaningful mission projects, your group is bound for a mission adventure they will never forget!

Work It Wednesday

Wednesday, January 28, 4 -- 5 p.m.

Olin Library, Rollins College

FOCUS 2: Rollins' New Career Planning Tool.

Find out how the new FOCUS 2 online assessment and career-planning tool can help you explore majors and discover career options. You now have access to FOCUS 2 at Rollins, so come learn about this exciting career planning tool. All students are welcome to attend!

Free Graduate School Practice Exams

Registration closes Wednesday, February 4th

Practice Exam Date Saturday, February 7, 9 a.m. (Arrive at 8:45 a.m.)

Olin Library, Rollins College

Curious what your test results would be for the GRE, GMAT, MCAT, or LSAT? ALL members of the Rollins community are invited to take a FREE version of one of these tests, administered by The Princeton Review. You must register in advance in the Center for Career & Life Planning, 170 W. Fairbanks, 1st Floor or by calling Career & Life Planning at 407-646-2195. On the day of practice exams, please arrive at 8:45am with your R-Card for entry.

Spring Business Etiquette Dinner

Registration closes Monday, February 9, 12 p.m.

3:00PM –
5:00PM

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GET LINKEDIN

With over 4,000 profiles registered in the Rollins Alumni group, LinkedIn is regarded as a powerful Rollins professional network tool. This group is open to both students and alumni. [Join the group!](#)

Etiquette Dinner is Tuesday, February 17, 6:00 p.m. (Arrive at 5:30 p.m.)

Mills Building, Rollins College

Join us for a NEW networking event with employers, alumni and staff in the lobby at 5:30pm. Then, enjoy a four-course dinner starting at 6pm and learn how to interview with a potential employer over a meal. Cost is \$23.00 and can be paid by meal plan, TarBuc\$, cash or check. Stop by 170 W Fairbanks to sign-up or call 407-646-2195 for more info. HURRY! Reservations at this popular event fill up fast!

WORKSHOP SERIES

Check out our upcoming sessions to get excellent resume writing and internship search tips from staff members in the Center for Career & Life Planning. You do not have to sign-up, just plan to attend a session that works for you!

Resume & Linked In: Build Your Personal Brand

Center for Career & Life Planning, 170 W. Fairbanks Building, 1st Floor

Tuesday, January 27, 2 – 3 p.m.

Wednesday, February 4, 1 – 2 p.m.

Tuesday, February 10, 2 – 3 p.m.

Thursday, February 19, 12:30 – 1:30 p.m.

Internships: Gain Experience to Get Ahead

Center for Career & Life Planning, 170 W. Fairbanks Building, 1st Floor

Monday, January 26, 1 – 2 p.m.

Monday, February 9, 12:30 – 1:30 p.m.

Wednesday, February 25, 12:30 – 1:30 p.m.

Thursday, March 19, 12:30 – 1:30 p.m.

Job Search: Achieve Success After Rollins

Center for Career & Life Planning, 170 W. Fairbanks Building, 1st Floor

Thursday, January 29, 12:30 – 1:30 p.m.

Monday, February 16, 4 – 5 p.m.

Thursday, March 12, 3 – 4 p.m.

View the [Career & Life Planning Calendar](#) for further details about upcoming workshops and events.

R-CAREER BLOG

Researching a Company Before the Interview

Submitted by Mackenzie Thomas, Marketing Assistant of the Center for Career & Life Planning



Preparing for job interviews is daunting and, for most people, uncomfortable. To make the transition easier and to add dynamism to your interview, it is essential to learn as much as possible about the company that you are interviewing with in order to convey intelligence and professionalism in your interview. The best way to pursue the company is to do your research. There are plenty of online resources and personal networks that can put you into touch with the most important details of a company; however, it is best to stick with the basics. Featured below is a blog entry that helps explain the best approach to researching a company prior to the interview phase. Check it out and remember to contact the [Center for Career & Life Planning](#) if you need any assistance with resumes, interviewing, or career advice in general.

[8 Ways to Know Everything About a Company—Even Before the Interview](#)

By [Lily Herman](#), posted on [The Muse](#)

Career experts always say to [research a company](#) before you head in for a job interview. Seems like a pretty simple step, right?

In practice though, doing that crucial investigating usually turns out to be way easier said than done. Where should you look for company information? Is there more you can do besides a simple Google search and company website scroll?

Fortunately, we've found the best resources on the web to help you figure what to research before you head into that interview.

1. Have you checked out [these seven resources](#) when looking at a particular company? (*The Huffington Post*)
2. Don't just stop at researching the company; make sure you do a little digging [on your future boss](#), too. (*Fast Company*)
3. Once you investigate your future employer, be sure to let him or her know in the interview that [you've done your research](#). Just don't get creepy. (*Lifehacker*)
4. Give some thought to [potential unconventional questions](#) your interviewer may ask. What things in particular might someone at this company quiz you on? (*Entrepreneur*)
5. If possible, ask industry experts off the record how this company is [regarded by people in that sector](#). It could tell you a lot about an organization. (*The Guardian*)
6. When researching a company, think about what types of [specific questions you could ask](#) the interviewer, not just the other way around. (*Inc.*)
7. One very important step in your research of a company: Understand [the organization's hiring process](#). It's not just crucial for submitting your resume and cover letter but also for knowing who's going to interview you and what they'll care about. (*Forbes*)

8. In the world of pre-interview research, reading [message board gossip](#) about a company is totally fair game. (*DailyWorth*)

Blog Post: Herman, Lily. [Internet]. September 2014. 8 Ways to Know Everything About a Company—Even Before the Interview. Available from https://www.themuse.com/advice/8-ways-to-know-everything-about-a-companyeven-before-the-interview?utm_source=Sailthru&utm_medium=email&utm_term=Daily%20Email%20List&utm_campaign=The%20Easy%20Secret%20to%20Making%20Yourself%20Better%20at%20Anything.

More articles like this on [R-CareerBlog](#)

SOCIAL MEDIA TIPS



5 Ways to Use Pinterest for Your Job Search

Posted on [Mashable](#) by *Brie Weiler Reynolds*

Now that [Pinterest](#) is a full-blown cultural phenomenon, people have started considering it for uses other than inspiration for recipes, home decor and the latest fashions. And with a shaky economy and millions of people either out of work, underemployed or looking to change jobs, Pinterest is now being used as a job search tool.

At the beginning of 2012, *Mashable* asked, [Can Pinterest Help Your Job Search?](#), and we're answering "Yes!" with five ways to use Pinterest in your job search and your career development.

1. Pin Your Resume

Search for "[my resume](#)" on Pinterest, and you'll get thousands of hits. Be more specific with your search terms (writer resume, business resume, graphic design resume) and more results pop up. Some are basic resumes with standard information and layout. Others are stylized pieces with creative layouts and catchy graphics. Most fall somewhere in between. The goal of pinning your resume to Pinterest is to get it shared throughout the site, so make sure it's somewhat eye catching, error-free and compelling — wouldn't you want those qualities in your resume, anyway?

2. Create a Resume Pinboard



Rather than pinning your full resume as one pin, create an entire board that represents the different parts of your resume with different pins. Pin pictures of the companies you've worked for, schools you've attended, places you've volunteered and hobbies you enjoy. Because Pinterest is a visual medium, it can provide a multi-dimensional representation of your two-dimensional resume. And, utilize the text box given with each pin to describe the image, how it relates to your career and why it's important to you.

3. Follow Career Experts

If you're in the market for some job search advice, Pinterest has a lot to offer. Sites like [CareerBliss](#) use pinboards to showcase inspiring ideas and items related to finding work that makes people happy. [College career offices such as Penn State's](#) give tips geared towards newbies in the workforce. And [The 405 Club](#) caters to career advice for the unemployed.

4. Link to Your Pinterest Resume

Once you've created a board for your resume, you need to tell people about it. Add it to your [LinkedIn](#) portfolio, your [Facebook](#) and [Twitter](#) profiles and your paper resume. Include it in your email signature, and add it to business or calling cards if you have them. The more places you show off your Pinterest page, the more it can help your job search. Just be sure to keep all your boards clean and professional because they're all viewable by anyone, at any time.

5. Be Inspired in Your Job Search

If you're not ready to pin your life's work experience to Pinterest, use it for its original purpose — for personal inspiration. Job searching can be disappointing and stressful. If you've just come back from a particularly bad job interview, or sent 10 applications with no response, head to your Pinterest board for images that help you smile, laugh and cheer up. Hilarious comics, adorable kittens, inspirational quotes — whatever boosts your mood is fair game for pinning.

Using Pinterest in your job search shouldn't take up an inordinate amount of time, and it is one more tool to add to your [job search arsenal](#). If you're a visual person who enjoys creative outlets, Pinterest can be a great way to let off some creative steam while winding your way through a job search. And it just might help you on your way.

Blog from: Weiler Reynolds, Brie. Mashable. [Internet]. 5 Ways to Use Pinterest for Your Job Search. Available from: <http://mashable.com/2012/09/23/pinterest-job-search/>.

CAREER RESOURCE HIGHLIGHT

Learn How to Network at the Business Etiquette Dinner

Accessible [Online](#)

Do you have trouble networking? Want to learn how to successfully interview with potential employers? Join us for a NEW networking event with employers, alumni and staff in the lobby of the Mills Building at 5:30pm. Then, enjoy a four-course dinner starting at 6pm and learn how to interview with a potential employer over a meal. Cost is \$23.00 and can be paid by meal plan, TarBuc\$, cash or check. Stop by 170 W Fairbanks to sign-up or call 407-646-2195 for more info. HURRY! Reservations at this popular event fill up fast! For more details, visit our [website calendar](#).

UPCOMING EVENTS & DEADLINES

R-Life After Graduation: Finances & Budgeting

Thursday, February 5, 12:30 – 1:30 p.m.

Bieberbach-Reed, Cornell Campus Center, Rollins College

Join the Center for Career & Life Planning for a discussion about life after graduation, focusing specifically on personal finances and budgeting. Speakers include Cory Baden '12 of Financial Aid and Jinnie Son of the Finance Office.

U.S. Department of State Student Internship Program

Now accepting applications, Deadline is March 2, 2015

Bieberbach-Reed, Cornell Campus Center, Rollins College

This program offers U.S. citizen undergraduate and graduate students the opportunity to participate in 10-week, unpaid internships that provide intensive educational and professional experience within the environment of America's principle foreign affairs agency.

The unpaid internships are available at many of the over 270 U.S. embassies, consulates and missions to international organizations around the world, as well as at the Department of State in Washington, D.C. and other locations throughout the U.S. Participants gain first-hand, hands-on experience, and learn the realities of working in – and with – Foreign and Civil Service professionals who are at the forefront of America’s diplomatic efforts. As an unpaid intern, you may have the opportunity to:

1. Participate in meetings with senior level U.S. government or foreign government officials;
2. Draft, edit, or contribute to cables, reports, communications, talking points, or other materials used by policy makers in furthering U.S. foreign policy objectives;
3. Help organize and support events, including international and/or multi-lateral meetings and conferences on critical global issues;
4. Contribute to the management and administration of the Department of State and America’s foreign policy; and
5. Engage directly with U.S. or foreign audiences to promote U.S. foreign policy and improve understanding of U.S. culture and society.

So consider spending your Fall 2015 with the U.S. Department of State, witnessing and participating in the formulation and implementation of U.S. foreign policy, working closely with the U.S. diplomats and civil servants who carry out America’s foreign policy initiatives. You’ll not only have an experience of a lifetime, you may even earn educational credit.*

The Earth Institute Columbia University and Columbia School of International and Public Affairs (SIPA)

Now accepting applications

The Earth Institute and the School of International and Public Affairs are now accepting applications for a Master of Public Administration (MPA) program in Environmental Science and Policy at Columbia University. The application deadlines for the one-year [MPA in Environmental Science and Policy](#) program are approaching: **January 15** (fellowships consideration) and **February 15** (final deadline). All applicants who apply by January 15, 2015 will be eligible for the Dean’s Fellowship – a full-tuition grant and internship – as well as for numerous partial fellowships. Our program stands apart in its one-year structure, which makes for an intensive learning experience that saves students both time and money, and allows graduates to re-enter the workforce better prepared to meet the increasing demands on leaders. In [this video](#), a few of our 700 alumni speak about the program’s transformative power on their sustainability careers. For any questions please contact Sarah Tweedie at st2745@columbia.edu.

Southern Teachers Agency

Now accepting applications

The Southern Teachers Agency is offering teaching positions for all majors. Schools have started recruiting teachers, coaches, and administrators for 2015-16. It’s not too late to become an STA candidate and be included in the upcoming season of Recruitment Fairs:

- **Math Masters** (*Virtual Fair for Math teachers*) Thursday, January 29
- **Science Stars** (*Virtual Fair for Science Teachers*) Thursday, February 5

- **Charlottesville Teachers Fair** (*interviews in person*) Saturday, February 14
- **Texas Roundup** (*Virtual Fair for schools in Texas*) Thursday, March 12
- **Florida's Finest** (*Virtual Fair for schools in Florida*) Thursday, March 19
- **Best of the South, Atlanta** (*interviews in person*) Saturday, March 28
- **Season Finale** (*Virtual Fair for all teachers, schools in all states*) Thursday, April 23

STA helps nearly [600](#) private and [independent schools](#) in the Mid-Atlantic and Southern states hire enthusiastic learners, communicators, and role models for their classrooms, playing fields, service activities, and co-curricular programs. These schools offer small classes, supportive and collegial faculty cultures, opportunities to innovate, create, and inspire. And when they hire faculty, they focus on subject area expertise—proven success in the study of mathematics, foreign language, or biology, for example. Though helpful, an education major/degree is *not a hiring prerequisite*. STA's services are personal, proven, and **free** for candidates. [Click here to apply](#). Because they interview all of their candidates, it can take several weeks to become an active STA candidate. So start your application today!

Summer 2015 LIVE. LEARN. INTERN Program

Now accepting applications

DCInternships.org is now accepting applications for our Summer 2015 LIVE. LEARN. INTERN. Programs in Washington, DC. Each program includes academic credit, a guaranteed internship placement and fully furnished housing in the heart of Washington, DC. Get more information on this program, and apply at: <http://www.dccinternships.org/live-learn-intern/>

New events are always being posted! Visit the [Career & Life Planning Calendar](#) for a complete schedule of workshops, networking events, and recruiting sessions being offered during Fall 2014.

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