

A Message from the Director...

Greetings Kenyon Parents!

I hope you are having a fantastic holiday. If you're like me, you're stunned at how fast this semester came to a close.

Thank you for taking the time to read our first-ever parent's newsletter. This quarterly publication is one of our efforts to keep in touch with you and to let you know what we are up to in the Career Development Office. In order to not fill your inbox with things you aren't interested in, future newsletters will be sent only to those who have requested them. If you'd like to receive future editions, please click on the link in the e-mail that was sent to you, in order to sign up.

I'd like to take this opportunity to make a request. When you have a moment, please remind your son or daughter about the importance of networking both as a means to attain career success and to maintain career success. Further, you might take this opportunity to reinforce the message we give students regarding how to network with our Kenyon Alumni. Please see our 6 simple rules below.

6 Simple Rules for Contacting Alumni

1. Do your homework. Prior to contacting an alumni volunteer, do a little research about the work s/he does and the organization for which s/he works. You're

contacting this person because they work in an industry that interests you. By doing a bit of reading, you'll have a better sense of the questions you will want to ask to get the answers you need.

2. Always be professional and courteous. Whether in person, over the phone, or e-mail, always address individuals as Mr. or Ms. unless they've told you otherwise, or if they have a professional title such as Dr. or Professor.

3. Always say, "thank you." Even if you didn't get anything specific out of the interaction, always thank them for their time.

(Article continues on Page 3)

Inside this issue:

Interview-Stream 2

Entrepreneurship Day 2011 2

The Extern Experience 3

Student Employment 4

Contact Us 4

Career Counseling goes Global!

Study abroad is a great opportunity for your student to experience new cultures and languages, gain new skills and become more independent.

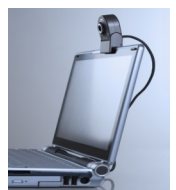
However, that also means your student is not on campus during a portion of their junior year, which is a critical time in their

career development.

We recognized that students want to reach out to the CDO, and sometimes, e-mailing back and forth doesn't cut it. Our Director, Associate Director and Assistant Director are now fully equipped with webcams in order to conduct Skype

appointments with our students abroad!

Remind your student before they leave that they can schedule these appointments via our new on-line scheduling system, at career.kenyon.edu.



Study Abroad and get ready for your career!

Ready, Set, (Mock) Interview

The Career Development Office has recently partnered with InterviewStream, a company that was founded in 2003 to better prepare students for upcoming job interviews. Is your student confident about their answers to “Tell me about yourself” and “What is your greatest weakness”?



This service is FREE to all Kenyon students, who can create an account by using their Kenyon e-mail address. Once your student logs in, they can create custom interviews from a database of over 1,500 questions, categorized by industry.



As the above image describes, this service is available to students 24 hours a day, 7 days a week—which is great for last minute preparation!

However, completing the interview is not the last step. InterviewStream also allows its users to watch their responses, and rate themselves on their verbal and non-verbal communication skills, and answer additional questions related to their interview.



In addition to your student rating themselves, they can also forward their videos to members of the CDO staff, professors, peers—and you! Each interview can have up to five additional assessments, which is a great way for your student to get honest and accurate feedback on their performance.

We encourage you to take a look at this site and let your students know about this service. Visit: kenyon.interviewstream.com to watch expert interview advice, check out ScaryInterview.com, and much more!

Any questions? Contact Allison Sufлита, Associate Director at sufplitaa@kenyon.edu.

Entrepreneurship Day 2011



Left to right: Andrew Fernitz, April Yvonne Garrett, Carl Kriss

On December 7th, we hosted three speakers who discussed unique applications of entrepreneurial management techniques.

Andrew Fernitz discussed his company, 312 Aquaponics, which develops aquaponics systems for specialty food production, research and educational purposes.

April Yvonne Garrett, CEO of Civic Frame and host of Amplify Baltimore on TV25,

discussed the importance of the social dimension in effective entrepreneurship:

"What you do has to come out of your own situation. And it has to be more than just giving people something--a turkey or toys at the holidays. Many of these people have never been asked their opinion like it matters before. We try to act as a bridge to connect them to the right resources."

Carl Kriss of Edge Productions discussed the production process for "Give and Take",

his documentary about New York street musicians, and introduced the local premier of the film to close out the evening.

For more pictures and information on this and future events, visit <http://innovationgreenhouse.blogspot.com/>.

Prepared by Scott Gosnell, Coordinator of Innovation Greenhouse. Contact him at gossnells@kenyon.edu.

6 Simple Rules for Contacting Alumni (Continued)

4. Never ask for a job or internship. Kenyon alumni are eager to get to know you and help you succeed. However, it is inappropriate and completely ineffective to ask them for a job or internship. Your career center is already doing this on your behalf. You may ask them, “would you have any suggestions for finding an internship or entry-level position in your industry?”

5. Build your network of weak ties. Yes, this feels counter-intuitive. However, this

has been researched exhaustively and it is clear that the people with whom you have a weak connection (Kenyon Alumni for instance) have knowledge and connections that you are not already aware of. These weak ties far surpass strong ties in aiding you in your search for jobs or internships.

6. When in doubt ask the CDO. If you have questions about how to contact someone or feel uncomfortable doing so, just ask. We’re happy to assist you.

Thank you for taking the time to read this newsletter and for being a part of the Kenyon community. If you have any questions for me or if you have a job or internship opportunity you think might be right for a Kenyon student, please don’t hesitate to call or e-mail.

Any questions? Contact Scott Layson, Director at laysons@kenyon.edu.

“Within the first 10 seconds, I can determine whether or not you are a professional...”

-Anonymous Recruiter

The Extern Experience

The Extern Program is a 3-5 day job-shadowing opportunity for Kenyon students to spend time with a professional (Extern Sponsor) in a career of the student’s choice, learning how those professionals spend their work days, what hours they work, what education is necessary to enter the field, etc. Winter and spring breaks are the best time for students to shadow their sponsor in most cases, and allow students to shadow sponsors in their hometown, or a city they hope to move to after graduation.

Student Externs are paired with alums, parents, and “friends of the College” who have identified themselves as potential sponsors. Some of these externships will teach some students about an occupation they discover they do not want to pursue, while for other

Student Externs, it will cultivate their desire to learn more about the particular career they chose!

Already, this 2011-12 academic year’s Extern Program is a success and we are only half way through it! To date, we have over 40 Externs, who are participating in an exciting mix of industries. One student is shadowing an alum who is the Archivist for the Ralph Rinzler Folklife Center at the Smithsonian in D.C., another an Emergency Room Physician at the Stroger Hospital of Cook County in Chicago, and another shadowing the a Research Analyst at ESPN! Three students have been selected to receive the **Calvin and Lenice Waugh Endowed Fellowship Award**, which provides some financial assistance to students who receive need-based financial aid and wish

to participate in this program.

Four winter break student Externs have received the **Burton D. Morgan Foundation Award** which supports students who are externing with entrepreneurial organizations.

From campus, your student can access the full array of past Externs’ journals, which tell wonderful stories of eye-opening experiences. For a glimpse at these journals, and more information on the Extern Program, visit <http://www.kenyon.edu/x26775.xml>.

If you are interested in becoming an Extern Sponsor, please contact Karen Sheffield, Assistant Director, at cdoextern@kenyon.edu.



Image From: <http://blogs.fruiportschools.net/egrimm/2010/06/02/job-shadow-hour-form/>

Student Employment Opportunities at Kenyon

Is your student interested in working on campus in the future? If so, please encourage him/her to search for available student positions on the Career Development Office website, under the Student Employment link. Once students are on the Student Employment homepage, students should scroll about half way down the page to the “How to Find a Student Job” section, and follow the instructions for the eRecruiting (Experience) job posting program.

Alternatively, students can go to <https://kenyon.experience.com>. From the eRecruiting homepage, students login by entering their **Username**, (their full Kenyon e-mail address), and their **Password**, using their birthdate, MM/DD/YY, and then hit **Enter**. After they login, they can complete the following steps:

- Under **More Searches**, select **Advanced Search**.
- Scroll down to the **Classification** box at the bottom of the page.

- Click on **Student Employment**, and hit **Search**.
- Click on the job titles they are interested in and follow the prompts to apply* for each position.

(*The application requirements may vary for each campus employer, but students “must submit a resume” to apply for positions through eRecruiting.)

If students do not have a resume and/or cover letter developed, it is a good idea to create them now, so that they can upload these documents when they start applying for jobs. Our guides are available to download from our website, at career.kenyon.edu.

When completing job applications, students should indicate whether they are a **Federal Work-study** or Kenyon **Institutional Work-study** recipient in their resume, cover letter or another document. Students should check the job postings, and apply for positions frequently throughout the academic year.

If they would like to work on campus, they will need to bring appropriate identification with them to complete the **I-9 Employment Eligibility Verification** form, **state** and **federal tax** forms and the **direct deposit** form with the College. Per federal law, we must review **original** documents. **Photocopies and faxed documents are not acceptable**. Examples of the most common IDs are listed on the last page: <http://www.uscis.gov/files/form/i-9.pdf>. They must present either one item from List **A** or one item each from lists **B** and **C**.

If they are hired for campus positions, students must bring proper IDs to the Career Development Office, and complete the I-9 form, **on or before their first day of work**. They will record their hours on an online timesheet, and payment will be issued through direct deposit to their designated bank or credit union.

For more information, please contact Lisa Jones, Student Employment Coordinator, at 740-427-5165, or at stuemp@kenyon.edu.

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Our Mission

To facilitate the career success of students and alumni.

Services We Offer

- Career Assessments & Exploration
- Resume & Cover Letter Writing
- Extern Program
- Internship Search Assistance
- Job Search Tools
- Interview Preparation and Mock Interviews
- Graduate School Preparation
- Social Networking
- Custom Designed Programs
- Phone and Skype Appointments
- Student Employment Assistance

