Kenyon Career Network tops 8,000 Members

Greetings Kenyon Parents!

On January 18th, the Career Development Office launched the new Kenyon Career Network site. This site connects current students and alumni to a database of over 8,000 alumni, parents and friends of the College, who have volunteered to serve as mentors.

We encourage your student to use this site to connect to mentors in the industries, occupations and geographic locations he/she is interested in. With our numbers just topping the 8,000 mark, your student is sure to find someone who can help answer his/her questions about the job search.

While connecting students to mentors has been the primary focus of this network, the new site allows both students and alumni to be more engaged in the career development process. Users of the site (both students and mentors) can customize their "Career Profile," to highlight their job status, industry expertise, and include a copy of their resume. This will allow students to identify the best mentors, and allow mentors who are looking to fill positions to search for students.

Another great thing about this site? Mentors can now post positions for students and alumni. If a mentor has a position that requires a few years of experience, he/she can "Post a Position for Alumni" under the Hire Kenyon tab in the purple header. The same for students—if the mentor has a job for a soon-to-be graduate or an internship for a current student, they can use the "Post a Position for Students" form to let us know about that opportunity.

Our hope for this site is to help your student connect to the right people, through a network that is already built in through the Kenyon legacy. Each mentor in this system has volunteered to be a part of this and is eager to be contacted. Sometimes things do come up (like weddings, babies and busy work schedules) which may prevent the mentor from returning your student’s request for an informational interview right away. Please encourage them to persist, and follow up with someone they have not heard from a week later.

Sometimes, the friendly reminder does the trick!

If you would like to become a mentor (or, are unsure if you are already listed as one), please contact Allison Sufita, the Associate Director at suflitaa@kenyon.edu.

We appreciate your support of current Kenyon students!
On-Campus Recruiting Program Going Strong

We have seen many recruiters come to Gambier this year, from varied industries. Some have connected with the Career Development Office through alumni and others simply because of the solid reputation Kenyon graduates hold. On-campus recruiting begins in September and has been steady throughout the year. Some of the organizations that actively recruit are:

- Peace Corps
- Morningstar
- City Year
- Carney, Sandoe and Associates
- McMaster-Carr
- Southern Teachers Agency
- Overland Summer Adventures
- Weber Associates
- NFL Player Care Program
- AmeriCorps
- Teach For America

The recruiting on campus has benefitted many, one example being of Zuka M., a current senior. Last semester he learned of an opportunity with Morningstar, Inc., a financial data company that has been recruiting and hiring at Kenyon for a number of years, through an information session held on campus. After applying and being selected for an on-campus interview, and subsequently a final interview at Morningstar’s headquarters, he received a job offer. Zuka had this to say about his experience:

“I was told that I was one of the people selected for an on-site interview in Chicago at the Morningstar, Inc. headquarters. At that point, I had not had an interview for a full-time job before (my interviews were for internships abroad). I went to the CDO once again, where Scott gave me valuable advice about pretty much everything relating to the interview: What to wear, how to speak, the dos and don’ts on the interview day, as well as other tips to make the interviewing experience less stressful. On the big day, I felt a lot more prepared than I would have had I not gone to the CDO before. The whole experience resulted in me landing a job at Morningstar last semester, thanks in large part to the people at the CDO.”

Zuka will be headed to Chicago this summer to participate in Morningstar’s Development Program.

The Career Development Office continues to strive to offer more on-campus recruiting opportunities, and with continued student success and alumni outreach more and more prospects are becoming available!

Prepared by Tyler Furste, CDO Intern.

Success at the S.L.A.C. Recruiting Days

Kenyon is a proud partner of the Selective Liberal Arts Consortium, which is comprised of 14 highly selective liberal arts institutions across the country.

Each year, the Consortium is responsible for organizing recruiting days in the late fall and early winter, geared toward helping your student connect with employers who are seeking liberal arts graduates for full-time positions and internships. This past winter, the Selective Liberal Arts Consortium held recruiting days in Chicago, New York, Boston, Washington D.C. and the newest addition of San Francisco. Employer participation was high in the cities, since these events are an affordable way to interview the best and the brightest of the 14 partner schools.

The Consortium also organizes a Virtual Recruiting Fair, this year being held from April 2-9, where employers can review resumes from all partner schools and select students to interview.

At press time, the Career Development Office has been notified of several offers that have been made to students as a result of our collective efforts. Congratulations students!

Prepared by Allison Suflita, Associate Director. For more information on the Consortium, e-mail Allison suflitaa@kenyon.edu.
Internship Quest 2012

Getting real-world experience is in high demand for our students and the Career Development Office is here to help!

We recently surveyed Kenyon students, asking if they were still looking for a summer job or internship (paid or unpaid), and if so, what geographic location(s) were they looking at as well as what occupational field. Hundreds of students responded — and then we took action.

What was the plan? Looking over the students’ responses, our CDO Director, Associate Director and Assistant Director sent out hundreds of emails to alums and parents in various geographic areas in order to find or develop internships. The alums and parents we contacted have been awesome — and internships have been coming in daily! If you were one of these parents or alums—we thank you! Once received, we sent them directly to the students. Being the “go between”? Maybe... but being a “hand holder” to the students, we’re certainly not.

What happens next? Once we forward the opportunity to the student, it is their responsibility to pursue it. Sometimes, there isn’t always a job description—some of our alum/parent contacts own their own businesses or they are sufficiently far up the food chain to say, “I want an intern” even though no position exists. Sometimes this can be the best of all experiences and sometimes it might not be, but that’s the risk the student assumes when they apply.

Our students have been told to be prepared, though. We encourage them to:

• Apply in whatever manner the alum or parent has requested. Sometimes it might be applying via the company’s website, or sometimes applying might be via emailing a resume and/or cover letter directly to the alum/parent contact.
• Be Professional. Always address the contact as Mr./Ms. unless they are Dr. or Prof., etc.
• Be Gracious. Thank the contact for their time no matter what the outcome is and thank them for thinking of Kenyon.
• Represent Kenyon well. If offered one of these internships, rock it! You’ll develop a great reference, you might get invited back next year, or you might get a job offer out of it! But even if you don’t like the experience, another Kenyon student might really want to be there so make sure the person supervising you is left wanting another Kenyon student next year.

Ways You Can Assist? As you know, alumni and parents can often give students an advantage when applying for an established internship — and sometimes by creating an internship just for Kenyon students! If you have an opportunity you would like to promote, or if you would like to create an internship, please contact our office with a description at cdo@kenyon.edu. These opportunities will be marketed to Kenyon students. Please include your contact information, as we may want to follow up with you to confirm your position’s qualifications to ensure we are targeting the right students for these opportunities.

Prepared by Karen Sheffield, Assistant Director.

Does your student need assistance with his/her interviewing skills? Using their Kenyon e-mail address, students can access InterviewStream, a completely web-based (and free) mock interview service with a database of over 1,500 questions.

Students record themselves and watch their responses to strengthen their experiences and responses. This is available at http://career.kenyon.edu.
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
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