

Subject: Career Services Plans for Fall 2020 Semester

Dear PSU Faculty & Staff,

As the Fall semester approaches, the Office of Career Services will continue to offer virtual services to students. We transitioned all student services to virtual offerings in March and received positive responses from students and alumni job seekers.

We appreciate those of you who invite us to present in your classroom each year and those who include some of our services in your curriculum (resumes, mock interviews, etiquette dinner, career fair attendance). To request a staff member speak to your class, please contact me at mcloninger@pittstate.edu or at Ext. 4140.

Whether you have utilized our services many times or would like to request for the first time, please see below for more information on how our services will be available. In an effort to distance, we ask that you not send your student to Horace Mann, but instead encourage them to contact us in the following ways.

- The Career Resource Center staff will be conducting resume & cover letter reviews and job search assistance electronically. Students may go on *Gorillas4Hire* to make an appointment to speak with someone via Zoom about their resume, cover letter, or job search assistance. If they prefer, students may e-mail resumes and cover letters to our Career Resource Center at crcjobs@pittstate.edu.
- Mock Interviews will be conducted via Zoom. Please schedule mock interviews through *Gorillas4Hire*. Another excellent option available to students to practice interviewing is our online interview program *Big Interview*. For more information about *Big Interview* please click the following link <https://www.pittstate.edu/careers/students/interviewing.html>.
- Career Counseling sessions will be conducted via phone or electronically. Contact Kim Hull, Assistant Director for Career Development and Student Employment, at khull@pittstate.edu or at Ext. 4143 to schedule an appointment regarding choosing a major or career direction.
- If you have questions concerning hiring or appointing a student employee in your office, please contact Kim Hull at khull@pittstate.edu or at Ext. 4143.
- If you are contacted by an employer interested in hiring a student/graduate or posting a position in *Gorillas4Hire*, feel free to forward the email to Heather Busch, Employer Relations Coordinator, at hbusch@pittstate.edu. Or employers may call Heather at Ext. 4140.

- Virtual career fairs this fall will include *Meet the Firms Day* on September 14 and *Fall Career Expo* on October 22. Stay tuned for details regarding successfully navigating a virtual career fair.
- All jobs (part-time/internship/full-time/freelance) continue to be posted in *Gorillas4Hire*, and all students are given free access. The link to *Gorillas4Hire* can be found on our homepage: careers.pittstate.edu.
- **The Career Clothes Closet is temporarily closed and is not accepting donations.** Our thanks to so many of you who have donated in the past!

If you have questions about any of these services or other ways our staff might assist you or your students, please contact the Office of Career Services at careers@pittstate.edu or at Ext. 4140. You are always welcome to email me at mcloninger@pittstate.edu with any questions or to seek assistance.

Thank you!

Mindy Cloninger
Director
PSU Career Services
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