

Subject: Remote Delivery of Career Services

Dear PSU Faculty & Staff,

Please be aware that the Office of Career Services will continue to offer a variety of services to our students while we are working remotely.

- The Career Resource Center staff will be conducting resume & cover letter reviews and job search assistance electronically. Please e-mail resumes and cover letters and/or a request to speak with someone about job search assistance to careers@pittstate.edu.
- Mock Interviews will be conducted electronically. Please schedule mock interviews through GUS. Another 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 to schedule an appointment.
- If you have questions concerning hiring or appointing a student employee in your office, please contact Kim Hull at khull@pittstate.edu.
- 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 they may call our office.
- *Gorillas4Hire* is still actively generating job leads. Virtual recruiting events and other opportunities should become available in the near future.
- The Career Clothes Closet is temporarily closed and is not accepting donations.

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 (620)235-4140. We will be checking voice mail periodically throughout each day. You are always welcome to email me at mcloninger@pittstate.edu with any questions or to seek assistance.

Thank you!

Mindy Cloninger
Career Services Director
mcloninger@pittstate.edu
www.careers.pittstate.edu