

Career Planning

Prepare for job market early with CPPS

By ED JONES
Of the Emerald

Militant protests are out, and looking for jobs is "in" on campus this year. And, with the economy leveling out at a high level of unemployment, many University students will learn to face the "hot doorknobs and cold hearts" with some confidence by taking a right turn past the pioneer Mother to visit the Career Planning and Placement Service (CPPS) in Susan Campbell Hall.

CPPS offers two services: career plan-

ning and job placement. Career planning is provided by a class offered each term through the counseling department.

The class is taught by Theresa Ripley, coordinator of career planning, who views career planning in the broader context of life planning which includes leisure, self-fulfillment and self-sufficiency through a job.

Ripley's class attempts to give an up-to-date understanding of yourself in terms of values, interests and abilities, and greater awareness of the career payoffs you are

seeking and the lifestyle you want to lead.

The class gives students an understanding of the economic world and an ability to implement effective career decisions.

Other career planning aids offered through CPPS include career information resources, graduate and professional school information, how to use the university and community resources to assist in your own career development, how to write resumes and do effective job interviews.

Several workshops are conducted throughout the year which are designed to prepare you for the challenge of finding a responsible position outside the University. The sign up sheet for these workshops is in the lobby of the Career Planning and Placement office (246 Susan Campbell Hall).

The resume writing workshop focuses on the ability to create an effective resume which is vital in determining your chances of getting a job. A distinctive resume may make the difference in whether you ever get to the interview stage.

The job interview workshop uses video tapes of simulated interviews to help the job searcher see himself in action.

The job search workshop helps to analyze skills, identify and research potential employers and effectively contact the employers.

The class and the workshops are supplemented by individual conferences by appointment. The Career Information Center, located upstairs in the Career Planning and Placement office, contains materials for coordinating career possibilities with desired living and working environment and desired geographic location.

Many students will find employment with the help of the job listings kept in the placement office.

A calendar and sign up sheet for recruiter visits is kept at the placement office. According to CPPS Director Don McCarty a substantial number of students get job offers at recruiting sessions, and preparation for these sessions is important.



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Referral service resumes

A free, confidential legal referral service has resumed operations at the University Law School, and is scheduled to continue throughout the school year.

"Legal Connections" is a service operated by law students as part of clinical experience for the "legal profession" class.

The students do not give legal advice nor act as advocates. "We simply tell people who to talk to," explains Gretchen Miller, program coordinator.

The telephone, 686-3829, will be staffed Monday through Friday, 6 to 10 p.m. The service will be closed Dec. 4 to Jan. 10, and March 19-28.

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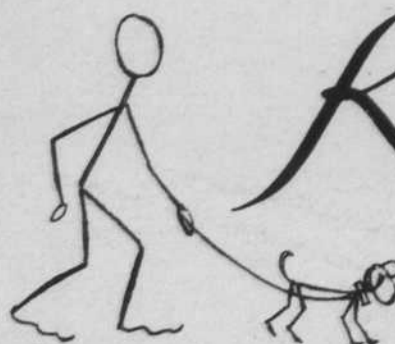
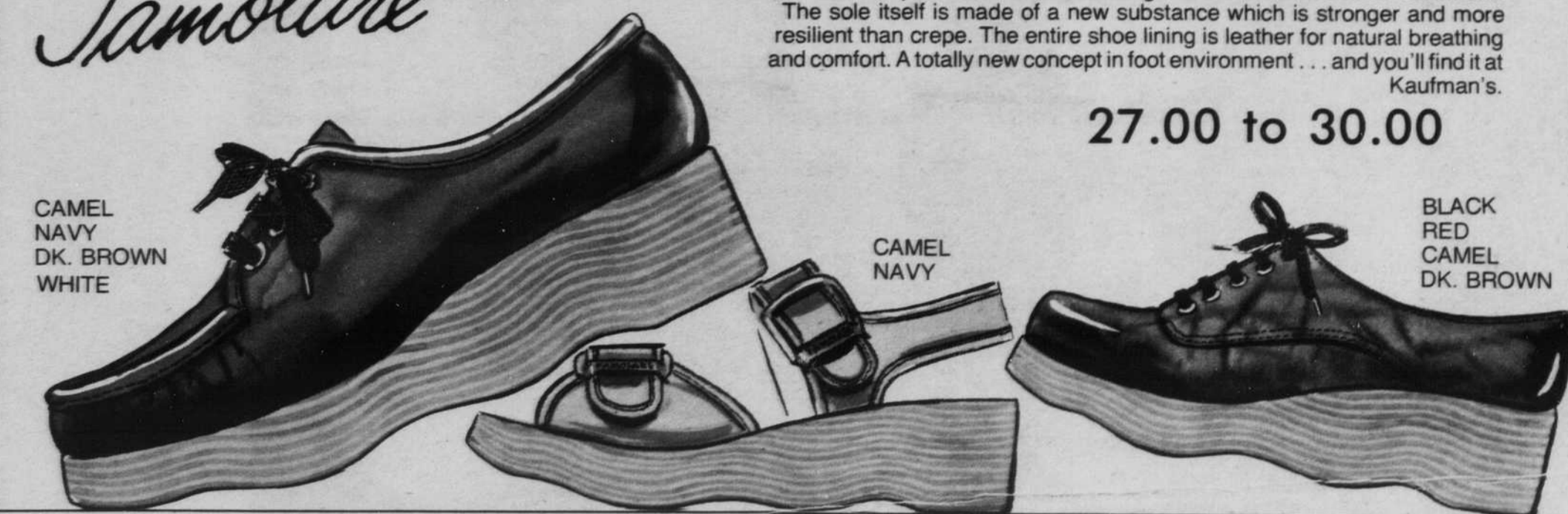
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