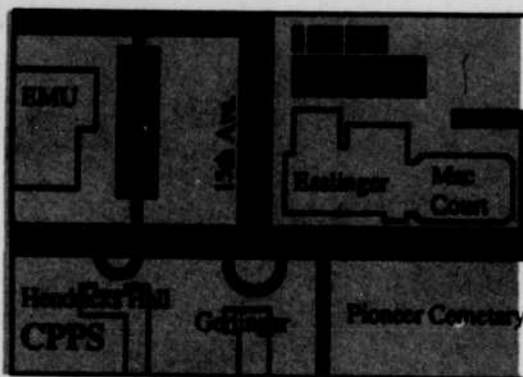


YOU CAN'T MISS US.

The Career Planning and Placement Service (CPPS) is located in Hendricks Hall right across from the Erb Memorial Union. If you happen to be at the Registrar's Office checking on grades, you can stop by on your way back to the library; or you can stop on the way from the bookstore to the EMU. If you get lost, remember Hendricks Hall is the brick building (an early dorm) just to the east of the Pioneer Mother. And everyone knows where that is.



WHAT CAN I DO WITH A LIBERAL ARTS DEGREE?

"If I major in psychology, will I be able to find a job?"

Liberal arts students frequently ask questions such as this because they have concerns about their marketability. When deciding on a major, however, it is important to remember that the name of the major does not always equate with the name of a specific occupation. Few jobs either in the private sector or public sector require a specific liberal arts major. The world of work is made up of large numbers of jobs for which no specialized training is required. No direct path leads from some particular field of study to a clear-cut job title. This means that for the liberal arts generalist there are many options from which to choose. The liberal arts major can use a variety of skills learned both in school and in extracurricular activities in his or her work.

What are liberal arts skills?

When thinking about a career it is necessary to focus on the skills which liberal arts study tends to develop, rather than on the title of your major. Almost all liberal arts fields provide training in certain basic areas, although different disciplines may stress some skills over others. Some of these skills are prime skills employers look for. They include: **COMMUNICATION SKILLS:** the ability to express an idea or explain a concept, both orally and in writing.

RESEARCH SKILLS: the ability to frame a question and to obtain information with which to answer it.

ANALYTICAL SKILLS: the ability to define a problem, to think it through logically, to look at it both in detail and in broad perspective and to create various possible solutions for it.

HUMAN RELATIONS SKILLS: the ability to work with people, to have some knowledge of the diversity of human motivations and behaviors and to be able to understand and tolerate them.

Employers are looking for someone who can learn, analyze information and articulate what he or she knows. They are looking for people who exhibit motivation, decision-making skills, maturity, intelligence, organization and adaptability. It is important for liberal arts graduates to have some knowledge of computers and quantitative methods, in addition to the above skills.

CREDITS

This informational sheet was prepared in its entirety by the CPPS public relations and graphics interns. We at CPPS would like to thank Travis Hancock, Susan Mathre, Kathi O'Neil, Peter Rowe, and Kristi Workman for their assistance and hard work. — CPPS staff

CPPS SERVICES

Now that you know where we are, here are just some of the services and resources that CPPS provides to the University community:

• **CAREER ASSESSMENT PROGRAM.** Career tests to clarify your interests, values, and skills. Orientations held each week on Tuesdays at 2:00 PM or by appointment.

• **INDIVIDUAL COUNSELING.** Explore individual questions and concerns with professional career counselors. Call to schedule an appointment.

• **WORKSHOPS.** Resume writing and interviewing workshops are offered every week. Call CPPS at 686-3235 to verify workshop schedule.

• **CAREER DEVELOPMENT AND INTERNSHIP PROGRAM.** Earn upper division credit and valuable experience through internships in off-campus placements. For students with majors or minors in the College of Arts and Sciences.

• **CAREER LIBRARY.** A specialized library of occupational information, annual reports, and employer directories as well as numerous job search and job skills development books. Room 221 Hendricks Hall.

• **DROP-IN COUNSELING.** Brief ten-minute sessions available on a drop-in basis from 1:30-4:30 daily.

CPPS COUNSELING STAFF

All of the individuals listed below can provide general career guidance counseling on the job search, presentation skills, and other issues related to professional development.

- Larry Smith, Director
- Deborah Chereck, Assistant Director
- Sarah Davis, Staff Counselor
- Gina Huston, Staff Counselor
- Ben Jeffries, Staff Counselor
- John Marchesini, Staff Counselor

PROOF OF THE PUDDING: SOME CPPS SUCCESS STORIES

— by Travis Hancock

CPPS resources have been used by hundreds in the past to get jobs. A number of former students who used our services were asked how they were helped by CPPS during the job search.

Before receiving his Bachelor's in Accounting, Mike Jones attended an interview workshop offered by CPPS. Mike said, "The workshop really helped prepare me for being in front of an interviewer for the first time." Deloitte Haskins and Sells, his current employer, came to the UO as part of the CPPS on-campus recruitment program, in which professionals from a wide variety of private and public organizations came to interview college seniors. The Big Eight accounting firm sponsored a group meeting the day before the interview, an excellent opportunity to learn more about the organization. Mike believes that doing research on the company and sending a thank-you note, an often forgotten courtesy, were very important in his getting the job.

Susan Schaeffer now works for Goodwill Industries. She took advantage of one of the many resume-writing workshops offered at CPPS and took the College to Career course offered each term. Susan said both were very helpful in securing her present position. "The College to Career class really prepared me for a lot of aspects of the job search." In addition, she gave this hint for job seekers: "Talk to as many people as you can in your job field." One good way to do this is by conducting an informational interview, in which one consults a professional in a chosen field to find out what the job is "really like," what kind of education and experience might be required, and to get further contacts.

John King is a senior in Finance and will be graduating in June. He has a guaranteed job with the Office of the Comptroller of the Currency. John indicated the Career Development Internship Program (CDIP) was very beneficial for him. He did an internship with the Eugene Fire Department in 1985, followed by an internship with CPPS as CDIP program coordinator. John advises that the first thing a student should do is set personal and professional goals, research many companies, and learn to write effective resumes. He also recommends to start the interview process at least six months before graduation and "get as much interview experience as possible."

COMING EVENTS

• DRESS FOR SUCCESS.

January 27, 167 EMU, 3:30-5:00 PM

Learn how to put together a success image that can get you into the career of your choice and get promoted within it.

• CAREER WEEK.

co-sponsored by The Druids and CPPS. April 27-30.

A week full of panels by representatives from academic disciplines describing career opportunities for people with those majors as well as workshops on job search strategies, self-assessment, and presentation skills.

• CAREER AND LIFE PLANNING COURSE.

Spring 1987

Identify your interests, skills, and work-related values and coordinate these with your educational goals. Develop a plan of action to develop a career path that is right for you.

• COLLEGE TO CAREER COURSE.

Spring 1987

An introduction to the job search and how to enhance your chances of being hired by writing effective resumes and by developing interviewing and other presentation skills.

WHAT DO TOP ORGANIZATIONS LOOK FOR IN HIRING?

— By Kathi O'Neil

The Career Planning and Placement Service believes preparation and research of a potential employer is a vital part of the job search process. To give you a head start, we've asked Foote, Cone & Belding and ESPRIT what they look for in hiring employees.

Foote, Cone & Belding, one of the leading advertising agencies in the world, has Coors, Levi-Strauss, Sunkist and Mazda among its clients. FCB wants individuals who have held related internships or other advertising work experience.

FCB believes good grades, experience, activities, and an interest and dedication to the business are all positive qualities to bring to the interview.

Have you seen those snappy ads with a mother and daughter dressed in wild clothes? Those ads display just some of the graphically innovative style of ESPRIT.

ESPRIT looks at individuals with a sense of style, imagination and initiative. They suggest that the individuals know the fashion industry and have some retail background in sales. They are interested in drive, enthusiasm and an interest in a particular area over the major. There is a lot of on-the-job training.

ESPRIT suggests to have a creative cover letter and resume to catch their eye. Do not be afraid to be different. Be fun and get noticed!

GETTING STARTED ON YOUR OWN.

A list of books and materials available at CPPS.

RESOURCES

While the number of self-help books on career planning, the job search, and presentation skills (e.g., resume writing and interviewing) is legion, the following are among those recommended by the CPPS to help you get started on preparing for your career.

All are available at the CPPS Library (211 Hendricks)

• Job Search: A Guide for Success in the Job Market (CPPS)

Our own publication that covers all bases, from resume writing through the interview through choosing among job offers. And it's free!

• What Can I Do With a Major In? (Lawrence Mahoney)

An orientation book that gives the reader an idea of the career options that are available to those in a selected group of majors.

• Windcraft: How To Get What You Really Want (Barbara Sher)

A well-written, imaginative, and genuinely positive approach to life- and career-planning based on the premise that personal conviction and enthusiasm can push you to a successful career.

• What Color Is Your Parachute? (Richard Bolles)

The classic job seekers' book, updated annually. Lots of fun exercises.

• The Berkeley Guide to Employment for New College Grads (John Briggs)

A good overall introduction to the job search, interviewing and resume writing among other things. Used as the text in the College to Career class offered by CPPS.