

SMITH COLLEGE CAREER DEVELOPMENT OFFICE

SENIOR GUIDE TO JOB SEARCH RESOURCES, CAREER FAIRS, AND EMPLOYER RECRUITING



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CDO JOB SEARCH RESOURCES

The CDO website, www.smith.edu/cdo, links you to:

- **E-Access:** CDO online resource containing **job and internship listings**. It's also used to submit applications for recruiting and to sign up for interviews.
- **MonsterTrak.com:** for current students and recent graduates.
- **Job Center:** contains job search sites, including CareerBuilder.com and others.
- **Career Field Research:** provides links to a variety of career information sites, including Vault.com and Spotlight on Careers (assembled by a consortium of twenty-eight liberal arts colleges).
- **CareerSearch:** quick access to a directory of over a million organizations nationwide. Use this database to identify organizations by field and geographic location.

The CDO Library

The library contains information about a variety of career fields and is a good place to start researching careers. You'll find names of alumnae, directories, newspapers, magazines, multiple job listing publications, graduate school information, travel resources, and relocation information all designed to help you begin to plan for next year. The library also contains computers for your use.

On-Campus Recruiting

Working with our on-campus recruiting program should be a small part of your job search strategy, since most employers do not have organized recruiting programs. While the CDO invites organizations from various career fields to interview Smith seniors, employers choose their own recruiting strategy in terms of campus visits. Most companies who come to campus usually pre-screen students' resumes. Recruiting occurs in both fall and spring semesters. We will email you regularly with updates on who is recruiting and any changes that might take place.

IMPORTANT: To be considered by employers, your resume must be approved by a CDO advisor. Once that's complete, upload your resume and cover letter into E-Access by the specified deadline. The CDO submits these organizations several weeks before their representatives come to campus. Each employer previews resumes and selects individuals to be interviewed.

Five College Recruiting: A consortium with career offices from the other colleges in the Pioneer Valley makes it possible for you to interview with organizations at the other campuses.

www.google.com/calendar/embed?src=5collegecareers%40gmail.com&ctz=America/New_York

Resume Referral (resume drop)

Employers often send the CDO job descriptions and ask us to forward students' resumes and cover letters. We advertise the positions, collect materials through E-Access, and forward them to the organization. Employers review the submissions, decide whom they want to interview, and contact students directly to set up interviews. These interviews are typically at the employer's office. The responsibility and cost of getting to the site usually rests with the student.

CDO Staff

Feel free to make an appointment any time to meet with a CDO advisor about your plans. x2582

Recruiting Programs and Events

To help introduce you to a larger employer base, the CDO offers on- and off-campus recruiting programs and fairs. The CDO is a member of several recruiting alliances with other colleges and universities, based either on geography or field of interest. Many organizations that can't visit Smith will participate in our off-campus recruiting events.

Off-Campus Recruiting Programs

New England Health Professions Career Fair at Yale University

Thursday, September 17, 12-3pm
Admissions representatives from multiple health programs to help students prepare for medical school studies. [UMass](#)

Engineering and Technology Career Fair

Wednesday, September 30, 10am-3pm
Campus Center Auditorium, Amherst, MA
Meet employers looking for all types of technology majors for full-time opportunities and co-ops.

Liberal Arts Career Fair

Friday, October 2, 3:30-6pm
Smith College Campus Center Carroll Room
The career offices of Mount Holyoke College and Smith College present the first annual Liberal Arts Career Fair. Open to all majors. Employers from corporate and non-profit organizations will speak to students about internships and full-time opportunities.

UMass Graduate and Professional Schools Information Day

Wednesday, October 28, 11am-3pm
Research the idea of graduate school at this event.

Liberal Arts Recruiting Connection (LARC) Boston

Friday, November 6, Interviews 9am-5pm, Job Fair 1-4pm
Courtyard by Marriot Boston Tremont Hotel, Boston, MA
A multi-college interview program and job fair for students from Bates College, Colby College, College of the Holy Cross, Connecticut College, Mount Holyoke College, Smith College, Trinity College, Union College. Students must apply in advance for interviews. 50+ employers attended the job fair in 2008.

Smith College Science & Technology Fair

Monday, February 1, 3:30-6pm
Campus Center Carroll Room
Smith College is hosting their annual Science and Technology Fair, where a variety of science-related and engineering organizations will speak to students about full time and internship positions.

Capital Consortium (CapCon) Interview Program

Friday, February 5, 9am-5pm
American Management Association Executive Conference Center, Crystal City (Arlington), VA
Graduating seniors from Colgate University, Connecticut College, Hamilton College, Middlebury College, Smith College, Trinity College, Tufts University and Wesleyan University apply to be interviewed on-site at the program by recruiting organizations.

UMass ALANA Career Fair 2010

Tuesday, February 9, 1-5pm
UMass Student Union Ballroom, Amherst, MA
Full-time, Co-op and Internship opportunities.

UMass Campus Wide Career Fair 2010

Wednesday, February 10

UMass Summer Co-Op and Internship Opportunities 2010

Thursday, February 11, 10am-3pm
UMass Campus Center. Join top regional and national employers at this fair.

The New York Recruiting Alliance (NYRA)

Monday, February 22, 9am-5pm
American Management Association in NYC
Smith College, in conjunction with Northwestern University, the University of North Carolina-Chapel Hill, and the University of Virginia sponsor this employment interview day in New York City. The purpose of the program is to expand interview opportunities for students who are interested in the fields of advertising, marketing, publishing, public relations, legal or medical research, and not-for-profit.

Wellesley College Not-for-Profit/Public Service Career Fair

February 2010 TBA
Keohane Sports Center, Wellesley, MA
Discover job, internship and volunteer options in the not-for-profit and public service sectors.

Amherst College Not-for-Profit & International Opportunities Fair

February 2010 TBA
Keefe Campus Center, Amherst, MA
Representatives from a broad range of non-profit, public service and international organizations.

Columbia Not-for-Profit and Public Service Career Fair

Friday, May 5, 12-4pm
Alfred Lerner Hall, New York, NY
Co-hosted by the Columbia Center for Career Education, Teachers College Career Services, CU School of Social Work, CU School of International and Public Affairs, and Barnard College Office of Career Development, allows students and alumni to explore a wide variety of career fields, employers, and types of employment in the not-for-profit/public service sector

MERC (Massachusetts Educational Recruiting Consortium) Job Fair

April 2010 TBA
Hynes Convention Center, Boston, MA