

my STAFF PASSPORT TO CAPS

Purpose

As a McGill professor, Faculty or Department advisor, or staff member, you can play an important role in improving the future employability of students by partnering with the Career & Placement Service (CAPS). This is your passport to achieving this, as it:

- Describes how you can collaborate with the CAPS staff in organizing department specific events and activities.
- Informs you, and the employers you may work with, how to hire a McGill student on a full-time, part-time, internship or volunteer basis.
- Identifies when you should refer a student to CAPS.
- Outlines the resources, programs and events available to students through the CAPS office.

Table of Contents

Working With CAPS

- Organizing Department Specific Career Events and Activities.. page 3
- Hiring Students and Posting Jobs..... page 4
- Referring Students to CAPS..... page 5

Resources, Services and Events at CAPS..... pages 6-8

Program Descriptions

- Job Finding Club..... pages 9-10
- Mentor Program..... pages 10-11
- Program for the Advancement of Career Exploration..... pages 11-12
- Job Readiness Clinic..... page 12

Career Advisor's Message..... page 13

Organizing Department Specific Career Events & Activities

The CAPS staff would be pleased to work in collaboration with you and your department in organizing specific events and activities tailored to the career needs of your students. This could include targeted workshops, panel discussions or information sessions on career opportunities for students in your discipline.

CAPS has found, through surveys, that students are extremely appreciative of these events as they are specific to their area of interest (whether the information being provided is degree specific, career specific or industry specific). Samples of past events include:

Careers in...

- Industrial Relations
- Elementary Education
- Forensic Science
- Chemistry
- Museums and Galleries
- Writing and Editing

Panel Discussions on...

- Bioresource Engineering
- Embracing Diversity
- Biotechnology Careers
- International Development
- Working through School
- Internship Opportunities

Human Resource Seminars for...

- CV Review
- Interviewing Techniques

If you would like more information or would like to organize an event, please call the CAPS office at 514-398-3304 (or ext. 0321) where a staff member will put you in contact with the appropriate Career Advisor. You may also contact him/her directly by using the business card enclosed in this booklet.

Hiring Students and Posting Jobs

Hiring a student or young alumni on a full-time, part-time, internship or volunteer basis is a great way for them to gain insight and experience in the working world. You can even receive a wage subsidy through the Work Study Program at McGill (visit <http://www.is.mcgill.ca/studentaid/workstudy>) or through HRSDC's Summer Career Placement Program (visit www.hrsdc.gc.ca). Either way, take advantage of the services at the career centre by posting your opportunity for students.

Better yet, allow students to benefit from your industry contacts by encouraging employers to post their employment or internship opportunities with CAPS as well. In addition, encourage them to participate in upcoming career fairs and campus recruitment, or to volunteer as a panelist or guest speaker at one of CAPS' career related events.

You may post your opportunity directly on our website at www.caps.mcgill.ca or via email at careers.caps@mcgill.ca. For more information or assistance, contact the Career Centre at 514-398-3304 (or ext. 0321).

Referring Students to CAPS

CAPS is more than a job listing service and knowing when to refer a student may be tricky. Through experience, CAPS has found that you should send students to the career centre if they ask questions like:

- What can I do with my degree?
- Where can I get some experience in a particular field?
- How would I know if this area of study is really meant for me?
- Where can I find a job or internship?
- Do you know anyone who works in the industry or has that particular career?
- What type of company or organization would hire someone with my degree?
- If I change majors, would that affect my job choices?
- Does getting a Masters degree increase my chances of finding a good job?

No matter the particular question or inquiry, if you think a student can benefit from the services and resources offered at CAPS, please feel free to refer them. A CAPS staff member will be more than willing to help and guide them to find their answers.

Resources, Services and Events at CAPS

The following resources, services and events are offered on a regular basis, via the career centre. They are great resources for students starting to explore their career options or for those ready to find a job and launch their career.

Check the website for schedules and a detailed listing of upcoming events at www.caps.mcgill.ca.

Career Resource Centre

The centre contains over 3000 items (books, magazines, CDs, videos, periodicals, school calendars) on career related and higher education topics. A complete listing of these resources can be found on-line. Topics include:

- Career Planning: section 3.1 – 3.4
- Career Descriptions: section 4.1 – 4.9
- Labour Market and Working Trends: section 5.1
- Internships, Summer and International Opportunities: section 5.4 – 5.6

Workshops and CV Drop-In

CAPS offers over twenty regular workshops to help students develop and improve their job search skills and provide them with the tools to discover their career options. Registration is on-line. The variety of workshops include*:

- CV Writing
- Cover Letter Practice
- Successful Interviewing Techniques
- Networking Your Way to the Job You Want
- Action Plan: How to Organize Your Job Search
- Finding and Obtaining the Ideal Internship
- Work and Study Abroad

**CAPS also offers comprehensive programs and clinics to supplement our regular workshops (see descriptions on pages 9 to 12).*

The CV Drop-In service is a fifteen minute session where students can have their CV reviewed by a Career Advisor or a trained Peer Educator. These sessions are offered daily throughout the year and sign up is on a first-come first-serve basis.

Career Exploration and Networking Events

These events are designed to facilitate communication between students and employers, and to provide a forum where students can learn about the diverse opportunities available to them in the working world. The main events organized throughout the year include*:

- Career Week (November): 3-4 day student conference
- Career Month (January-February): 3 weeks of panel presentations, career fairs, specialized workshops and more
- Career Fairs (throughout the year)
- Campus Recruitment: September recruitment for spring graduates and January recruitment for summer internships
- Graduate Student Career Week (March)

**The CAPS website has the schedule of upcoming events and the Resource Centre has videos / CDs of past ones.*

On-Line Resources and Links

The CAPS website contains an extensive amount of information for students who are career exploring and job searching, in addition to supplying degree specific links and resources. A few key sections of the website include*:

- Job Listings
- Career Tools & Info
- CAPS Events Calendar

**Handouts and samples of CVs and cover letters are also available to download and print.*

Job Search Handbook

This guide, prepared and produced by CAPS, covers the entire spectrum of the job search process starting with self assessment and ending with how to handle interviews and job offers. It is an excellent resource for all students and is available at the CAPS office for a nominal fee.

Career Advising

Experienced career education professionals are available to meet with students throughout the year to*:

- Guide them through the career exploration process
- Set up a customized action plan to identify the next steps
- Review job search material (ie. CV, cover letter)
- Provide practice sessions (mock interviews)
- Answer individual questions

**Students must be registered with CAPS to schedule an appointment with an advisor.*

Program Descriptions

The following are detailed descriptions of the main career exploring and job searching programs offered through the CAPS Office. They are more intense and in-depth than the regular workshops offered throughout the year.

Job Finding Club

The CAPS Job Finding Club consists of a group of 10 to 15 graduating students, all of whom are seeking employment. They have each other for support, with the assistance of a Job Finding Club Facilitator and Career Advisors. This is a two-week program designed to teach job seekers the most effective means of finding work in the field in which they want to be employed.

The CAPS Job Finding Club is sponsored by CAPS and there is no cost to the job seeker to participate. Students are asked to purchase the Job Search Handbook produced by CAPS.

How can students get involved?

In order to be admissible, students must have an employment goal and:

- be eligible and registered at CAPS
- have graduated
- be employable and out of work
- be serious and ready to actively look for work
- be willing to accept innovative ideas about finding work
- be available 9am - 4pm, Monday to Friday, for two weeks

Job Finding Club (JFC) testimonials

A recent survey (2005) found 81% of former Job Finding Club members had found work within four months of completing the program, of which 85% reported it was in their primary field of interest. The following was said:

"It was a very pleasant experience. The group support was great! The most valuable things I learned were... 1. the resources you use to find the job that you are interested in; 2. interview technique / questions (very helpful); 3. to be positive and confident (frame of mind); 4. how to prepare for an interview (I found the video camera and the group's honesty very useful); and 5. how to market yourself. I really enjoyed the guest speakers. I think everyone was inspired by their experiences. It was great to share the challenge of finding a

first permanent job with other people who had the same challenge, questions and concerns. It was great to work towards a common goal in such a positive setting.”

“The JFC really prepared me to find a job in my field of interest. I feel confident now that for whatever job I apply for, my CV and cover letter will be among the most professional and impressive. I also learned the value of networking firsthand. Thank you!”

“Joining the JFC was the best choice I made before leaving McGill. JFC helped me to be prepared for life after school... Thanks for everything!”

Mentor Program

The CAPS Mentor Program links students with McGill graduates practicing in their field of interest. The idea is to form a partnership with someone who knows McGill and who has experience in the profession the student would like to pursue.

This program is primarily career-oriented, and is not intended as a job placement service, but as a networking tool to provide students with useful information on careers and the labour market.

Participation of both students and mentors is voluntary. The relationship is very flexible and it is up to students and mentors to set the time limitations. Typically, mentors communicate via the telephone, e-mail or visits in person for the duration of one academic year. Students may apply for a mentor up to one year after graduation.

The McGill Mentor Program is a joint project by the Career and Placement Service (CAPS), the McGill Alumni Association (MAA) and the Student Organization for Alumni Relations (SOAR).

Benefits

By partaking in the Mentor Program, students:

- research career trends and opportunities in their chosen field or career;
- define career and other developmental objectives;
- receive tips and information about the job and guidance on creating a professional image;
- determine whether the career, industry or company being perused

- matches their skills, interests and expectations;
- are introduced to business ethics & etiquette;
- learn the art of networking and have an established network of contacts upon graduation; and
- gain exposure to the workforce.

Mentor Program Testimonials

"I keep thinking the Mentor Program is the best program ever, it has been so helpful!"

"I am very satisfied with the Mentor Program; it's just what I needed - someone who knows what it's like to graduate, and someone who works in the field I want to work in."

"I have found the contact to be extremely useful. I have a dialogue with an actual industry practitioner, as opposed to learning things only in class."

"I always keep all her e-mails, and read them over and over whenever I need some cheering up, and it always works."

P.A.C.E.

The Program for the Advancement of Career Exploration (P.A.C.E.) is an initiative of the McGill Counselling Service and the McGill Career & Placement Service (CAPS). It is designed to help students explore their interests and discover how to make the most of their education.

Program Outline

P.A.C.E. is a workshop series designed to help students make decisions related to their field of study and eventual career path. Each workshop is two hours long. The four workshops are spaced one week apart to allow time for vocational testing and occupational research.

WORKSHOP 1

An introduction to a personalized strategy for decision-making and occupational information gathering.

WORKSHOP 2

The analysis of a personality test and values exercise, which will help the student locate and research a group of occupations suitable to him/her.

WORKSHOP 3

Interpretation of a vocational test to help discover which, of over one hundred occupations, fits the student best. Identify individual skills and see how the student can use them across different occupations.

WORKSHOP 4

An examination of “internal blocks” to career decision-making and the creation of an action plan to help establish where the student needs to be and how to get there.

Job Readiness Clinic

The CAPS Job Readiness Clinic is a series of workshops packaged in one presentation. This clinic will cover key topics such as CV Writing, Cover Letter Practice, Interviewing Techniques and Networking. It also includes tips on job offers and how to assess and revamp individual job search strategies. After the presentation, advisors divide the students into two groups; one will focus on reviewing CVs and the other will form a discussion group. Students will benefit by having their individual questions answered and will also learn from others in similar situations.

How to register

The Job Readiness Clinic is offered by request of any department or student society. Once a date and time has been scheduled, students must register either with CAPS or their department. A minimum of 10 students is required for the clinic and a maximum of 40 students, as it will take 2-3 advisors to facilitate. If you are interested in organizing this clinic, please contact a CAPS Career Advisor who will be more than happy to work with you.