



# Welcome to Career Services MSF Orientation

Lily Huang  
Monday, August 16, 2021

**I ILLINOIS**  
Gies College of Business

# Agenda



## Part 1: Who Are We?



## Part 2: What Services Do We Provide and Why?



## Part 3: How Can You Best Leverage Our Services?



Part 1

# WHO ARE WE?

# Your Gies Career Services Team



## Corporate Engagement Team



**Sabrina Scott**  
Assistant Director  
Employer & Alumni  
Relations



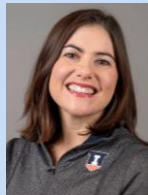
**Elizabeth Chominski**  
Director  
Corporate  
Engagement



**Ning Zulauf**  
Assistant Director  
Employer &  
Alumni Relations



**Trish Martin**  
Employer  
Relations and  
Recruiting  
Assistant



**Jessica Kant**  
Employer  
Relations and  
Recruiting  
Assistant

## Student Services Team



**Kristina Wright**  
Director  
Student Advising



**Anabel Galen**  
Assistant Director  
Undergraduate Advising



**Angie Powers**  
Associate Director  
Graduate Advising



**Lily Huang**  
Associate Director  
Graduate Advising



**Meg Flanagan**  
Coordinator  
Student Advising



**Susie Li**  
Coordinator  
Student Advising



**Deb Hom**  
Associate Director  
Training &  
Development



**Layla Alazawy**  
Coordinator  
Alumni & Online  
Programs



**Sebastian  
Aviles**  
Graduate  
Peer Advisor



**Ellen Diao**  
Graduate Peer  
Advisor



**Lauren Lin**  
Graduate Peer  
Advisor



**Mahlia Brown**  
Graduate Peer  
Advisor



**Will Zhang**  
Graduate Peer  
Advisor



## Part 2

# WHAT SERVICES DO WE PROVIDE? (AND WHY?)



# 4 Facts about Your Job Search

# Fact # 1: It's a competitive job market



## Career Tips

- **You are not the only one** applying for opportunities so you really need to:
  - Focus on understanding **what value you can bring** to the job market (Skills? Strengths? Experience? Knowledge?)
  - AND how to **effectively communicate** your value to your target audience
- **Manage your expectations** and be realistic
- Learn how **to strategically apply** for jobs

## Fact # 2: The world today is increasingly globalized



### CAREER TIP:

- In order to stay competitive, you need to approach your career search with a **global mindset**.
- **Be open-minded and flexible** when it comes to targeting opportunities (e.g. type of company, geographic location, type of role, etc.)
- Conduct a search that is not too narrow or too broad



## Fact # 3: "Soft skills" are as important as the "hard skills"

- Employers value candidates who are **"career-ready"**
- "Career-ready" is defined by the 8 competencies (shown in the table)\*
- Employers are looking for a **combination** of "soft" and "hard" skills

COMPETENCIES
Critical Thinking/Problem Solving
Teamwork/Collaboration
Professionalism/Work Ethic
Oral/Written Communications
Leadership
Digital Technology
Career Management
Global/Multi-cultural Fluency

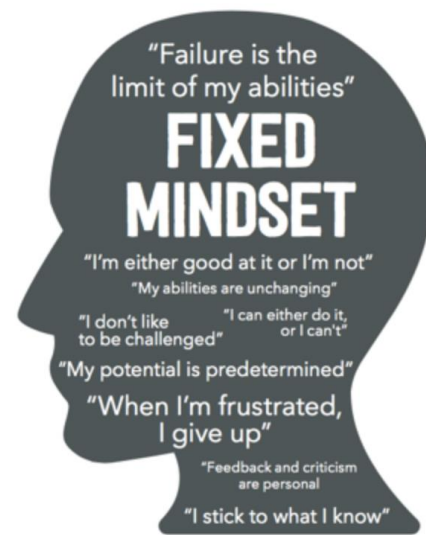


### Career Tips

- Know your strengths and weaknesses
- Know which skills are valued in your **target role/industry**
- Focus on **developing your soft skills** (it's not just about a high GPA!)
- Develop your skills and knowledge during your time at Illinois by being **involved with activities & events** and **engaging with our diverse community!**

## Fact # 4: The job search can get emotional

- How do you handle **rejection? Failures?**
- How **patient** are you? Do you easily get frustrated?
- How **confident** are you? Do you believe in your abilities and who you are as a person and a professional?



# Our Services



*Career Services is more than “just an office”*



## CAREER SKILLS TRAINING & RESOURCES

- Live and online workshop topics such as job search strategies, resume writing, interviewing, LinkedIn, personal branding, exploring careers in specific industries, and more!
- Provide career resources such as online job boards (Handshake) and career platforms to help you practice interviewing; provide a library of career videos and tutorials
- Industry sharing talks and networking events with alumni and industry executives



## CAREER ADVISING

- One-on-one sessions with a career advisor
- Safe environment to discuss any career-related topics or questions such as reviewing your career marketing materials (resume, LinkedIn, cover letter), practice interviewing, how to search for jobs or simply bouncing off ideas!



## CAREER OPPORTUNITIES

- Develop and maintain relationships with select employers to provide opportunities to Gies business students
- Career Fairs
- Employer information sessions, industry networking events



Part 3

# HOW CAN YOU BEST LEVERAGE OUR SERVICES?

# 1. Become familiar with Handshake and Gies Groups (your 2 best friends!)

NOTE: There are apps for both Handshake and Gies Groups. Remember to download it!



## Gies Groups

<b>Purpose</b>	A career management system and recruiting platform for all UI students. Key features include: <ul style="list-style-type: none"><li>• Job Board targeting UI students</li><li>• Schedule one-on-one career advising appointments</li><li>• Schedule on-campus interviews if selected</li><li>• Information on Career Fair companies</li><li>• Register for campus-wide events</li><li>• Employer information sessions</li></ul>	An online community portal specifically for Gies College of Business students. Key features include: <ul style="list-style-type: none"><li>• Official communication channel for all Gies business program information (newsletters, announcements)</li><li>• Register for Gies College of Business events and Business Career Services workshops (exclusive for Gies students)</li><li>• Access to career handouts, slides and job search resources</li></ul>
<b>Target Audience</b>	<b>Campus-wide</b> (all UI students)	<b>Gies College of Business students only</b>
<b>How to log in?</b>	Career Services will set up accounts for students after they have registered for classes. <b>Please do NOT create your own account.</b> Website: <a href="https://handshake.illinois.edu">handshake.illinois.edu</a>	Once you register for classes, your account will be set up so you should be able to log in using your netID. <b>Please do NOT create your own account.</b> Website: <a href="https://giesgroups.illinois.edu">giesgroups.illinois.edu</a>
<b>Time Period</b>	Until you graduate ( <i>you can still gain access for one year after graduation</i> )	Until you graduate



## 2. Chat with a career advisor



*To discuss any career-related topic or to simply bounce off ideas!*

### 3 ways to chat with a career advisor:

#### Scheduled Career Advising Appointment

- Log onto Handshake to schedule an appointment
- 30 or 60 minute meetings
- Check your Career newsletter for more information!

#### Drop-in Advising

- No appointments necessary, just walk in!
- August 30<sup>th</sup> through October 1<sup>st</sup>
- 1pm to 4pm

#### Email Career Advising

- For quick and urgent questions; career document review
- [Link](#) also available on Gies Groups
- Check your Career newsletter for more information!

**Location:** 1033 Business Instructional Facility  
**Office Hours:** 8am-5pm, Monday-Friday  
**Office Number:** 217-333-2840

Appointments will be available starting on  
**Monday, August 23<sup>rd</sup>**

### 3. Participate in career activities/events

#### MSF CAREER DEVELOPMENT

**Career  
Foundations**  
Online Course

MSF  
**Career Prep  
Boot Camp**

- **One-on-One Career Advising** (Meet with a career advisor)
- **Career Training Workshops & Alumni Talks**
- Career Fairs and Employer Engagement Events
- Industry Executive Talks and Industry Exploration

Pre-Arrival

Orientation

Academic Year (Fall, Spring, Fall Semesters)

Other activities you can participate in year-round include:

- Joining student organizations (e.g. GLOBE, Illinois Business Consulting, FACES consulting, CSSA, etc.)
- Volunteering or applying for on-campus roles (e.g. course assistant, research assistant, etc.)
- Meeting new people and building relationships (e.g., MSF program staff, career advisors, professors, classmates, alumni, industry professionals, etc.)



# MSF Career Prep Boot Camp



**Day 1**  
**Thursday**  
**August 19th**

**9am-12pm**

**Job Search  
Strategies for  
Today's Global  
Job Market**

**Connecting  
Your Resume &  
LinkedIn**

**Common  
Career Paths  
for MSF Grads**

**Day 2**  
**Friday**  
**August 20st**

**9am-12pm**

**Job Search  
Strategies for  
International  
Students**

**Having Great  
Conversations  
During the Job  
Search**

**Preparing for  
Fall  
Recruitment**

## 4. Stay informed: Check your Emails!

### Newsletters and Updates

- Upcoming workshops
- MSF specific jobs
- Career skills and tips
- Important reminders
- Company spotlights
- Timely reminders
- Targeted opportunities
- Highlighted resources

- READ them!
- Archived on **Gies Groups**
- @illinois.edu Emails



#### Upcoming Events and Expiring Job Applications

*Use the following links to access box folders that contain upcoming employer events and expiring job applications!*

*Find a job or event you are interested in? Head over to Handshake @ Illinois and search by the name of the event or job posting to learn more.*

[Upcoming Employer Events HERE.](#)



Upcoming Events  
<https://uofi.box.com/s/to42ru7off4n6wim2fd97q2ooybwmsy>

[Expiring Job Applications HERE.](#)





# Career Services: Always Open for (Gies) Business

*We are here to support, educate and provide you with the necessary skills and resources but in the end...it all comes down to YOU.*





WE look forward to working with YOU this year!

Questions?

Email Lily Huang  
[qhuang3@Illinois.edu](mailto:qhuang3@Illinois.edu)

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