

A Faculty/Staff Guide to the Career Development Center

SERVICING **ALL UNDERGRADUATES, GRADUATE STUDENTS, AND ALUMNI**

The **Career Development Center** is available to all students at WPI to assist them in determining their career, as we provide assistance with

- career counseling and self assessments,
- choosing a major,
- defining a career path,
- gaining experience through a summer internship or co-op,
- applying to graduate school,
- part-time employment,
- workshops and seminars related to Career Development, or
- obtaining permanent full-time employment after graduation.

When should you refer students to us?

For career counseling – when they are confused about major selection, or career direction.

For recruiting services – when they show interest in internships, co-op, summer or full-time positions.

For job search strategies – when they need resume and letter-writing skills, and experience in interviewing and networking.

For mock interviews – when students inform you they have never interviewed before or are not interviewing well.

For graduate school – when they are interested in furthering their education.

Students may stop by the **CDC** anytime and set up an appointment with a career counselor.

What kind of resources are available?

The Career Resource Library is located in the **CDC** and is available to students Monday through Friday between 8:30am and 5:00pm. The resource library contains information on majors and careers, applying to graduate school, and employer literature. We also have computers with access to the Internet for job searching.

Co-sponsor a program with the **CDC**

- Contact the **CDC** to arrange a specific program for students in your department.
- Contact the **CDC** to arrange for a presentation in one of your classes.

Please contact the **CDC** at 508-831-5260 or cdc@wpi.edu if you have any questions.

