Faculty Career Services Guide

The mission of the Office of Career Services is to provide comprehensive, state-of-the-art resources and services for cadets to assist them in their needs relative to career planning, career experiences, and employment or graduate education opportunities.

How You Can Help Cadets

- Encourage cadet appointments with career services and include information about us in your mailings.
- Recommend that they apply to summer internships, jobs, and study abroad.
- Join the VMI Office of Career Services group on LinkedIn.
- Inform them about the discounted graduate test prep through The Princeton Review.
- Remind them to have their resume and cover letter reviewed before applying to jobs or internships.
- Join Handshake to see what the cadets see; this is where jobs and internships will be posted.
- Promote upcoming career fairs, networking, and other OCS events.
- Don't reschedule class; invite us to facilitate a career services program that we can tailor to your cohort.
- Share with them the VMI Career Development Plan.
- Review resources such as Vault, Focus2, and CareerShift, where cadets can search for jobs/internships, review resume guides, access *what they can do with their major* feature, and complete career assessments.
- Review the NACE Faculty Guide to Ethical and Legal Standards in Student Employment.
- Contact career services if you are interested in having an employer speak to your class.
- Collect information about internships related to your major and forward it to careerservices@vmi.edu.
- Review NACE Competencies for Career Readiness, the skills cadets will need to be successful professionals.
- Invite us to your departmental meeting to share information about occupational trends in your discipline.

Sample Class Assignment for Cadets

1. Brainstorm
   a. Career readiness skills you have gained or refined from your efforts in conducting your research and writing your research paper.
   b. General knowledge you have gained or developed (i.e., course content).
   c. Specialized knowledge you have gained or developed (e.g., knowledge of software or methodologies).
   d. Ways of thinking you have refined.
2. Reflect as a group
   a. Are there any gaps or missing skills?
   b. How might you share what you have generated through this conversation in documents and interviews as you apply for jobs, internships, grants, graduate work?