



CAREER SERVICES

214 Sheridan Hall
Phone: (785) 628-4260

600 Park Street
<http://www.fhsu.edu/career>

Hays, KS 67601
careers@fhsu.edu

OBJECTIVE

Career Services works in partnership with employers and the campus community by assisting students and alumni to develop and implement effective job search strategies

SERVICES

Careers for Tigers, www.fhsu.edu/career

Our **FREE** internet based system allows you to use our services 24/7, quickly and easily!

Careers for Tigers enables you to . . .

- Receive personalized resume assistance from Career Services
- Successfully begin your degree-related internship and/or job search
- Upload your Word resume in the Careers for Tigers Web Resume Book, which can be viewed by thousands of local and national employers
- Be referred to job openings in large and small organizations across the nation
- Interview with prospective employers on-campus
- View local, regional, and national full-time, part-time, and internship job opportunities
- Keep track of how many employers have viewed your resume through the Web Resume Book
- Opt to receive email notification when new vacancies are posted
- View career events and maintain an online personal calendar

Resume Referral

As a member of the Career Services Referral System...

- Your qualifications and experience may be quickly matched with job vacancy listings
- Your CareerConnections resume will be sent directly to the employer

Job Vacancy Listings

Find entry-level jobs and internships easily, and get career, money, and life advice by...

- Viewing Careers for Tigers, MonsterTrak, Current Jobs, and other Internet job databases
- Accessing the FHSU Job Listings through our Internet homepage
- Applying on-line to local and national jobs

Education Credential Files

Establish a file to conveniently...

- Have resume, transcript, and letters of recommendation on record
- Contact us and we'll mail or fax your file to school districts

On-Campus Recruiting

Each year, numerous employers interview on campus...

- Business, industry, and government agencies
- Local and regional school districts
- It is a convenient opportunity to meet face-to-face with employers
- You learn about companies and their opportunities
- It provides practical interview experience

(OVER)

WWW.FHSU.EDU/CAREER

Check our home page frequently to get the latest on...

- Dates of upcoming events, fairs, workshops, and on-campus interviewing schedules
- Job opportunities posted through our Job Listings and Jobs For Tigers
- Resources for all aspects of conducting a successful job search
- Direct links to company information, job banks, career resource material, and relocation resources

PROGRAMS

Jobs For Tigers, <http://www.fhsu.edu/career/jft.shtml>

If you need a job during college, explore the opportunities...

- Gain part-time and summer jobs through organizations and businesses in our local community
- Be placed on a referral list for immediate, short-term positions
- Access positions easily through Career Services' webpage or by the two Jobs for Tigers bulletin boards on campus

ACTIVITIES

Job Search Workshops.....	scheduled each semester
Fall Career Day.....	scheduled each September
Teacher Career Fair.....	scheduled at the end of April
Spring Career Fair.....	scheduled each February
Class Presentations.....	held throughout the year
Mock Interview Day.....	scheduled in September
Teacher Mock Interview.....	scheduled in February

Contact Career Services for more information

LIBRARY

A comprehensive source of career information to help with your job search:

Company Brochures	Videotapes
School District Information	Company Information
Business Directories	Government Agencies
Market Trends & Current Periodicals	Interview & Job Skills
Federal, State, & Local Govt. Information	Graduate School Guides
Resume & Cover Letter Literature	Career Resource Books

REFERENCES

Comments From FHSU Students & Alumni...

"I really appreciate your work and dedication to my credential file." **Education**

"I would suggest more students use your service." **Accounting**

"I could not have done it with out the help of Career Services." **Marketing**

"I don't think many students realize how essential it is to utilize this program, or how far it can take them." **Speech Language Pathology**

"You're doing a great job, keep it up!" **Marketing/Management**