

MOREHOUSE
CAREER
DEVELOPMENT & ENGAGEMENT
.**INVESTING IN DREAMS**



Mays Hall Sadie Mays Lounge
830 Westview Drive, SW
Atlanta, GA 30314

In the Office of Career Development and Engagement, we assist students and alumni prepare for these professional interactions from day one of their college and beyond experience.

Professional Development Services

Career Path Assessments

Students can schedule an appointment with a career staff member taking a career assessment focusing on student's personality, interests, skills, aptitudes, values and more can be measured through standardized assessments in combination with career counseling. Our office offers the following career assessments:

➤ **FOCUS 2**

www.focus2career.com



FOCUS 2—is a web-based primary career exploration tool that you may use throughout a student's college years and beyond. According to your personal needs, FOCUS 2 can be used in different ways throughout student's education and career planning stages. FOCUS2 guides students preparing them for a career through a reliable, intuitive career & education decision-making model. FOCUS2 helps students choose majors offered at the college to assist students by using this proactive assessment to make informed career decisions towards their career development. It asks questions about your interests and provides you with a Holland Code and potential career options. The Holland Codes is a system to classify jobs into job categories, interest clusters, or work personality environments.

The **Holland Code** is a system to classify jobs into job categories, interest clusters, or work personality environments. The Holland Codes are categorized in the following six various areas:

- **Realistic (Doers)**
- **Investigative (Thinkers)**
- **Artistic (Creators)**
- **Social (Helpers)**
- **Enterprising (Persuaders)**
- **Conventional (Organizers)**

"**FOCUS2** is only a tool intended to help you start the process of thinking about yourself and exploring career options, and suggestions of what career you should pursue. See a career counselor for assistance interpreting your results.

<https://www.focus2career.com/Focus2Career.cfm>



- **Portfolio**—Portfolio allows university students and recent graduates to connect with businesses and employers and present their previous academic work and projects to supplement their resumes. This platform shows people what you are doing to reach them focusing on your projects, skills and leadership abilities.

<https://portfolio.com/network/morehouse-college>

<https://portfolio.com/>

StandOut Interviewing Tool



StandOut Now Live: An Interactive Online Video Interviewing Tool

<https://standout.com/home>

StandOut provides feedback and tips of non-verbal behavior and communication missteps during a mock interview. This new video interviewing practice platform is now live and accessible for all students.

- Create a class interviewing assignment from pre-created interview questions or record your own
- Platform allows students to record, review and re-record answers to a myriad of interview questions. StandOut checks for hesitations and enunciations in answers, and time responses to inform interviewing skills.

To access standout simply follow the link above to get started! If you are having issues accessing StandOut please refer to link above for more detailed instructions.

Resume Development Tool



- **Quinnia**

<https://quinnia.io/>

Quinnia —is a robust AI solution designed to increase and enhance student engagement with career services, ultimately helping to increase student outcomes.

QUINN shows you **HOW** to stay on track with a proven process of resume enhancements, tailored mock interviews and personalized engagement tools:

- Engage with Quinn to be prepared to present best
- Enhance and highlight your skills by practicing with instant personalized feedback
- Elevate your opportunity of being hired for the job you want

Discover where you need to improve and where you're already succeeding.

See how you compare to other students.

<https://quinnia.io/access>

Professional Development, Career Fairs & Networking Events

Students can meet employers and graduate programs at career fairs and networking events held on campus. For a complete list of our career fair schedule log in into Handshake or visit Career Development website. Professional attire and resume are required at many events, but we also offer some informal networking events such as Part-time Job Fair, and the Graduate & Professional School Fair. We encourage all students to attend these events before their senior year because these events are great ways to explore and get firsthand information on career options. Our office has various resources to prepare you for informal and formal networking events and discuss why it is so important to research employers and know why you would like to work for specific ones before attending the event.

- **Career Fair**—often held early in the Spring and Fall semesters to introduce students to employers and potential careers. The Career Fair is also a more focused "yes of getting hired by perspective employers.



Talent Development Assessment Academy (TADA) Information Sessions—we offer our information sessions or class presentations that are typically one-hour and focus on topics such as resume writing, interviewing skills, job/internship/graduate school, professionalism, and career fair preparation. We also partner with student organizations and campus departments to present resources to students.

➤ **Class/Organization Presentation Requests**

Presentations can be tailored to either 30 or 50 minutes. It is a great, time-efficient way to get a career lesson across to a group of students at the same time, especially if you're having them complete a career assignment.

When faculty and staff partner with the Office Career Development and Engagement (OCDE), together we can make a powerful difference in the long-term, professional success of our students. The OCDE team welcomes every opportunity to partner with faculty and staff members to schedule customized presentations uniquely designed for their classroom or staff needs. Our team can be completely flexible designed in accordance with the needs of the request providing an overview of Career Center services or if you prefer, we can use a full class period to present on the topic of the faculty or staff's choice. If advanced notice, our team can arrange for the faculty or staff member to bring students to the Career Services where we can conduct our presentation.

Presentation Topics

Sample topics include, but are not limited to:

- How to Choose a Major or a dream career
- Resume Critique/Cover Letter Writing
- How to Find a Summer Job or Internship
- Effective Interviewing Skills
- How to Make the Most of a Career Fair
- Dress for Success
- What Employers are Really Looking for in today's workplace?
- How to make networking beneficial to you
- Job Search Strategies (Internet included)

Request a Presentation

You may request a presentation by completing our [online presentation request form](#). Please submit your request at least two weeks prior to your presentation date.

Career Planning Services

Resumes & Cover Letter Writing Critique

The key to getting an interview is a targeted resume and cover letter that will showcase your transferable skills. Use our resume and cover letter samples and get a Career Center staff member to review them before you reach out to your dream employer.

- **Resume Critiques**—resume summarizes the most important information an employer needs to know when they consider a new hire. The job seeker's relevant qualifications, training, and work history are listed under easily understood resume headings such as "Summary of Qualifications," "Professional Experience," or "Education. Resume critiques last for 15 minutes. Let us know by emailing one of our OCDE team members. If you would like your resume critiqued by Career Services, you can schedule an appointment (Monday–Friday from 9 AM – 4PM)
- **Cover Letter**—cover letter is a letter of introduction attached to or accompanying another document such as a résumé or curriculum vitae. Your resume is intended to lay out the facts, but your cover letter is meant to convey more personality. The cover letter is your first introduction to the person who may hire you, and its goal should be to make you as memorable as possible, in a positive way.
- **Mock Interviewing/Interview Coaching**—is an opportunity to do the necessary preparation to get ready for employers before you interview with them. It is an opportunity for you go over questions or concerns you may have in advance and correct those issues beforehand. If you are nervous, it is ok it is always the opportunity to try again. Besides, it's much better to mess up a practice run on video (where you can humbly watch it later and then adjust) than in front of the recruiter for your dream employer.
- **On-Campus Interviewing**—the Office of Career Development and Engagement typically handles all the scheduling and logistics for on-campus interviewing with employers. Students should make sure that you have all your signup and resume information on file in advance, then work with the Career Center to make sure that you get the interviews you desire.
- **Handshake**—is a FREE web-based platform place for students and alumni to search and find internships, part- and full-time jobs, volunteer opportunities and more. By logging onto Handshake, you have access to thousands of opportunities that you can directly apply to using your uploaded resume, cover letter and unofficial transcripts. You'll also find up-to-date information about employers interviewing on campus and more.



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