

REMOTE ACCESS TO CAREER SERVICES FOR UNDERGRADUATE STUDENTS

APPOINTMENTS & MOCK INTERVIEWS

Career Services will continue to offer appointments and mock interviews as usual to students and alumni during this time. These will be available by phone or online video conference using BlueJeans and can be scheduled using [Handshake](#).

SAME-DAY DROP-INS (PHONE)

To replace in-person walk-ins while students are not on campus, Career Services will be offering 15-minute phone “drop-ins.” These same-day slots will be available to schedule on [Handshake](#) starting at 9:15 am each weekday morning. When selecting a timeslot, students will be asked to provide a phone number where a staff member can reach them for their scheduled time.

RESUME & COVER LETTER CRITIQUES

Please continue to send critique requests in through the instructions on the Career Services website: <https://careerservices.upenn.edu/resume-cover-letter-critiques/> and allow up to one week to receive feedback.

“ON-CAMPUS” INTERVIEWS & EMPLOYER INFORMATION SESSIONS

Some of these events have been cancelled but we are working with employers who want to host them virtually. As such, any on-campus interviews and employer information sessions listed in Handshake will all be taking place virtually. Please check the details for the individual listing on Handshake for specific instructions on how to connect with employers for the interview or the event. If you have questions, you can contact Bee Smith at gbsmith@upenn.edu.

ONLINE CAREER COURSES

Career Services developed online self-directed content available on Canvas on a variety of topics including networking, resumes, and interviewing.

<https://careerservices.upenn.edu/resources/career-services-online-courses/>



GENERAL TOOLS

Handshake: Penn's student/employer interface giving you access to online workshops and programs, virtual employer information sessions, internship/job listings, and a tool to schedule phone or video appointments with career advisors.

<https://upenn.joinhandshake.com>

Career Services website: Find community, industry, and career field resources relevant to the job search process, along with an overview of steps you can take to make the most out of your Penn degree from a professional development perspective:

<https://careerservices/upenn.edu>

Career Services blog: Learn about a wide range of career-related topics as well as follow office happenings and discussions through episodes of the podcast, "CS Radio": <https://careerservices.upenn.edu/blog>

Canvas courses on networking, resumes, and interviewing: Get advice on networking effectively, developing customized resumes, and approaching interviewing with confidence in these online Canvas courses: <https://canvas.upenn.edu/courses/1403347>

CAREER EXPLORATION

CareerExplorer: An online career matching platform that helps people find their ideal career. www.careerexplorer.com/edu/upenn

Vault Career Insider: Vault.com provides in-depth intelligence on what it's really like to work within an industry, company, or profession—and how to position yourself to launch and build the career you want. <https://careerservices.upenn.edu/resources/vault>

PROFESSIONAL/CAREER SKILLS BUILDING RESOURCES

Targeted Resume: Get instant feedback on how your resume matches job postings using this online tool; identify areas where you can highlight relevant skills more effectively. <https://careerservices.upenn.edu/resources/targeted-resume>

LinkedIn Learning: This is an online training resource that provides instructional videos covering a wide range of software products, technologies, and business topics. <http://lynda.upenn.edu>

InterviewStream: Create customized, online mock interviews to practice answers to industry-specific questions. Watch recordings of yourself to develop more effective interviewing approaches. <https://careerservices.upenn.edu/resources/interviewstream>

NETWORKING

Career Services-developed Online Networking Course: Walks through networking process, identifying contacts, how to reach out to people, and how to successfully conduct informational interviews.

<https://careerservices.upenn.edu/resources/career-services-online-courses/>

QuakerNet: An online database of Penn graduates that is searchable by industry, employer name, geographical location, major, student clubs, and more. <https://quakernet.alumni.upenn.edu>

LinkedIn Alumni Tool: An interactive database of >160,000 Penn alumni/students showing their current career fields, and filterable by academic discipline, skills, and searchable by keyword. www.linkedin.com/school/university-of-pennsylvania/people/

CareerShift: An excellent tool to identify contacts (both Penn and non-Penn-affiliated) at different organizations, build lists of organizations in different fields, and search for open positions at companies of interest.

<https://careerservices.upenn.edu/resources/careershift/>

