

**Job Search appointment:**

- Appointments are approximately 45 - 60 minutes long.
- If possible, bring a copy of your resume and cover letter.
- Come prepared to discuss your interests and goals for the future.
- Be ready to discuss your current employment status, any steps you have already taken to achieve your career goals, industries that interest you, and the geographic location of your job search.
- The counselor will provide guidance regarding what steps to take next in your job search, and how to take those steps successfully.
- The counselor will provide you with job searching tools, resources and materials.
- Don't worry if you are just beginning your search; the counselor is there to help you, regardless of where you are in the process.

**Networking (Branding and Marketing) appointment:**

- Appointments are approximately 45 – 60 minutes long.
- Networking helps you make personal and professional progress. Be ready to identify family members, friends, professors, mentors, former employers, community contacts, religious representatives, and volunteer connections to speak with.
- The counselor will provide suggestions for career fairs, conferences, professional associations, lectures, cultural events, community events, volunteer events and more that can offer great networking opportunities.
- The counselor will help you develop your Elevator Pitch; your 30-second answer to the question, “Tell me a little bit about yourself”? The counselor will provide guidance on updating your LinkedIn account; you can use this tool for connecting with alumni and other professionals.
- The counselor will assist you with informational interview resources and follow-up strategies. □  
The counselor will go over the soft skills needed for successful networking.

**Professionalism (Soft Skills) appointment:**

- Appointments are approximately 45 – 60 minutes long.
- The career counselor will help you identify and assess the personal attributes/soft skills that are your strengths and address any gaps.
- The counselor will provide you with our professionalism handout and workbook for supplemental guidance.
- You may be asked to complete a rubric to assess your soft skills and a follow up appointment may be necessary to discuss how your experiences and achievements support your soft skills.
- The counselor will help you set professional skill development goals.
- The counselor can create an action plan with specific steps to achieve your goals and help you find ways to practice the skills.

**Salary Negotiation:**

- Appointments are 45 - 60 minutes long.
- Preparation for your counseling appointment would include bringing a copy of YOUR budget considerations to determine your financial needs which will help determine your desired salary range.
- Research the market rate salary range for this type of position in this particular industry by reviewing Salary.Com, Glassdoor, O\*Net, state and local economic development sites, trade journals, NACE, Bureau of Labor Statistics, etc.
- Work with your counselor to discover your skills and accomplishments, and be prepared to talk about them.

- Practice your salary negotiation skills with your career counselor and others prior to the real experience. Ask your counselor to use your phone to videotape a practice negotiation and review it for feedback and suggestions.
- Understand and be realistic: entry-level salaries are less negotiable than salaries for mid-level or executive positions.