Employers today are seeking candidates who are well prepared! Employers are seeking the best fit!

What steps will you take to become a Well-Prepared Student? The more you do the better qualified you will be!

INSTRUCTIONS:
Career Services has provided some ideas to get you started…
Click on each of the buttons on the wheel to the right to explore ways to integrate these opportunities in your academic experience so YOU are a Well Prepared Student who is Hire Qualified for Employers!
How Career Services Can Help!

WELCOME TO BAKER COLLEGE!

- The Career Services Staff is here to assist you from the very first day and throughout your academic career.
- Once you graduate you will be eligible for FREE lifetime employment assistance!
- Some of the services we offer include…

SOME OF THE WAYS WE CAN HELP YOU...

- Resume & cover letter feedback
- Mock Interviews (in person and via the web)
- One on one job search or advancement advising
- Salary negotiation advice
- Industry advice and information
- HQconnect - This service will allow you to store career documents, search jobs posted to Baker College as well as over 40,000+ other positions and connect with employers who are hiring to name just a few of the features provided by this service.
  - To access HQconnect (HQc) Login to the Solar System > Star System > Career Services > HQconnect Sign-on
- Job fairs (face to face and virtual) and information about job fairs in your location
- Baker College Alumni Group on LinkedIn. Click here to join: http://www.linkedin.com/groups/Baker-College-Alumni-35404/about
- Marketing campaign for employers to promote our students and graduates – Hire Qualified. Here is a link to the website if you would like to learn more: www.hirequalified.com

Much more...since our alumni are located around the globe we tailor our services to meet your needs contact Career Services today!
Good Grades

GENERAL TIPS

► Go to class
► Be on time
► Submit assignments on time
► Submit assignments via the correct method
► Follow assignment rubrics (focus on the Excellent or highest category)
► Don’t assume all instructors and courses are the same!
► Check your grades regularly
► When in doubt ask the instructor questions

GOOD GRADE RESOURCES

► Academic Resource Center
  ► Library
  ► Learning Support Services
  ► Tutoring
  ► Writing Center
► Baker College YouTube – Online Writing Center (APA)

GOOD GRADES LEAD TO

► The Honor Roll, Invitations to Honor Society and Graduating with Honors!
  ► President’s List
  ► Dean’s List
  ► Summa Cum Laude
  ► Magna Cum Laude
  ► Cum Laude
Extracurricular Activities

SOME EXAMPLES…

- Student Clubs (varies by campus)
- Honor Society (varies by campus)
- Toastmasters International
- Leadership Roles (clubs and projects)
- Intramural Sports Team(s)
- Volunteer
- Start something…a club, a project, your idea here __________!
Internships, Part Time Jobs & More

HQconnect
- Part time jobs
- Internships
- Volunteer opportunities
- Job search filters
- Save “Favorite Employers”
- To access HQconnect (HQc)
  Login to the Solar System > Star System > Career Services > HQconnect Sign-on

Work Study
- Part of Federal Financial Aid
- Check with campus Financial Services department (varies by campus)

On-campus Jobs
- Varies by campus
- Maintenance
- Residence Hall Assistant

You
- Networking is the #1 way to secure employment and advance your career!

Click on the video to play
Career Research

- HQconnect Tools
  - Career Explorer
  - Career Finder
  - Career Services LibGuide
- Glassdoor.com
- Vault.com
- Chamber of Commerce
- State Government websites
- Company websites
- Social media

- Informational Interviews with Professionals in your field; beyond instructors!
- Alumni!!! Find alumni on our Baker College Alumni LinkedIn group!
  - It is not too early to join us!
Seminars & Employer Recruiting Sessions (on/off campus)

Recommend attending…
- Baker College Seminars & Workshops
- Job Fairs
- Career Fairs
- Volunteer Fairs
- Internship Fairs
- On-campus Recruiting Events
- Employer Recruiting Events
- Chamber, Rotary & Service Club Events
- Community Professional Development

- Program-related Seminars & Workshops
- Toastmasters International
- Business Network International (BNI)
- Start-up Competitions
- Chamber of Commerce Events
- Professional Association Leadership Training
- Other ideas here ________________________
Volunteer and Community Service

**National Organizations**
- VolunteerMatch.org
- Habitat for Humanity
- Salvation Army
- United Way
- Big Brothers/Big Sisters
- Humane Society
- Heartland Alliance
- Goodwill Industries

**The Best Way to Find Yourself...Is To Lose Yourself in The Service of Others. ~M. Gandhi**

**Other Ideas**
- Non-profit Organizations
- Student Liaison
- Gleaners
- Forgotten Harvest
- Homeless Shelters
- Schools
- Hospitals and Nursing Homes
- Hospice
- Churches

BUILDING COMMUNITY TOGETHER
Professional Associations & Certifications

- **IT Certifications** – For IT professionals gaining IT certifications is important. Gaining new certifications and keeping up on current technology is crucial in this field. Life long learning beyond college!
- **Industry Certifications**
  - Human Resources Management
    - SHRM PHR, GPHR
  - Health Information Technology
    - RHIT
- Baker College LinkedIn group and other LinkedIn professional groups
- **Click here for more career related Professional Associations & Organizations**

Click on the video to play
Start using LinkedIn to build and manage your professional network early in your educational journey! *Don’t wait until graduation!*

**Why?**
- Networking is the number one way to secure employment and advance one’s career today! LinkedIn is a great place to network and manage your network!
- Ask your instructors for recommendations, GIVE recommendations to others!

Utilize the [LinkedIn Profile Checklist](#) to build and update your profile
- *Need help with your LinkedIn profile, contact Career Services!*

**Where to begin?** [LinkedIn - Higher Education – Students Start Here](#)
Networking!

Networking is done daily! People you meet, friends, family, classmates, teachers, co-workers are all apart of your network.

Many of the people in your network may know people who may work in the field you are studying at Baker College! Don’t assume they do not!

If direct contacts do not know someone, someone they know may know someone and so on…networking!

Here are some tips on who should be your network...

- Friends and family
- Instructor referrals, ask for them
- Coaches, High school teachers, principals
- Church Members
- Advisory Board Members
- Internship and volunteer supervisors
- Classmates

Great places to network...

- Toastmasters International
- Business Network International (BNI)
- Start Up Competitions
- Job Fairs
- People in line at the grocery store or local Home Depot…you never know!
- Social networking sites (Facebook, Twitter, Instagram, LinkedIn, etc.)
- Chamber of Commerce Events / Industry Events…many are free!

“THE RICHEST PEOPLE IN THE WORLD LOOK FOR AND BUILD NETWORKS, EVERYONE ELSE LOOKS FOR WORK.”

—ROBERT KIYOSAKI
CONGRATULATIONS!

By taking the steps to become a Well Prepared Student you are on your way to being a Hire Qualified Graduate!

Remember Career Services is here to help you throughout your career; as a student and alumni!

The Well Prepared Student = A Hire Qualified Graduate!

- Good Grades
- Networking
- Extra-curricular Activities
- Internships / Part Time Jobs
- LinkedIn
- Professional Associations
- Career Research
- Volunteer & Community Service
- Seminars & Employer Recruiting Sessions