

Quick Tips

DO...

- Remember to get your “CSPD Certified” card for entry into the Senior Reception.
- Use FoxNet one-click searches. Choose “jobs with upcoming application deadlines” to review opportunities.
- Remember, your resume must be uploaded before you apply to a FoxNet job.
- Click on “calendar” to learn when employers will be on campus for info sessions or interviewing.
- Speak to a CSPD staff member for clarification and assistance if FoxNet declines your application.
- Remember that FoxNet GPA guidelines are set by the employers rather than CSPD. Whenever possible and reasonable, the staff will be flexible and try to accommodate FoxNet student applications that do not meet an employer’s requirements.
- Be aware of FoxNet application deadline dates and application status.
- Keep your FoxNet profile up-to-date.

DON'T...

- Use unnecessary filters that will limit your search results.
- Search for positions only by job function.
- Attach cover letters to FoxNet applications UNLESS the employer requires one.
- Wait to develop your FoxNet job search strategy.
- Rely only on FoxNet postings to find a job.

CSPD Overview

The Center for Student Professional Development (CSPD) is a comprehensive Fox School of Business resource focused on preparing you for entry into the professional business environment.

Besides academic preparation, “professional development” is an important component of your university experience. Because of that, the Fox School of Business has integrated professional development into the multi-year curriculum.

As an undergraduate business major at the Fox School, you have access to the services and resources of CSPD. Your utilization of CSPD is an investment in your professional development that will ensure you develop the requisite skills to locate meaningful internships, co-ops and permanent jobs.

Center for Student Professional Development

Fox School of Business - Temple University
390 Speakman Hall
1810 N. 13th Street
Philadelphia, PA 19122
(215) 204-2371

www.sbm.temple.edu/cspd



Center for Student Professional Development

On-the-Go Series

FOX SENIOR RECEPTION



Thurs., September 18, 2008
Great Court, Mitten Hall
11:00 a.m. – 2:00 p.m.



September 18, 2008...

The annual Fox School Senior Reception is a premium CSPD signature networking event at which numerous employers and Fox School graduating seniors meet to discuss exciting career opportunities within a variety of industries. The Senior Reception is the kick-off to your senior job search.

Dozens of employers in one location at one time is certainly a good thing, but to get the most out of the September 18 Fox Senior Reception, you need to partner with FoxNet and develop an effective game plan.

First things first ...

- Have you been CSPD'd? (completed BA 2101 OR Getting Started, Resume Development and Resume Critique). If so, pick up your "CSPD Certified" card (390 Speakman). You will need this to enter the event on the 18th.
- Is your FoxNet profile up-to-date?
- Is your current resume uploaded in FoxNet?

OK, now what?

- Have you searched FoxNet for a listing of participating employers?
- Have you reviewed the FoxNet employer profiles?
- Have you read the corresponding job descriptions?
- Have you applied to each position in which you are interested?

EMPLOYERS SAY...

"Although we do not conduct formal interviews at these events, the Senior Reception is a wonderful opportunity to meet a variety of Fox students and discover whether they know something about my company and the positions for which I am hiring."

"One student told me he was looking forward to attending our upcoming info session. I was thrilled to know that he had checked us out on FoxNet before he came to the Senior Reception."

"Nothing is more frustrating than a student who approaches and says, 'So, tell me about your company.' I certainly don't mind discussing my company or the job opportunities, but I do mind doing all the work. I'm seeking candidates who ask pertinent questions."

"Wow! Many students knew we were opening a new branch in New Jersey and asked about the product mix. I was thoroughly impressed!"

"A few students handed me their resume but were not aware that they needed to apply for the position through FoxNet. This led me to believe they were not fully connected to available resources at the Fox School."

TO OBTAIN A LIST OF EMPLOYERS PARTICIPATING ON SEPT. 18TH...

Log into FoxNet using your username and password.

C - click on **CALENDAR** (left-hand side of FoxNet homepage).

S - click on "**SENIOR RECEPTION.**" A list of employers will appear.

P - click on each employer name to view the employer **PROFILE.**

D - click on jobs (under the employer name) to view the **DESCRIPTION(S)** for their current job postings.

CSPD RECOMMENDS:

ONE— CLICK SEARCHES. Use the FoxNet one-click searches to simplify your FoxNet job search. For example, "Jobs by upcoming application dates" will give you a great overview of the latest FoxNet listings with their approaching application deadlines.

- For further employer and industry information, add Fox Center for Student Professional Development to your Blackboard (Bb) Organizations. Check out the "Company Research" section on the left.
- Utilize **Hoovers "Gold"** and **Vault "Premium"** "value-added" resources, exclusively for Fox undergraduate students available through the Fox CSPD Blackboard Organization.