



**MADONNA
UNIVERSITY**

January 2009

Career Services

Welcome back from the Career Services Staff!

Upcoming Workshops:

**Resume Writing & Job
Interviewing Workshop**

Thursday, January 29

**4:30 - 5:30 pm
&
5:30 - 6:30 pm**

Register online at:

[http://www.madonna.edu/
pages/workshops.cfm](http://www.madonna.edu/pages/workshops.cfm)

*Walk-In Resume
Critiquing:*

**Wednesday, March 11
&
Wednesday, April 8**

*Bring your resume and
have our staff critique it
for you
on the spot!*

*Career Services
Room 1001
734.432.5623*

The Career Services Staff encourages you to take advantage of the services we offer to students, graduates, and alumni:

- Current Job Postings (on-line)
- Cooperative Education Opportunities
- Student Employment Postings (On/Off campus)

- NACELink
- Career Counseling
- Resume & Cover Letter Assistance
- Job Fairs and much more!

**Stop by Room 1001 to see how we
can help you!**

Should You Ask Questions? The Answer is YES!

Does an interview consist only of the interviewer asking questions? No! You will have an opportunity to ask questions. Make sure they are good ones.

Following is a list of the Top Five Questions to ask in each type of interview:

Human Resources (HR):

- Can you tell me more about the position and the type of person you are seeking?
- Tell me about an employee in your organization who is considered to be an outstanding employee. What makes that person special?
- What would you consider to be exceptional performance from someone performing in this position in the first 90 days?
- How does my background compare with others you have interviewed?
- I feel my background and experience are a good fit for this position and I am very interested. What is the next step?

Hiring Manager Interview:

- Can you tell me more about the position and the type of person you are seeking?
- What are the measurements for success within your organization?
- How are you measured as a manager?
- What can I do to make you successful?
- What will be the measurements of my success in this position?
- I feel my background and experience are a good fit for this position and I am very interested. I am ready to consider your best offer!

OK, that last one isn't a question. But if you haven't said it yet, you better say it at the end of the interview!

Source: www.collegegrad.com

Workshops and Job Fairs

Resume Writing & Job Interviewing Workshops



Winter semester is here. Stop by the Career Services Office in room 1001 for any of your career needs! We look forward to assisting you in your career goals!

The resume is the first critical step on the journey to landing a job. When considering job candidates, employers often divide resumes into two stacks, one is the "yes" pile and the other is the "no" pile. Will your resume make it to the "yes" pile? To increase your chances of landing an interview, the Resume Writing workshop will assist you in writing an effective resume and cover letter.

the do's and don'ts, potentially and frequently asked questions, questions you shouldn't ask and more are all part of the Job Interviewing Workshop.

These workshops are **free** to any Madonna University student or alumni, all others are charged \$10.00 per session due at registration.

Register online at <http://www.madonna.edu/pages/workshops.cfm> or stop by the Career Services office!

After your resume has made the first cut, the next step is the interview. Preparing yourself for

Attention !!! Seniors & Recent Grads!

Job Pursuit is an annual job fair sponsored and hosted by a consortium of private, independent Michigan Colleges and Universities.

Who should attend? Seniors from selected schools who are interested in employment opportunities with a variety of companies.

Student registration is \$10.00. The deadline for registration is Friday, February 8th, 5:00 p.m. Register with the Career Services office, Room 1001. You will be assigned a number that will identify you to the employers for the day.

For more information check it out at: <http://www.jobpursuit.org/>



LOOKING FOR A JOB?...
mark your calendar now to meet with representatives from business, social/human service and nonprofit organizations. This unique senior only event is sponsored by Michigan's private liberal arts colleges.

THURSDAY, FEBRUARY 12, 2009
8:45 a.m. to 4:30 p.m.

- Meet & Greet with employers
- 20 - minute individual interviews
- Multiple prize drawings
- \$10.00 registration/parking fee



LANSING CONVENTION CENTER, LANSING, MICHIGAN

Register in your Career Services Office --- deadline is February 6!
View a list of participating employers at www.jobpursuit.org

NACE - Connecting global employers with global student talent



NACE International
Student Virtual
Career Fair
NACElink Network software by simplicity

Check our website at www.madonna.edu → University Resources → Career Services → Job Fairs and then click on the NACE link for more information!

