

Career Services Online (CSO)

Career Services Online (CSO) is a web database which allows Career Services to effectively manage student/alumni resume information and employer job opportunities. Students and alumni looking to take full advantage of the full-time employment services & resources are encouraged to register on the Career Services Online (CSO) database. This allows access to the following:

- The 24/7 online job postings board available only to WSU students and alumni
- Targeted e-mails regarding employment opportunities and career-related events that match your qualifications
- The resume database where employers can request or review your resume
- On-campus Interview schedules and Resume Drop boxes

How to register on CSO

1. Go to www.careerservices.wayne.edu.
2. Select the "Students: Search Jobs" link under CSO logo.
3. Select "Register on CSO Here."
4. Enter your career preferences and contact information.
5. Select "Register" when finished.

Upon completion of your registration you may use the resources and upload a resume onto the database for employers to view. CSO may be accessed 24/7, anywhere internet service is available.

Career Services' Mission

To help individuals explore career options, clarify career goals, link goals and options with appropriate academic paths, and to provide appropriate career referrals to employers.



Full-time Employment Program



Career Services

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www.careerservices.wayne.edu

About the Full-Time Program

Each year Career Services helps thousands of students and alumni develop a clearer understanding of how to attain their career goals and connect with the employment community. We offer graduating students and alumni a variety of resources to assist with transitioning to full-time employment. Full-time job seekers are invited to:

Connect with Employers

Attend WSU's job fairs, employer meet & greets, special career events, campus interviewing and networking opportunities.

Receive Assistance with Career Preparation

Have qualified professionals help with resume writing, interview strategies, company research and salary information.

Explore Employment Opportunities

Access various in-house and online job postings available only for WSU's students & alumni.

Full-Time Job Resources

Job Postings

Full-time job postings, targeted to WSU students and alumni, can be viewed on CSO under the *Job Search* area or in Career Services' office. Employers are encouraged to post all paid opportunities on CSO so they are available to students and alumni on a 24/7 basis. Career Services maintains hard copies of job postings that are not available on CSO; these are posted in the Job Search Lab in our office. Students are encouraged to check both areas, as some employers may opt to only post opportunities in-house. Students are encouraged to check postings often as new opportunities appear daily.

Resume Referrals

Students/alumni who register with Career Services can upload and save resumes in our CSO database to participate in the Resume Referral Program. As companies contact Career Services about their available job opportunities, they will be able to request or electronically identify students'/alumni resumes. Employers who receive resumes will review them and contact the students they are interested in interviewing. To participate, please upload your resume in Career Services' CSO database at careerservices.wayne.edu.

Stop-in Career Counseling

Collaborate one-on-one with a career counselor either by appointment or during our stop in counseling hours. Counselors offer assistance with resume writing, interviewing techniques, networking, career options, job searching techniques, and defining career goals.

Networking Events

Network with employers, learn about various job opportunities, and discover career strategies. Events include various campus job fairs, company information sessions, "Meet & Greets," employer presentations, employer career days and "Mock Interviews and Resume Reviews."

Targeted E-mail Announcements

On behalf of employers, Career Services will e-mail out full-time job postings, company announcements and recruiting event notices to qualified individuals registered on our CSO system.

Computer Access

Utilize our lab computers for typing resumes, viewing job opportunities and/or researching any other career-related topics.

On-Campus Interviews & Resume Drops

Each fall and winter semester, employers recruit Wayne State students and alumni for full-time job opportunities. Aggressive recruiters will set up *resume drops*, to collect candidate resumes online, or conduct *On-campus Interviews*. Below describes the two options employers have to schedule on-campus interviews.

1. Pre-select Interview Schedules—Students/alumni who meet the job qualifications set by the employer are able to electronically submit a resume in CSO for interview consideration. Employers will review all resumes and choose who they will interview. Selected candidates will receive an e-mail notification to select an interview time in CSO. Individuals who receive a notification for an interview are able to select an interview time on CSO. Please pay attention to all deadline dates in CSO.

2. Open Interview Schedules—Students/alumni who meet the job qualifications set by the employer are able to select an interview time for the specific position in CSO. Interviews take place at Career Services. Time spots are first come first serve basis.

Website & Social Media

Career Services Website - Offers various career-related resources for students and alumni, employers, and WSU faculty and staff. This is a 24/7 central location to obtain specific details regarding office services, career events, career news and career-related resources. www.careerservices.wayne.edu

Career Services Social Media - Career Services utilizes various social media platforms to promote and share information about jobs, events, career advice and networking. Platforms include LinkedIn, Twitter, Facebook and our website Career Blog.