

PM 597: Resources in connectSC Week Seven

Hi, I'm David Ginchansky, Senior Career Counselor at the USC Career Center, and I want to thank you for spending a little time to learn about how you can utilize connectSC resources to help you in career exploration. The purpose of this video is to highlight the various different types of resources that are available on connectSC. Most people go to connectSC to search for job and internships and completely skip out on the resources tab that gives you a lot of wonderful information.

Everything from further career exploration to additional places that you can find job opportunities, to places that you can actually take self-assessments to learn a little bit more about the jobs or the industries that you might want to be a part of, to tip sheets and handouts that you can get 24/7 to help you on anything from networking to resumes to anything else in the career development process.

To webinars that you can watch or listen to learn a little bit more about anything from creating a LinkedIn profile to better developing your resume. This is your home page when you first log into connectSC and like I mentioned already most people will automatically go to the jobs and internships section, but the resources tab is magnificent and we highly recommend that you spend a lot of time here to learn a little bit more about the various things that are available to you.

The online resources and handouts are listed out here. There's over 57 resources that are available to you. We're going to spend a lot of time on the things that are shaded here, but I just want to mention a few of these other ones first. Art search bridge, environment of career opportunities, as well as the opportunities of public affairs are all different types of job portals or information portals for those particular areas so our search is specific the arts community, bridge to music, and so on, so forth.

Because we paid for the service you can actually go into these web sites or these portals to find more about these types of opportunities. Make sure that you highlight the description because that will tell you if you need a username or password and it gives you those usernames or passwords.

Go into art search, type in these, and if you are a person who wants to be in arts administration or production, or any type of arts education, this would give you additional opportunities that you may not easily see accessible. Now the first resource that I want to show you is Candid Careers.

Candid Careers is a whole listing of videos of people who are in different types of careers talking to you about what it is that they do. Especially when you're in exploration phase, you

might want to know a little bit more about what an entertainment coordinator does or a marketer does or somebody in an insurance agency.

The people on this initial page are all alumni of USC and you can listen to them talk about the career that they're in, and why they're happy, and what it takes to get into that type of career. If you want to expand it beyond that then you can actually Candid Career. There's Candid Career shares among many types of Universities so you might see what other people are saying about their jobs, even if it is not a connectSC job.

The next thing after Candid Careers is a career access resource library. If you're in a stage right now where you're trying to figure out where you could find out more information about a particular type of career of interest, career access resource library is a fantastic place to go.

Let's say for example that you are a Master of Public Health student. Then you might want to look for Public Health related issues. This gives you options based on different types of categories. Health and Medicine may be the section that you want to go into. Then you can do subcategories from there where you can find Public Health. There are even subcategories from there, but let's just look at it from here.

Doing the search will allow you to come up with everything from books, which are not listed here, to web sites that you could find more information. Web sites that could be anything from institutions or professional associations that you might want to consider joining or getting more information from to places where you can actually find job postings within particular fields.

That would be publichealthjobs.net here or [epidemiologist jobs](http://epidemiologistjobs.com) or anything else along those lines. If you like the results that you're getting then you can actually create a bibliography and in that bibliography it creates a very clean result that shows you the actual web site, a description of the web site, and you can either print that out or actually email it directly to yourself, so that you can take that information and search more closely.

Career access resource library has another fantastic resource in it called Hoovers. To get to there first going to click on Libguide. When you click on Libguide it's going to take you to this section. If you click on Find Organizations or Executives and then you find Hoovers online that takes you to the Hoovers page.

What Hoovers does is it tells you a little bit more about different types of organizations within a particular field that might be of interest to you so that when you are searching for opportunities you're not limiting yourself just to connectSC. Let's just say that I am looking for opportunities or hospitals in the Los Angeles area, then I can create a list using What's Important to Me.

For one example, I'm only looking for Los Angeles. I'm actually going to expand it to the Metro area, and then from there I can do additional information, so Industry might be another place

that you go to. You could use any of these resources to help you with Industry, but right now I'm going to try Hospital. Hospital shows up.

You'll notice at the bottom left corner that results start to narrow down and at this point there's 209 hospitals that are listed in the Los Angeles Metro area that you might reach out to. You can look at these other things as well to help you in your process, but when you do view the results it gives you a lot of information about that.

Here is a listing of many of the hospitals, how many employees are there, it gives you a phone number and even if you click on the place itself it gives you their address, their phone number, their direct web site, some information about them, getting full descriptions, even key people in the organization that you might want to try to find if there's a connection to.

A lot of great resources, news that going on, anything along those lines this is a great page, especially when you're about the prepare for an interview to learn a little bit more about that organization or learn a little bit more about that industry. When they do ask you, "What do you know about us and why do you want to work for us?", you have the right answer for them.

Hoovers, again, you can find through the career access resource library, which again is known as CARL for short. The next section is Career Beam. Career Beam is a fantastic resource to actually take you through the whole career development process, from self-assessing yourself, to finding the right resume, to doing the resource search that you want to do.

When you first log into Career Beam this is what you're going to get. You're going to have to create a separate account separate from your connectSC account, but once you have created your account then you can actually log in as a user. Once you log in as a user you'll get to the home page, and one of the first things we tend to recommend people especially if they're in a process of figuring out what it is they want to do is to take this quick profile assessment.

This one's been completed, but you would start right here. It would say Start It and when you click on it it's about a 20minute assessment that has you rank things based on importance to you and out of the results it gives you industries that you might want to consider or jobs that you might want to consider, and you can actually click on those industries or jobs to learn a lot more about those job opportunities, as well as transferable or relatable careers to those jobs.

What's also very valuable about these sections is it allows you to do various type of exercises as you go into them to take from your past and reflect on your past to figure out what it is that you might want in a job, and it actually connects you again to more opportunities. It's a great option that's available to you.

Then there's a whole career planning section where you can learn a little bit more about developing a plan that works for you, figuring out what type of work environment that you want to be in. Things along those lines. Again it can be anything from assessment or if you were

to open it up it would actually get into questions and activities that you can do for yourself to get a better feel.

The next section is that getting the job. Once you've actually assessed yourself and know what it is that you want to do how can you develop a pitch? How can you develop the right LinkedIn profile? What's your resume look like? Clicking on resumes and seeing what resumes look like based on yours or resumes that might be within a particular field. That can help you in determining keywords that you want to use, as well as structure that you want to put together, anything along those lines.

This is a great resource for that. There's even job postings available as well. Research tools are here for you as well so it could be anything from finding out what the salary is for your particular job to searching for people who are alumni, to just doing more company research beyond what Hoovers might be able to provide.

Career Beam is almost an all-encompassing opportunity to look at all elements of the career process. It's something that we highly recommend that you do from beginning, I don't know what I want to do, to even the end, I know what I want to do, but how do I actually implement it.

The Going Global Guides are another great resource. If you are an international student who is seeking opportunities to work in the United States definitely look at the US career guides. The way that that could work to your advantage is you could look for those cities that you're interested in. Let's say you want to stay in the Los Angeles area.

Based on that information it gives you everything from top organizations in the nonprofit world, other additional web sites that you might not be thinking about, top companies based on industries, or even companies that tend to be very open to hiring international students.

When I click on this you'll see that the companies that are listed here have put in petitions for international students to work at their organization. Knowing that information that might guide you in determining who you focus your attention on when you are applying for jobs. That's a great resource for you in regards to that.

If you are here in LA, which obviously you are if you're at USC, but you don't want to work in Los Angeles then you can also use this to find job opportunities elsewhere. Let's say you want to go to Dallas. This gives you additional web sites for that. It works very much for both the international and domestic student.

Same thing with the Country Guides. If you click on the Country Guides you want to work in a Spanish-speaking country, and Spain is of particular interest to you then it gives you a lot of information about that, as well as information about what you need to take into account, what it's like to live there, cultural dynamics, how you interview, how it's different in a resume and a

CV than it might be elsewhere, even cultural advice. A lot of the stuff that's very valuable for anybody who's looking for an international opportunity.

Another resource that we highly recommend is vault.com. Vault.com you would get to and if you're new you do have to create an account, but once you've created an account you can actually log in. Vault is another great resource for industry and company information. You can find out everything from top-ranked organizations to finding additional jobs and internships online, to seeing more resumes within the field that might be of particular interest to you, to advice, to what is my particular favorite section, which is the guide section.

Let's say for example that you're interested in going into consulting. You can actually go into these guides and find a field that you're thinking about doing, and you can actually view those guides online. If I want to learn a little bit more about consulting then I can click on this and then download it directly onto my computer.

When I look at that it gives me the table of contents, as well as an opportunity to download it right onto my computer, which in this case is going to be emailed to you, but within that this is everything that you're looking at. It tells you what you need to know, what it takes to get hired, what to do in an interview, what is the career path, as well as appendix information, additional information, anything else along those lines.

Vault is a very great resource to find that type of information. Vault is also very good in case you're just wanting to learn a little bit more about professions of interest. Here again, you can go into particular industries to learn more about the industries. Within those industries it doesn't just tell you a background of it, but it tells you what are some related occupations that you might want to take into account, even look at some of the main organizations that are there.

When you look at those organizations it'll actually give you information on those organizations including where you can find them, how you can connect with them, any additional type of research that you might need to help you, whether it be in the process of applying for the job or in the preparation for an interview.

Vault.com is a thing that you could spend hours on. Unfortunately this is a short tutorial, but definitely spend some time looking at that to get some additional resources. Aside from that there's various other resources. Like I said there's 57 here and you can separate it by areas of interest. Let's say you want one of our handouts and tip sheets, then you could go to this section and you could find them here.

Let's say there's an upcoming career fair and you want to just know some tips that we have then you could just click on that and it takes you directly to our particular career fair tips handout where you can learn a little bit more about what to do and what it takes to prepare instead of having to come in per se.

There's also this type of internship week contact information. We have an internship week where companies come on campus and they have internships available for the following semester and they're kind enough to leave us their contact information. Let's say you're looking for an internship for next semester and you're in the business leadership or management area, then these were the people who were at the last internship week.

It gives you the company that they're with, as well as their email address and you can actually email them to inquire to see if there's any opportunity specifying that when you do email them that you know that they have come to internship week in the past, and you were hoping to find out if they had more opportunities. That's another great resource for you as well.

There's also videos or webinars that you can look at that get into more depth information from getting an internship to learning a little bit more about how to utilize LinkedIn or research resumes or anything else along those lines. These are all really valuable and they're interactive enough, they like this webinar here, where you can hear from people with some type of visuals.

In conclusion, connectSC is more than jobs. It's a great place to find resources to help you to expand your knowledge and exposure and even find jobs outside of connectSC. You can find everything there from tip sheets, to handouts, to contacts, to information to help you as you go through a job search. It's a great supplement to help you in the process to make things a lot smoother for you.

If you have any questions about connectSC whether it's the search for jobs or find resources, or you just have any questions at all in relationship on your career from helping yourself with your resume, to what do I do with my life, then we're more than happy to help you. Please feel free to visit us at the Student Union building on the University Park campus or call us or visit our web site, which is listed here.

Best of wishes to you. Good luck and fight on.