BALL STATE UNIVERSITY

CAREER CENTER

Resources for Transfer Students

Career Lab
Lucina Hall Room 235

Welcome to the Career Center

The Career Center provides innovative, state-of-the-art career education through interactive, exploratory programs and services, engaging Ball State students to develop professional goals that transform the Ball State education into personal success. As you complete the transfer process to Ball State, don't forget that the Career Center is here to help you with your career and job-search needs.

Lucina Hall 220
8 a.m. to 5 p.m. Monday-Friday
(Summer 7:30 a.m. to 4 p.m.)
http://www.bsu.edu/careers

Connect with the Career Center

From your first semester at Ball State to the last semester of your senior or graduate year, the Career Center staff, programs, and services support your personal career goals. We offer a variety of outstanding services.

Student Employment
The Student Employment Program can help you find part-time jobs, internships, and seasonal employment to support your financial needs and career exploration.
http://www.bsu.edu/careers/careerlink

Career Management Action Plan (Career MAP)
Find your way through the career preparation process by using the Career Management Action Plan. Career MAP is a highly-structured, action-oriented, four-objective plan to guide you through the career-planning process and teach you to use campus career resources effectively. This online guide identifies practical steps to take, at your own pace, to move along the path to career success. Think of it as your job while in college.
http://www.bsu.edu/careers/cmap

Career Advising
Connect with a personal career advisor. Working with an academic advisor helps you get the classes you need, and working with a career advisor can help you find the internship or job you want. Come to drop-in advising M-W from 1 to 3 or Th-F from 10 to noon. If drop-in does not meet your needs, schedule an appointment through Cardinal Career Link at http://www.bsu.edu/careers/careerlink.

Professional Development
Intentionally develop your professional skills. Attend the Professional Development Seminar Series offered during fall and spring semesters. Learn about such critical issues in the workplace as generational diversity, conflict management, career mapping, and more!

Cardinal Career Link
Take advantage of the technology systems offered to Ball State students and alumni to support the search for internships and employment. Cardinal Career Link is for students at every stage of career development. Search the job postings, look at the extensive employer partner lists, use Resume Builder to create or improve your résumé and then upload it to Cardinal Career Link so you can participate in on-campus interviews and the résumé referral books that are sent, by request, to employers.
http://www.bsu.edu/careers/careerlink

Events and Programs

All events and program dates and descriptions can be found at www.bsu.edu/careers. Click Career Lab and Resources; then click Calendar.

Fall Career Fair
Professional Development Series
Focus On Graduate School
Graduate School Fair
Cardinal Job Fair
Teacher Fair

Resources

The Career Lab is the only centralized source of career information on campus. The lab has resources to support the objectives of the Career Management Plan (Career MAP). In addition to printed materials, the lab has computers available for searching the World Wide Web as well as computer programs for résumé development, interview preparation, and other job-search needs.

Career Center Online Resources:
http://www.bsu.edu/careers/links
http://www.bsu.edu/careers/publications

Listed below are Career Center resources for each objective of Career MAP.

Objective 1: Assess and explore your values, skills, and interests, as well as career options.

- **Quest:** http://www.bsu.edu/careers/quest
- **TypeFocus:** http://www.bsu.edu/careercenter/secure/typefocus/
- **Cardinal Career Link:** http://www.bsu.edu/careers/careerlink (for part-time student employment)
- **KEY Careers:** http://www.bsu.edu/keycareers
- **Vault Career Insider:** http://www.bsu.edu/careercenter/secure/careerlibrary/
- **Occupational Outlook Handbook:** http://www.bls.gov/ooh/

Books
Do What You Are
50 Best Careers for Your Personality
College Majors Handbook

Objective 2: Develop key skills employers are seeking and learn job-search techniques.

- **Cardinal Career Link:** http://www.bsu.edu/careers/careerlink (Resume Builder)
- **Resume Deluxe:** a résumé-building and practice interview program in the Career Lab
- **Quest:** http://www.bsu.edu/careers/quest Take the tutorial Developing Skills Employers Want.
- **Quintessential Careers:** http://www.quintcareers.com/

Books
101 Great Answers to the Toughest Interview Questions
Job Searching with Social Media for Dummies
Leave Your Nose Ring at Home
Resumes That Knock 'Em Dead

Objective 3: Develop leadership skills and pursue opportunities for professional experience.

- **Cardinal Career Link:** http://www.bsu.edu/careers/careerlink (for internships and part-time jobs)
- **Internships.com:** http://www.bsu.edu/careercenter/secure/interncompass/
- **Internships USA:** http://www.bsu.edu/careercenter/secure/internshipspass/
- **Vault Career insider:** http://www.bsu.edu/careercenter/secure/careerlibrary/

Books
Getting your Ideal Internship
The Leadership Skills Handbook
Don't Wait Until you Graduate!

Objective 4: Secure professional employment or go to graduate school.

- **Cardinal Career Link:** http://www.bsu.edu/careers/careerlink (for full-time job listings and on-campus interviewing opportunities)
- **Vault Career Insider:** http://www.bsu.edu/careercenter/secure/careerlibrary/ (Research employers and industries.)
- **Reference USA:** (Research employers.) http://www.bsu.edu/libraries/databases/
- **LinkedIn:** http://www.linkedin.com
- (Develop your professional network.)
- **Online Wage Library:** http://www.flcdatacenter.com/
- **USA Jobs.gov:** http://USAJobs.gov
- **Peterson's Graduate Schools:** http://www.petersons.com/graduate-schools.aspx

Books
Cracking the GRE
Adams College Admissions Essay Handbook
Graduate Schools in the U.S.

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact

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