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Cover photo credits (left to right): Susan Cook Photography, Char Smulian, and Susan Cook Photography.
Power Half Hour Workshops

Please join us for any of the following workshops in the CCE Conference Room from 12:30–1 p.m. PowerPoints and tipsheets are also available on the Multimedia Library (careereducation.columbia.edu/resources/multimedia) and Tipsheet (careereducation.columbia.edu/resources/tipsheets) sections of our website.

Resumes & Cover Letters
Tuesday, January 20, 2015
Wednesday, February 4, 2015
Friday, February 13, 2015

By attending a 30-minute Power Half Hour workshop on resume & cover letter writing, you will be able to confidently format, revise, and improve the documents and the way you present yourself on paper. Before you attend the workshop, please visit our website, which will give you a great overview of the topic.

Job & Internship Search
Wednesday, January 21, 2015
Thursday, February 5, 2015

Learn how and where to search, and how to make the most effective use of your time in today’s job market. Tap into Columbia-specific tools and learn about social media resources to incorporate into your search.

LinkedIn Profile Development
Monday, January 26, 2015

With 300 million professionals on LinkedIn, LinkedIn is one of the most powerful online professional resources and an easy way for you to connect with alumni and industry professionals. Join this workshop to learn how to develop your profile and make it stand out.

On-Campus Interviewing
Tuesday, January 27, 2015
Monday, February 2, 2015
Thursday, February 12, 2015
Monday, February 16, 2015
Thursday, February 19, 2015
Wednesday, February 25, 2015
Monday, March 2, 2015
Tuesday, March 10, 2015
Tuesday, March 26, 2015

CCE’s On-Campus Recruiting (OCR) Program brings employers to campus for the purpose of meeting, interviewing and recruiting students. On-Campus Interviewing (OCI) is critical to the success of the OCR Program for both students and employers alike.

Networking
Wednesday, January 28, 2015
Monday, February 9, 2015

More than 70% of all jobs are found through connections. Networking equips you with support, knowledge, and inside information about jobs and organizations, which helps you to make career decisions and secure positions. Attend this workshop to learn about the basics of networking and gain confidence.

Interviewing Skills
Thursday, January 29, 2015
Tuesday, February 10, 2015

If you have an interview approaching, have never had one before, or simply want a refresher, spend 30 minutes with us learning the tools of effective interviewing. We’ll cover how you should prepare, what employers look for and how to present yourself effectively. Before you attend the workshop, please visit our website, which will give you a great overview of the topic.

Using LinkedIn for Your Job or Internship Search
Tuesday, February 3, 2015
Wednesday, February 11, 2015

LinkedIn is a powerful tool when you’re job hunting. With 95% of companies using LinkedIn to identify intern and full-time candidates, it is essential that you know how to successfully navigate this social media platform. Come to this workshop and learn how to use LinkedIn to identify job and internship postings. We will also share useful tips on how to connect with recruiters, hiring managers, Columbia alumni, and industry professionals through LinkedIn.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Mock Interview Program

Wednesday, January 28, 2015, 5–9 p.m.
Wednesday, February 4, 2015, 5–9 p.m.
Wednesday, February 11, 2015, 5–9 p.m.
Center for Career Education
Business attire required.

Mock interviews are always available at CCE, but to help you prepare, CCE is bringing alumni, employers, and the entire CCE counseling staff to provide more opportunities for you to practice and improve your interviewing skills. You must schedule an appointment in advance to participate in these extra mock interview sessions. Slots will be given on a first come, first served basis. Call 212-854-5609 to schedule your 30-minute one-on-one session.

Spring Career Fair

Friday, March 6, 2015, 11 a.m.–4 p.m.
Roone Arledge Auditorium, Lerner Hall
Business attire suggested.

The Spring Career Fair will include organizations from many industries including finance, consulting, consumer packaged goods, media, marketing, advertising, and more and is open to undergraduate and graduate students and alumni. We welcome students who are interested in internship as well as full time opportunities. It is a unique and productive way to meet employers looking to hire students and alumni from Columbia University. Follow #CCESCF to stay updated.

Please check our web calendar for details on a career fair preparation workshop for undergraduates, and see page 16 for information on a workshop for graduate students.

Startup Career Fair

Friday, March 27, 2015, 12–3 p.m.
Low Memorial Library
Business casual attire suggested.

The CCE Startup Career Fair is focused on connecting startup firms, primarily from the NYC area, with entrepreneurially minded students and alumni at Columbia. Numerous industries will be represented including technology, sustainability, media and more. This exclusive event, open only to Columbia students and alumni, offers exciting opportunities to pursue internships or full-time positions and careers. Follow #CCEStartup to stay updated.

Please check our web calendar for details on a career fair preparation workshop for undergraduates, and see page 16 for information on a workshop for graduate students.

All events are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Industry Showcases

AMP (Advertising, Marketing & Public Relations)
Tuesday, January 27, 2015, 7–8:30p.m.
Room 569, Lerner Hall
Business attire suggested.

CCE, in collaboration with Columbia Women’s Business Society, will hold a panel and networking session for organizations with opportunities in advertising, marketing and public relations. This event will shed light on the differences between these three industries and allow you to network with professionals from several organizations.

Fashion
Wednesday, February 4, 2015, 7–8:30p.m.
Room 555, Lerner Hall
Business attire suggested.

CCE, in partnership with the Columbia College Student Council, Columbia College Women, and Columbia College Young Alumni, will hold a joint information session and recruiting event for a number of organizations within the fashion industry.


Engineering
Thursday, February 19, 2015, 7–8:30p.m.
Party Space, Lerner Hall
Business attire suggested.

CCE, in partnership with the Engineering Student Council and Biomedical Engineering Society, will hold a joint information session and recruiting event featuring a number of engineering employers. Students will have the opportunity to learn more about the companies in attendance, hear about their available full-time and internship opportunities, and connect directly with company representatives.

Book Publishing
Date and Location TBD
Business attire suggested.

CCE, in conjunction with Bookjobs (bookjobs.com), will hold a panel and networking session with organizations in the book publishing industry. Representatives will speak on the variety of job possibilities and career paths that book publishing holds for every interest including marketing, sales, publicity, design, editorial, legal, and production.

Job Search Skills Workshop and ISSO Presentation for International Students

Wednesday, February 18, 2015, 10a.m.–12p.m.
Center for Career Education, Conference Room

The first hour of the workshop will be presented by CCE and will focus on the special cultural and language issues and challenges that international students face in the job search process. We will discuss the cultural norms of getting jobs in the U.S. including topics such as networking, business etiquette and body language. We will go over the importance of improving your English language abilities in order to be more effective in elevator pitches, interviews and written communications. We will delve into suggested methods of language improvement including possible resources.

During the second hour of the workshop, a staff member of the ISSO will provide information for international students who are interested in staying in the U.S. to work after completion of their programs. You will receive valuable information and have the chance to ask questions about F-1 visa Optional Practical Training and sponsorship issues including time lines and application procedures.

CCE Summer Internship Programs Information Session: CEO, CCASSIP, SCCEN, & STEP

Thursday, January 29, 2015, 5–6p.m.
Center for Career Education, Conference Room

Dust off your passport and get ready for the summer! Through Columbia Experience Overseas (CEO), Columbia College Alumni-Sponsored Student Internship Program (CCASSIP), Summer CCE Network (SCCEN), and Science Technology Engineering Program (STEP), you can find opportunities and receive resources to help you succeed in internships around the world in cities including: Amman, Beijing, Hong Kong, London, Mumbai, Shanghai, Singapore, New York, Boston, Los Angeles, San Francisco, Washington D.C., and beyond.

Program benefits include: taking part in pre-departure trainings, networking events, and post-program reflection sessions; cultivating relationships with Columbia alumni around the globe; and getting involved in a community dedicated to your professional and personal development.

Eligibility: Only current sophomores and juniors in Columbia College, The Fu Foundation School of Engineering and Applied Science, and School of General Studies are eligible to apply for the CEO program. Only current undergraduate Columbia College students are eligible for CCASSIP. All students from CC, SEAS, GS, and GSAS, are eligible to apply for SCCEN and STEP. All students are welcome to attend the session to learn more.
Media Networking Night

Wednesday, March 25, 2015, 6:30–8:30 p.m.  
Low Memorial Library  
Business casual attire suggested.

Are you interested in a career in the media industry? Still wondering what you want to do post-college? Media Networking Night is an exclusive opportunity for you to get the inside scoop on the industry from professionals working in the field.

Meet with more than 100 professionals working in film, publishing, graphic design, and more! Use this unique opportunity to ask the hard questions — like how they got where they are and what the day-to-day life is like — without all the pressure of a formal career fair. Light refreshments will be served.

A sampling of industry professionals attending this event will be listed on our website 2 weeks prior to the event. During the event, industry professionals will be organized in the room by primary industry so that you can meet professionals in your areas of interest. Follow #CCEMNN to stay updated.

Please check our web calendar for details on a networking night preparation workshop for undergraduates, and see page 16 for information on a workshop for graduate students.

Site Visit Program

Tentative Dates for Spring 2015: Friday, February 13; Friday, February 27, Friday, April 3; and Friday, April 17.

Expected Employers: Wasserman Media Group, ZipCar, NBC Universal, and Shapeways.

CCE’s Site Visit Program provides a fun and interactive way to learn about careers with insider views into the work and culture of different organizations and industries. Join CCE and a group of approximately 20 other students on a tour of an employer site, meet with professionals from a variety of departments and learn what they do from day to day. All Site Visits also have a networking component through which you meet with HR personnel, staff members, and/or alumni working at the organization. Each semester, CCE targets several industries, which allows you to explore a diversity of opportunities. Past site visits have included the Council on Foreign Relations, the Metropolitan Museum of Art, L’Oréal, Ruder Finn, Random House, MTV, and MLB. For more information, visit our website at careereducation.columbia.edu/services/site-visit-program.

Professionals in Residence

If you have ever wanted to “pick the brain” of an industry insider about trends in their industry, best practices for students in the hiring process, and advice about career paths, join us for this casual meal and discussion series at CCE. For more information, visit our website at careereducation.columbia.edu/professional-residence-program.


The Center for Career Education is proud to present our updated guidebook. It’s full of new content to help you at every stage of your career search. Stop by CCE to pick up a copy or download one at careereducation.columbia.edu/resources/basics.
students to break the job search down into smaller steps, set goals for their search and learn how to tackle them. Whether you haven’t thought much about what you would like to do after graduation, have already decided and just need help getting there, or are somewhere in between, this workshop is for you.

Kick off your semester with treats and new momentum for your career!

In this interactive workshop you will:

• Learn about the elements of a successful job search
• Set goals for your own job search
• Come away with resources to help you achieve the goals you’ve set

Major & Career Exploration for Columbia College Sophomores
In partnership with the Center for Student Advising

Friday, February 6, 2015, 2–4p.m.
Center for Career Education, Conference Room
Registration required.

Deciding between majors, concentrations, or starting to explore career options? Take advantage of this interactive Strong Interest Inventory workshop and receive an individualized report that can help you discover your interests, preferences and personal styles—exactly the information you need to select classes, identify internships, activities, and career options you can be passionate about. There will also be guided individual reflection and small group discussion, to help you make the most of your findings. Learn about the Strong Interest Inventory on CCE’s website under Counseling and Services/Assessments. The Strong Interest Inventory measures interests and how your pattern of likes and dislikes fits with other professionals who are satisfied in their careers. Results are not a crystal ball and do not tell you what you should do but rather give options as a starting point. If you are interested in participating, please contact Rebecca Schramm at rs3119@columbia.edu.

SEAS Undergraduate Student Resume Reviews with CCE

Monday, February 16, 2015, 1–2:30p.m.
Center for Career Education, Conference Room
Registration required.

Get your resume ready for the Engineering Industry Showcase on February 19th by meeting with a counselor CCE for a quick, 10-minute review. Sign up in person on the day of the event starting at 12:50p.m.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Seniors: Identify Your Skills for Success in the Job Search

Friday, February 20, 2015, 2–3:30 p.m.
Center for Career Education, Conference Room
Registration required.

Seniors, join us for an interactive workshop where we will use the SkillScan assessment to identify your unique, transferable skills and qualities. Doing so is the first step in thinking about your career options, marketing yourself through resumes and cover letters, and preparing for interviews and networking. Whether you are unsure of which career path to choose or have already decided and need help articulating your qualifications to employers, this workshop will get you started. Attendance is limited to 20 seniors.

Feedback from previous participants:
“I realized that the skills I am interested in using are transferable to more occupations than I had previously thought.”

“I plan to use this information to focus and guide my job search. I have a vague idea of the field I would like to be in and these skills will help me identify what types of jobs I should apply for.”

“I learned that my strengths and passions are mostly in two areas: relationship-building and communications. Although I have analytical skills, I would not want to use them in a career since they don’t interest me. I want to look at more advocacy and counseling jobs.”

Motivated Skills Workshop for First Years

Thursday, February 26, 2015, 2–3:30 p.m.
Center for Career Education, Conference Room
Registration required.

Join us for an interactive workshop where we will use the Motivated Skills assessment to identify the skills and qualities that will help you find a satisfying career. In addition, you will gain insights into how this knowledge can help you sort through job postings and construct a winning resume. This is a great opportunity to kick off your career exploration process early so that you can make informed decisions about courses and majors that connect to both your interests and skill set. Attendance is limited to 20 first years.

Career Development Program for GS Students

GS Student and Alumni Dinner and Discussion Series
In partnership with the GS Office of Alumni Relations and GS Student Life

Networking and a light dinner follow an informal, intimate panel discussion. Connect with GS alumni as they share their professional experiences, industry insights, and paths to careers in various industries.

Arts Management
Thursday, February 26, 2015, 6–7:30 p.m.
Columbia Alumni Center, 622 West 113th Street

Sustainable Development
Wednesday, April 1, 2015, 6–7:30 p.m.
Columbia Alumni Center, 622 West 113th Street

The Art of Networking with GS Alumni
In partnership with the GS Office of Alumni Relations and GS Student Life
Tuesday, April 21, 2015, 6–8 p.m.
Columbia Alumni Center, 622 West 113th Street
Registration required.

GS students are invited to an interactive networking workshop to learn how to start conversations and follow-up techniques to maintain meaningful professional relationships. Following the workshop, students will speak with GS alumni to practice networking at a reception. Refreshments and hors d’oeuvres will be served. Business attire is recommended; however business casual is permitted.

Columbia College Dinner & Discussion Series*

Tuesday, February 10, 2015, 6–8 p.m.
Tuesday, February 17, 2015, 6–8 p.m.
Columbia Alumni Center, 622 West 113th Street

The Center for Career Education, in partnership with the Columbia College Alumni Association Career Committee, hosts an industry focused dinner and discussion series with alumni and small groups of Columbia College students. Past dinners have brought alumni to discuss their careers in pharmaceuticals, film, journalism, marketing, business development, finance, and law. See the CCE calendar (careereducation.columbia.edu/calendar) for updates on the Spring 2015 alumni guest speakers.

* These events are open to CC students only. You will need to fill out a short application online to share why you are interested in attending. We want to ensure you are committed to attending and want to engage with the speaker.
Improving Interviewing Skills for International Students

Monday, February 2, 2015, 3–4p.m.
Monday, February 9, 2015, 3–4p.m.
Monday, February 16, 2015, 3–4p.m.
Center for Career Education, Conference Room
Registration is required and limited to 20 students.

The job interview is so important because it will determine whether or not you get the job offer. All the preparation involved with networking, writing resumes and cover letters, and applying for jobs goes for naught if the candidate has a weak interview.

This three part workshop will significantly help international students better answer behavioral questions, improve confidence levels, reduce stress, and result in a better chance to get a job or internship offer. The workshop will also give the participants the opportunity to speak and improve their English.

A major focus of the workshop will be actual interview practice in a low key professional environment. If you sign up, you will be expected to participate.

If you register for the workshop, we are asking for a commitment to attend all three sessions, which will be held on three consecutive Mondays.

Expanding Your Professional Network with LinkedIn

Thursday, February 19, 2015, 2:30–4p.m.
Center for Career Education, Conference Room

Were you aware that more than half of all job seekers find their jobs through networking? Join us for a review of LinkedIn and an exploration of the ways you can use this professional networking platform to improve your job search effectiveness and get results.

Please bring your laptop and create a LinkedIn account prior to the workshop.

Job Search in the Spring Semester for Graduate Students

Part I
Monday, January 26, 2015, 2:30–4p.m.
Tuesday, February 3, 2015, 11a.m.–12:30p.m.
Center for Career Education, Conference Room
Registration suggested in advance.

Part II
Wednesday, January 28, 2015, 2:30–4p.m.
Tuesday, February 10, 2015, 11a.m.–12:30p.m.
Center for Career Education, Conference Room
Registration suggested in advance.

Careers Beyond the Academy for PhD Students

Tuesday, January 27, 2015, 11a.m.–12:30p.m.
Center for Career Education, Conference Room
Registration required.

Thursday, February 5, 2015, 11a.m.–12:30p.m.
The workshop will be held on the CUMC campus — room location TBA.
Registration required.

This workshop is designed to help PhD students from all disciplines prepare for and execute a non-academic job search. Discussion will focus briefly on the nuts and bolts of the job search and will also explore the myriad career options available to you.

Graduate Students

Graduate students from the schools served by CCE, in both masters and doctoral programs, are invited to attend career workshops addressing their diverse needs. Events target students interested in both academic and non-academic careers. Graduate students are also encouraged to take advantage of the many CCE workshops, panels, fairs, and networking events open to all bachelors, masters, and PhD students.

Expanding Your Professional Network with LinkedIn

Thursday, February 19, 2015, 2:30–4p.m.
Center for Career Education, Conference Room

Were you aware that more than half of all job seekers find their jobs through networking? Join us for a review of LinkedIn and an exploration of the ways you can use this professional networking platform to improve your job search effectiveness and get results.

Please bring your laptop and create a LinkedIn account prior to the workshop.

Improving Interviewing Skills for International Students

Monday, February 2, 2015, 3–4p.m.
Monday, February 9, 2015, 3–4p.m.
Monday, February 16, 2015, 3–4p.m.
Center for Career Education, Conference Room
Registration is required and limited to 20 students.

The job interview is so important because it will determine whether or not you get the job offer. All the preparation involved with networking, writing resumes and cover letters, and applying for jobs goes for naught if the candidate has a weak interview.

This three part workshop will significantly help international students better answer behavioral questions, improve confidence levels, reduce stress, and result in a better chance to get a job or internship offer. The workshop will also give the participants the opportunity to speak and improve their English.

A major focus of the workshop will be actual interview practice in a low key professional environment. If you sign up, you will be expected to participate.

If you register for the workshop, we are asking for a commitment to attend all three sessions, which will be held on three consecutive Mondays.
Making the Most of the Spring Career Fair for Graduate Students

Monday, March 2, 2015, 3–4p.m.
Center for Career Education, Conference Room
Registration required.

Attending a career fair can be a rewarding but overwhelming experience, but with our help, you can attend with confidence. This workshop is designed to help you make the most of meeting recruiters at both the Spring Career Fair and the Startup Career Fair and how to follow up and make connections after the event.

Making the Most of Media Networking Night and the Start Up Career Fair for Graduate Students

Monday, March 23, 2015, 3–4p.m.
Center for Career Education, Conference Room

Attending a career fair or networking event can be rewarding but overwhelming — all at the same time. But, with our help, you can participate with confidence. This workshop is designed to help you make the most of your networking with media representatives at Media Networking Night and your meetings with recruiters at the Startup Career Fair. And it will clearly define the differences between a networking event and a recruiting event — and how to follow up and make connections afterwards.

Career Pathways for PhDs: Conversations with Alumni

A monthly informal speaker series sponsored jointly by CCE and GSAS Alumni Affairs where GSAS PhD alums speak about their non-academic careers. These talks are structured to generate discussion and questions in a seminar setting. Dates, speakers, and times will be announced.

Graduate Student Career Development Speaker Series

An occasional speaker series focusing on presentations regarding professional development and industry opportunities for both Masters and PhD candidates. Dates, speakers, and times will be announced.

Set up a Job Agent in LionSHARE today!

Interested in knowing about jobs/internships that fit your specific search criteria? Have them emailed to your inbox daily by creating a Job Agent.

How to set up a Job Agent in LionSHARE:

1. Log in to your LionSHARE account (careereducation.columbia.edu/LionSHARE) using your UNI and UNI password — as an enrolled student you should have a LionSHARE account automatically — if not, let us know.
2. Complete/update your profile to ensure all your information is correct.
3. Within the Job/Internship tab, click on “Advanced Search.”
4. Enter any information or job search criteria you would like to use to search through jobs posted on LionSHARE. Please remember that the broader your search criteria, the more opportunities you will see. If you choose no criteria, you will see all active jobs posted.
5. Click ‘Search’ to view all opportunities that match your job search.
6. At the top of the search results click “Email me new jobs.” Name your search. Create as many job agents as you like. This will ensure that all positions posted within the last 24 hours matching the criteria you set for your search are emailed to you once per day.
7. CCE highly encourages you use the job agent function and to keep your job searches as broad as possible to ensure you don’t miss any opportunities. Note that all postings in LionSHARE remain active for 30 days or until the posted expiration date.

Happy Job Hunting! If you have any questions, please email careereducation@columbia.edu.
CCE’s Alumni Career Services (ACS) team offers workshops, events, and webinars to help alumni develop key competencies necessary to make informed decisions and achieve their career goals. While some of these programs are held in New York City or in other regions of the country, others are offered by phone and the web. If you have any questions about services and events for alumni, please visit our website at careereducation.columbia.edu/alumni.

Alumni Career Services Monthly Webinar Series

The 2015 Alumni Career Services Monthly Webinar Series features professionals with expertise on various career topics. For full details including registration information, visit careereducation.columbia.edu/alumni/careerdev/seminarseries. Also access all past tele-seminar and webinar recordings at careereducation.columbia.edu/resources/multimedia. All upcoming webinar sessions are 35 minutes with 10 minutes for Q&A.

Career Change: Redefining Your Professional Identity
Wednesday, January 28, 2015, 12:30–1:15p.m. EDT
Access via Internet and Phone
Speaker: Julia Harris Wexler, Certified Executive Career Coach

You have approached a crossroads in your career and are looking to explore alternatives, but where do you start? View this webinar to learn how to navigate various aspects of this transition, from initial exploration through implementation. Acquire strategies and resources to research potential careers, identify transferable skills, and create an action plan in order to take this next step in your professional journey.

The Informational Interview: How to Build Your Contacts and Gain Industry Knowledge
Wednesday, February 25, 2015, 12:30–1:15p.m. EDT
Access via Internet and Phone
Speaker: Leigh Sylvia, Associate Director Alumni Career Services, Columbia Center for Career Education

The “informational interview” — what exactly is it? This webinar will provide an overview of this well-known and reliable career research/networking practice. If you are currently attempting to learn more about a career, or simply looking to build networking contacts, this session is perfect for you. Hear how to conduct professional outreach including common questions/topics via simulated conversation, as well as best practices for correspondence etiquette.

Essential Job Search Techniques for the Freelance Professional
Wednesday, March 25, 2015, 12:30–1:15p.m. EDT
Access via Internet and Phone
Speaker: Dorothy Doppstadt, Certified Career Coach and Founder/President of Surge Partners LLC

Working “for you” can offer many benefits — independence, income, flexibility — however securing these opportunities may present some challenges along the way. This webinar will provide you with the basics to make key informed decisions about your freelancing career as well as share essential strategies to secure your next role.

Get What You’re “Worth” – Smart Salary Negotiation
Wednesday, April 15, 2015, 12:30–1:15p.m. EDT
Access via Internet and Phone
Speaker: Caroline Ceniza-Levine, Career Expert & Co-founder of SixFigureStart® career coaching

Negotiation is a fundamental concept of business — this may involve negotiating a starting salary, defining job responsibilities, or modifying a benefits package. Understanding the boundaries of what is acceptable based on your experience and skills, the position expectations, and the industry or organization is crucial to developing a successful negotiating strategy. This webinar will explore specific negotiation techniques that may be utilized in your offer acceptance process.

Alumni Career Services Workshops & Events

How to Present Your “Best Self” and Network for Results
Date, Time, and Location: Please view the ACS webpage (careereducation.columbia.edu/alumni) for updates.

What is “your professional brand”? This terminology is used so frequently in the job search process, but precisely how do you define it? Furthermore, how do you effectively communicate what your “selling points” are? In this workshop, CCE’s Alumni Career Service team will share tactics to best present the product of YOU. Learn how to analyze and understand your targeted audience, structure and deliver a compelling pitch, as well as develop an effective follow-up strategy. The workshop will conclude with an open networking reception. Light refreshments will be provided.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
LionSHARE: A Job and Internship Search Resource!

LionSHARE is a full service online recruiting system encompassing job and internship postings, on-campus recruiting opportunities, and events such as employer info sessions and career fairs. The system is for the exclusive use of Columbia students and alumni.

**How to Get Started** — Go to the LionSHARE login page (careereducation.columbia.edu/LionSHARE), click on the LionSHARE icon, and use your UNI and password to sign in. Alumni, if you do not know your UNI, please visit the Columbia Alumni Association website (alumni.columbia.edu/unis).

**The On-Campus Recruiting (OCR) Program**

The On-Campus Recruiting (OCR) program provides employers with the opportunity to host information sessions, attend career fairs, and conduct interviews on campus. Through this program, employers can connect with students to educate them on their industry, company, and employment opportunities. It provides students with direct access to some of the most competitive companies and opportunities in the job market today.

**Employer Information Sessions** — Employer information sessions are hosted on campus by companies to give students an understanding of the goals and mission of the organization. They provide insight into the entry-level and internship opportunities available to Columbia students. Students attending these sessions should be professionally dressed, prepared to network, and have a few copies of their resume in case a company representative is collecting them. Students can find the calendar of information sessions on the CCE home page and in LionSHARE.

**On-Campus Interviews (OCI)** — It is important to keep in mind that OCI is just one resource to use in your career search. Some students make the mistake of assuming OCI is the only way to find a job or internship and focus only on this program. While OCI is a fairly straightforward process, it requires attention to employer-specified deadlines and often demanding interview schedules.

Before using the OCI program make sure you are interested in the jobs and companies participating in the program. Employers participating in OCI are primarily large firms with very structured internship or entry-level full-time programs. You’ll see many finance, consulting, and big technology firms. You will also see some advertising, fashion, not-for-profit, and government employers participate in OCI. If you don’t see companies of interest in OCI, it doesn’t mean they are not hiring. Most companies hire “as-needed” and post opportunities in various ways from on-campus postings to internship tweets and interview at their offices. Speak with a career counselor about your search and how to maximize CCE’s resources and services.

To successfully participate in On-Campus Interviews please complete the following:

1. Complete the online On-Campus Recruiting Program Overview training and sign off on the policies after passing the quiz at the end of the presentation.
2. Familiarize yourself with Frequently Asked Questions: LionSHARE and OCR.
3. Log in to LionSHARE and update your profile.
4. Find the “On-Campus Interviews” tab in LionSHARE. Through this function, you can find opportunities you qualify for as part of the OCI Timeline listed below.

To access any of the links mentioned above, please visit: careereducation.columbia.edu/findajob/register/recruitingpolicies careereducation.columbia.edu/findajob/LionSHARE

**OCI Timeline for Full-Time and Internship Searches:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 20, 2015</td>
<td>Employer Info Sessions begin.</td>
</tr>
<tr>
<td>Monday, January 26, 2015</td>
<td>Employers begin spring semester interviews on campus.</td>
</tr>
<tr>
<td>Friday, February 27, 2015</td>
<td>Deadline for summer internship offers resulting from a previous summer internship</td>
</tr>
<tr>
<td>Friday, March 6, 2015</td>
<td>Deadline to accept internship offers received through Spring OCI</td>
</tr>
</tbody>
</table>

**Job and Internship Postings**

Employers post job opportunities with CCE through the LionSHARE system for full-time and part-time positions as well as internships, fellowships and casual on-campus jobs. These are posted year round and should be checked regularly. See the page 17 for instructions on how to create a Job Agent in LionSHARE.

**Short Term/Temporary Job Postings** — Are you looking for a short term or temporary job? Want to help someone with his/her research? Babysit? Once you are logged into LionSHARE, click on “Job/Internship Search” and type in “Temp Time” under the employer name. Please note that there might be other part-time jobs listed under the job type “Part Time” for which you should run a separate search.

**Did You Know?**

- Columbia University is a member of MentorNet (mentornet.net), the award-winning e-mentoring network for students interested in engineering, science, mathematics, and technology. This resource connects students to professionals in industry, government, and higher education.
- CCE has a Clothing Closet. Borrow suits and accessories for the purpose of attending an interview, career fair, or professional networking event, thanks to generous donations from Macy’s and Bloomingdale’s. For more information, please visit careereducation.columbia.edu/services/clothingcloset.
Employer Info Sessions

Employer Info Sessions are hosted on campus by companies to give students an understanding of the goals and mission of their organizations. They provide insight into the entry-level and internship opportunities available to Columbia students. Review our tipsheet to learn how to make the most of an employer info session: careereducation.columbia.edu/resources/tipsheets/employer-information-session.

Please check the CCE web calendar (careereducation.columbia.edu/calendar) or log in to LionSHARE for registration, eligibility, target audience, suggested attire, and any updates to this schedule.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lazard Info Session</td>
<td>1/20/15</td>
<td>5–6:30 p.m.</td>
<td>Faculty House, Garden Room 2</td>
</tr>
<tr>
<td>RBC Capital Markets Info Session</td>
<td>1/20/15</td>
<td>7:30–9 p.m.</td>
<td>Faculty House, Presidential Ballroom</td>
</tr>
<tr>
<td>J.P. Morgan Corporate Client Banking Info Session</td>
<td>1/21/15</td>
<td>5–6 p.m.</td>
<td>Center for Career Education, Conference Room</td>
</tr>
<tr>
<td>American Express Graduate Student Risk &amp; Information Management Info Session</td>
<td>1/21/15</td>
<td>5–6:30 p.m.</td>
<td>Davis Auditorium, Schapiro CEPSR</td>
</tr>
<tr>
<td>LinkedIn Info Session</td>
<td>1/22/15</td>
<td>11:30 a.m.–1:30 p.m.</td>
<td>Schapiro Center, Davis Auditorium</td>
</tr>
<tr>
<td>Millennium Management Info Session</td>
<td>1/22/15</td>
<td>5–6:30 p.m.</td>
<td>Faculty House, Garden Room 2</td>
</tr>
<tr>
<td>IBM Info Session</td>
<td>1/22/15</td>
<td>6:30–7:30 p.m.</td>
<td>Center for Career Education, Conference Room</td>
</tr>
<tr>
<td>Accenture Info Session</td>
<td>1/26/15</td>
<td>5–6:30 p.m.</td>
<td>Faculty House, Garden Room 2</td>
</tr>
<tr>
<td>Tortoise Investment Management, LLC Info Session</td>
<td>1/26/15</td>
<td>6–7 p.m.</td>
<td>Center for Career Education, Conference Room</td>
</tr>
<tr>
<td>AQR Capital Management Info Session</td>
<td>1/26/15</td>
<td>7:30–9 p.m.</td>
<td>Faculty House, Garden Room 2</td>
</tr>
<tr>
<td>Moody’s Investors Service Info Session 2</td>
<td>1/27/15</td>
<td>5–6:30 p.m.</td>
<td>Faculty House, Garden Room</td>
</tr>
<tr>
<td>Heidrick &amp; Struggles Info Session</td>
<td>1/28/15</td>
<td>5–6:30 p.m.</td>
<td>Faculty House, Garden Room 2</td>
</tr>
<tr>
<td>Google, Inc. Info Session</td>
<td>1/28/15</td>
<td>6–8 p.m.</td>
<td>Schapiro Center, Davis Auditorium</td>
</tr>
</tbody>
</table>

An Inside Look at McGraw Hill Financial Info Session 1/28/15 7:30–9 p.m. Faculty House, Presidential Rooms 2 & 3
Google, Inc. Info Session 1/29/15 11:30 a.m.–1:30 p.m. Schapiro Center, Davis Auditorium
Simon-Kucher & Partners Info Session 1/29/15 5–6:30 p.m. Faculty House, Garden Room 2
Macquarie Holdings (USA) Inc. Info Session 1/29/15 7:30–9 p.m. Faculty House, Presidential Room 1 & Reception
Unilever Info Session 2/2/15 5–6:30 p.m. Faculty House, Garden Room 2
Bank of America Merrill Lynch Info Session 2/2/15 7:30–9 p.m. Faculty House, Presidential Ballroom
Stripes Group Info Session 2/3/15 6–7 p.m. Center for Career Education, Conference Room
MasterCard Info Session 2/5/15 6–7 p.m. Center for Career Education, Conference Room
McKinsey Digital Labs Info Session 2/6/15 12–2 p.m. Mudd, Computer Science Lounge
WorldQuant, LLC Info Session 2/10/15 5–6:30 p.m. Faculty House, Garden Room 2
Cablevision Systems Corporation Info Session 2/10/15 6–7 p.m. Center for Career Education, Conference Room
KCG (GETCO acquired Knight Capital) Info Session 2/12/2015 5–6:30 p.m. Faculty House, Garden Room 2
Marsh USA Info Session 2/17/15 6–7 p.m. Center for Career Education, Conference Room
VMware Technical Interview Workshop 3/4/15 6–8 p.m. Mudd, Computer Science Lounge
VMware Resume Review Session 3/5/15 11 a.m.–1 p.m. Mudd, Computer Science Lounge
Mu Sigma Inc. Info Session 4/2/15 5–6:30 p.m. Center for Career Education, Conference Room

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Finding fulfillment and success in a career requires dedication of time to exploring your interests, preparing your materials and approach, gaining experience in a variety of settings, and building a network of people in your fields of interest. It requires purposeful integration of career exploration into your life at Columbia. Just as you need to work towards A’s in your studies, it’s essential to put effort into planning your career in order to land the opportunities that are right for you. Prioritize and dedicate time to career preparation during your time at Columbia and beyond, and remember that CCE is here to partner with you through every step!

Quick Questions

10-minute meetings that run from 1–4 p.m. Monday to Friday during the academic year. Meet with a counselor for answers to brief questions, resume and cover letter reviews, or an introduction to CCE’s services and resources. Sign up for a time slot, starting at 1 p.m., upon your arrival.

Career Counseling

Career counselors meet individually with students and alumni to work through every step of the career planning process. Call 212-854-5609 to schedule an in-person, phone, or Skype, or appointment.

Mock (Practice) Interviews

Whether you are seeking an internship and have never been on a formal interview or you are a mid-level professional with years of work and interviewing experience, CCE counselors will provide you with specific feedback to enhance your interviewing skills. We also provide practice consulting case interviews. Call or stop by to schedule a phone, Skype, or in-person appointment.
VISIT US

East Campus, Lower Level
116th Street Between Amsterdam and Morningside
(Enter through Wien Courtyard)

CONTACT US

Phone: (212) 854-5609
careereducation@columbia.edu
careereducation.columbia.edu
Follow us on Twitter and Instagram: @ColumbiaCCE
Find us on Facebook: facebook.com/CUCCE
Connect on LinkedIn: linkd.in/columbiacareerconnections

HOURS

Monday–Friday, 9a.m.–5p.m.
Wednesday, 9a.m.–8p.m.

DAILY QUICK QUESTIONS

Monday–Friday, 1–4p.m.
These are 10-minute sessions where you are able to come in at 1p.m. and sign up for a time slot between 1 and 4p.m. Topics often include starting an internship search, resumes and cover letters, interview preparation, and networking.

COLUMBIA UNIVERSITY CENTER FOR
Career Education