SPRING 2016 PROGRAM OF EVENTS

COLUMBIA UNIVERSITY CENTER FOR Career Education
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Cover photos by Char Smulian
Power Half Hour Workshops

Please join us for any of the following workshops in the CCE Conference Room from 12:30–1p.m. unless otherwise noted. 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 19
Wednesday, February 3, 1–1:30p.m.
Friday, February 12

On average, an employer will spend less than 60 seconds reviewing your resume and cover letter. Learn how to strategically write, edit, and format your application materials to ensure you stand out from the crowd and remain true to yourself!

Job & Internship Search
Wednesday, January 20
Thursday, February 4
Friday, February 19

These days, there are almost too many ways to begin a job or internship search—from social media and online job boards to on-campus interviews and networking events. Join us for a step-by-step look at how to navigate your search with ease, and tap into Columbia-specific tools and resources along the way.

LinkedIn Profile Development
Tuesday, January 26

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
Wednesday, January 27
Tuesday, February 2
Monday, February 15

Monday, February 22
Wednesday, February 24

CCE’s On-Campus Recruiting (OCR) Program brings employers that run large, structured programs 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
Thursday, January 28
Monday, February 8

Since 70% of all jobs are found through connections, networking is an essential part of any job search. It can get you in front of hiring managers and give you inside information about companies, positions, and workplace culture. Discover successful relationship building techniques and how to network with confidence!

Interviewing Skills
Friday, January 29
Wednesday, February 17

You’ve got the interview, now what? Find out what employers look for, what to expect during the process, and how to present your best self before, during, and after any interview.

Using LinkedIn for Your Job or Internship Search
Wednesday, February 10

Did you know that 95% of companies use LinkedIn to identify intern and full-time candidates? Or that using keywords can get you noticed by more recruiters? At this workshop we will teach you the latest tricks to improve your profile, expand your network, and target the companies you want to work for.

To gain OCI access, students must attend an On-Campus Interviewing Power Half Hour workshop or complete an On-Campus Recruiting Program Overview online training (careereducation.columbia.edu/LionshareOCRtutorial) and sign off on the policies and procedures. Students who attend this workshop will be granted OCI access within two business days of the training.

In this training, we will provide an overview of CCE services and the ways in which students can best prepare for their job search. We will also review how to search and apply for jobs and internships using LionSHARE, CCE’s online job database and recruiting system. Largely, we will speak about the OCR Program, with a particular focus on on-campus interviews. Students will learn how to best prepare for on-campus interviews, become aware of both student and employer expectations throughout this process, and most importantly, learn how to use available resources while navigating the job/internships search and interview process.
Mock Interview Program

Wednesday, January 27, 5–9p.m.
Wednesday, February 3, 5–9p.m.
Wednesday, February 10, 5–9p.m.
Center for Career Education
Business attire required.

Are you ready for the upcoming interviewing season? As you begin searching for a summer internship or full-time position, one of the most daunting hurdles can be the interview. However, with practice and feedback, CCE can enhance your interviewing skills and help you feel more confident.

Mock interviews are always available at CCE. We’ve expanded our offerings by bringing alumni, along with the entire CCE counseling staff, together to provide more opportunities for you to practice and improve your interviewing skills.

CCE counselors will be available for appointments between 5–7:30p.m. Appointments with alumni will be available between 7–9p.m. To schedule your session, you must call CCE at (212)854-5609. Sessions are available on a first-come, first-served basis.

Spring Career Fair

Friday, February 26, 12–4p.m.
Roone Arledge Auditorium, Lerner Hall
Business attire suggested.

The Spring Career Fair will include organizations from many industries including consulting, consumer packaged goods, media, marketing, advertising, finance, 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.

Did You Know?

- 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.
Industry Showcases

Fashion
Date & Location TBD
Business attire suggested.

CCE will hold an information session and recruiting event for a number of organizations within the fashion industry. Past participating organizations have included: Bloomingdale's; Bottega Venetta; Christian Dior Couture; The Donna Karan Company, LLC; PreeLine; and Tommy Hilfiger.

Engineering
Tuesday, February 9, 6–7:30p.m.
Center for Career Education, Conference Room
Business attire suggested.

CCE will hold an 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
Wednesday, February 17, 6–7:30p.m.
Center for Career Education, Conference Room
Business attire suggested.


Think Tanks, Policy, and Political Risk
Wednesday, March 2
Time & Location TBD
Business attire suggested.

CCE in partnership with the Political Science Students Association (PSSA) and the Journal of Politics & Society (JPS) will host a panel and networking session with a number of organizations that provide political and strategic research and analysis to governments and private-sector companies. Students will have the opportunity to learn more about think tanks and the fields of policy and political risk in general as well as career paths within the attending organizations. Following the panel, students are invited to network with alumni and representatives from several organizations.

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

Thursday, January 28, 5–6p.m.
Center for Career Education, Conference Room

Are you dreading that inevitable question you are going to get over winter break from your parents, “What are you going to do this summer?” Tell them you are interning in one of the following cities: Amman, Beijing, Hong Kong, London, Mumbai, Shanghai, Singapore, Seoul, New York, Boston, Los Angeles, San Francisco, or Washington D.C. Not only will you be able to make your friends jealous of your Instagram pictures from your adventures, but you will get some sweet mentorship from Columbia alumni and lots of personal support from CCE. Come learn about the program benefits including pre-departure trainings, networking events, and post-program reflection sessions; alumni mentors, and the opportunity to connect with a community dedicated to your professional and personal development.

Summer internship programs include:

- Columbia Experience Overseas (CEO)
- Columbia College Alumni-Sponsored Student Internship Program (CCASSIP)
- Columbia University Global Opportunities (CU GO)
- Summer CCE Network (SCCEN)
- Science Technology Engineering Program (STEP)

Eligibility: Only current sophomores and juniors are eligible to apply for the CEO. Only current undergraduate CC students are eligible for CCASSIP. Only Columbia College, The Fu Foundation School of Engineering and Applied Science, and School of General Studies are eligible to apply for CEO positions. All students from CC, SEAS, GS, GSAS, and SoA are eligible to apply for CU GO, SCCEN, and STEP. All students are welcome to attend the session to learn more.
Getting Ready for the US Job Search: Social Norms, Business Etiquette and Visa Issues with CCE and ISSO

Wednesday, February 17, 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, social and language issues and challenges faced by international students in the job search process. Topics will include networking, business etiquette and body language.

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

Software Technical Interview Prep & Practice

Wednesday, March 23, 7–9p.m.
Center for Career Education

Are you planning to interview for software positions, and want practice answering questions on data structures and algorithms? Check CCE’s calendar of events closer to the date for more details and to register. Brought to you collaboratively by the Center for Career Education, Engineering Student Council, and The Application Development Initiative (ADI).

Employer Site Visit Program

CCE’s Employer Site Visit Program provides insider views into the work and culture of a variety of organizations and industries. Join CCE and a group of about 20 other students on a tour of an employer site, meet with professionals from the company and learn about career paths and opportunities within the field. We visit a wide range of employers (four per semester) so that there is something for everyone, whether you are targeting a specific industry or looking to explore your options. Past site visits have included TED, Guggenheim Museum, Burberry, U.S. EPA, and Langan Engineering & Environmental Services. Visit the CCE website (careereducation.columbia.edu/services/site-visit-program) for up-to-date information on dates, times, and employers.

Pick up a copy of CCE's Career Planning Guide 2015–2016!

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.
First-Year Internships, Externships and Partnerships

Thursday, January 21, 12:30–1:30p.m.
Center for Career Education, Conference Room

*ex• tern• ship (noun)\'ek-stern-ship\- A short, practical experience in a specific field or industry of interest

Now that you have successfully expanded your vocabulary, time to put this new word into practice via the Columbia Exploration Externship program. Come learn about how you can get a behind the scenes look at some of the top industries and use your spring break to be productive and not one that leaves you watching marathons of Game of Thrones and Scandal while eating take-out.

Columbia College Alumni-Sponsored Student Internship Program (CCASSIP) Panel and Information Session

Monday, February 1, 6:30–8p.m.
Center for Career Education, Conference Room

Want to build your CC professional network? Looking for a great summer internship opportunity? Hear from alumni and current students about the Columbia College Alumni-Sponsored Student Internship Program (CCASSIP), the internship opportunities available and the benefits of the program. As part of the program you receive a Columbia College alumni mentor in addition to being connected with an Alumni Sponsor. Positions are represented across a wide variety of industries. Search for the positions in LionSHARE, by putting “CCASSIP” in the keyword search. Co-sponsored by CCSA.

Networking for Seniors: Take Control of Your Job Search

Friday, February 5
Time & Location TBD

Seniors- feeling “stuck” when it comes to your job search? Not sure how to get started, or are you having trouble finding the right opportunity? The networking process is the key to exploring your options, connecting to the “hidden job market,” and helping you to stand out in the job search. In this workshop, you will learn and practice networking skills like:

- How to find and connect with Columbia alumni and potential employers through LinkedIn
- Making the most of the informational interview
- How to craft and deliver a winning introduction

Whether you’re unsure 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.

StrengthsFinder for Sophomores

Friday, February 19, 3:30–5p.m.
Center for Career Education, Conference Room

Looking for ways to identify and talk about your strengths? Then join CCE for a Strengths-Finder workshop just for sophomores/sophomore standing students that will help you: identify your natural strengths and learn how to use them when interviewing or networking, looking for internships, and creating your career plans. We know it can be easier to talk about this with your friends, so we strongly recommend signing up with one or even a small group.

Once you register, you will be put on a waitlist and will receive confirmation once your participation is approved. You will receive instructions on how to take the online Strengths-Finder assessment one week before the program.

As there are limited spots and CCE is covering the cost of the StrengthsFinder assessment, please only register for this program if you can definitely attend. This program is open to the first 20 sophomores that register. Deadline for registration and cancellation is 2/12.

Just for Juniors: Ignite Your Summer Internship Search

Monday, February 22, 4–5p.m.
Center for Career Education, Conference Room

Interested in getting an internship this summer? It’s not too late! In fact, many industries do not start recruiting for summer interns in the U.S. until the Spring semester. Join CCE to learn more about who’s hiring now, what they are looking for, and how to best research and prepare for your summer search.

In this interactive workshop, you will:

- Learn about the stages of a successful internship search
- Develop an industry-specific search strategy and identify current opportunities
- Hear from fellow students about how they secured their last internship
- Discover new resources to help you with your search

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
General Studies Student and Alumni Dinner and Discussion Series*

CCE in partnership with the GS Office of Alumni Relations and GS Student Life hosts an industry focused dinner and discussion series with alumni and small groups of General Studies students. Past dinners have brought alumni to discuss their careers in a variety of industries including Film, Economics, and Arts Management.

International Affairs
Thursday, February 25, 6–7:30p.m.
Columbia Alumni Center, 622 West 113th Street

Psychology
Wednesday, March 30, 6–7:30p.m.
Columbia Alumni Center, 622 West 113th Street

Sustainable Development
Date TBD
Columbia Alumni Center, 622 West 113th Street

* These events are open to GS 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.

Spring Career Fair Warmup for Undergraduates

Friday, February 26, 11a.m.–12p.m.
Location TBD
Business attire suggested.
Registration required.

Come to CCE’s Career Fair Warmup to practice your introduction and get tips to stand out at the Spring Career Fair from career counselors and employers. All attendees will be allowed into the Fair at start time, ahead of the line!

• Before the Warmup, check out our FAQs on Career Fairs, our career fair web page, and download the Columbia Career Fair Plus app
• Prepare your resume and questions for employers. Need help? Come to Quick Questions from 1–4p.m. Monday–Friday or schedule a counseling appointment at CCE
• At the program, practice your introduction and get tips from CCE counselors and your peers to help you stand out and feel more comfortable at the Fair
• After the program, skip the line and be the first to enter the Fair to meet with 100 employers

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Graduate students from the schools served by CCE, in both master’s 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 bachelor’s, master’s, and PhD students.

Improving Interviewing Skills for International Students

Thursday, January 21, 2–4:30 p.m.
Tuesday, February 16, 2:30–5 p.m.
Center for Career Education, Conference Room
Registration is required and will be limited to 24 students.

The job interview is very important and determines whether or not you get the job offer. This workshop will significantly help international students answer behavioral questions, improve confidence levels, reduce stress, and increase chances to get an internship or job offer.

A major focus of the workshop will be actual interview practice in a safe, non-threatening environment. If you do sign up, you will be expected to stay for the whole two and a half hours and actively participate.

See page 8 for details on the Getting Ready for the US Job Search: Social Norms and Visa Issues with CCE and ISSO workshop.

Master’s Core Workshops

Job Search
Tuesday, January 26, 2:30–4 p.m.
Tuesday, February 1, 11 a.m.–12:30 p.m.
Center for Career Education, Conference Room

Interviewing & Negotiating
Thursday, January 28, 2:30–4 p.m.
Wednesday, February 3, 11 a.m.–12:30 p.m.
Center for Career Education, Conference Room

Are you a Graduate Student looking for a job/internship? This workshop is for you!

Join us in the CCE Conference Room for a two part series. Job Search will focus on the expanded use of specialized job websites, industry research, and networking. Interviewing & Negotiating will focus on interviewing skills and negotiating job offers.

Networking: Effective Job Search Tool – Webinar

Monday, February 8, 3–4 p.m.
Access via Internet and Phone

Did you know that 70-80% of all jobseekers find their jobs through networking? In this webinar, we will provide comprehensive information on how to effectively use networking in your job search process. We will not only talk about networking in a general setting, but also give you an overview of using LinkedIn to build relationships and conducting Informational Interviews to expand your network.

There will be 15 minutes of Q&A session following the webinar.

Students are also encouraged to register for the “Networking: Practice with Your Peers” workshop on February 19th to practice your networking skills in a safe and comfortable environment.

Networking: Practice With Your Peers

Friday, February 19, 1:30–3 p.m.
Center for Career Education, Conference Room

Join this very interactive networking session in which you will develop and practice your networking skills in a safe and comfortable environment. The session will provide opportunities for you to practice using different forms of networking techniques and also meet students from different departments and disciplines.
Making the Most of the Spring Career Fair

Monday, February 22, 2–3p.m.
Center for Career Education, Conference Room

Attending a career fair can be a rewarding but overwhelming experience, 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 Your Internship

Tuesday, February 23, 2:30–4p.m.
Center for Career Education, Conference Room

You are probably doing an internship to explore an industry, to learn and develop new skills, to add an impressive experience to your resume or to turn the internship into a job offer. In this workshop you will learn strategies to help you accomplish all of these goals. Topics will include: researching and understanding your company, how to develop your professional image, business etiquette, and how to learn from colleagues and build your professional network.

Ph.D. & Master's Virtual Career Fair

Wednesday, March 2
Online

Join the 4th annual Graduate Career Consortium (GCC) Virtual Career Fair (VCF) on Wednesday, March 2nd. The VCF is a single day, online career fair for advanced degree students, postdocs, and alumni, sponsored by the GCC and Columbia. You will be able to interact with employers virtually and gain access to many Full-time, Post-Doctoral, & Internship opportunities.

Career Exploration For PhDs

Friday, March 4, 1–2:30p.m.
Friday, April 1, 1–2:30p.m.
Center for Career Education, Conference Room

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 — the process by which you identify ‘best fit’ career options, survey resources to examine those options, and locate opportunities. The workshop is interactive where you reflect on your interests, values, skills and personality traits, connect these to careers, and complete an Individual Development Plan.

Making the Most of the Startup Career Fair for Graduate Students

Monday, March 21, 2–3p.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 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

Dates, speakers, and times will be announced.
622 West 113th Street between Broadway & Riverside Drive

This speaker series is an opportunity for PhD students to discuss career options outside the academy with GSAS alumni in a small-group format. Speakers will share their experiences navigating the job-search process and landing new careers.

GSAS: The Art of Networking with Alumni*

Dates, speakers, and times will be announced.

GSAS students are invited to a networking workshop hosted by CCE. At the workshop, students will learn how to start conversations and follow-up techniques to maintain meaningful professional relationships. Following the workshop, students will speak with GSAS alumni to practice networking at a reception. Refreshments and hors d’oeuvres will be served.

*This event is open to GSAS students only.
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 online. If you have any questions about services and events for alumni, please visit our website at careereducation.columbia.edu/alumni.

Alumni Career Services Webinar Series

The 2016 Alumni Career Services 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 30 minutes with 15 minutes for Q&A.

How to Write a “Winning” Resume and Cover Letter

Part I
Tuesday, January 26, 1–1:45 p.m. EST

Part II
Thursday, January 28, 1–1:45 p.m. EST

Speaker: Caitlin Graci, Assistant Director, Alumni Career Services, Columbia University Center for Career Education

Writing a smart resume and cover letter can land your foot in the door, but how do you go about creating these materials? This two-part webinar series will focus on how to effectively write, edit and format your job application materials. Join these engaging webinars and learn the tips and tricks to creating your next “winning” resume and cover letter!

The Job Search: Why Smart People Get Stuck and What to Do About It

Wednesday, February 3, 1–1:45 p.m. EST

Speaker: Stacy S. Kim, Ph.D., Author of “The Lighthouse Method: How Busy, Overloaded Moms Can Get Unstuck and Figure Out What To Do With Their Lives”

Trying to find a new job or switch careers can easily feel daunting; even successful individuals get discouraged. After working with many talented clients, Stacy Kim uncovered The Lighthouse Method, a set of counterintuitive strategies that can help you get unstuck. She will share why bright people can be more prone to getting stuck, provide concrete steps on how to jumpstart your job search, and prepare you for possible pitfalls.

How to Land Your Dream Job!

Wednesday, March 2, 1–1:45 p.m. EST

Speaker: Scott Swedberg, Chief Career Coach and Founder of The Job Sauce

Are you looking for a new job? If so, register to attend this webinar that will teach you a step-by-step method that has helped people land their dream job in 8 weeks with a 20% raise. Whether you’re 25 or 55, if you want to be 1400% more likely to get hired for your ideal job, sign up for this webinar and learn from a former LinkedIn employee and hiring manager.

Start with Who You Know: Leveraging Your CU Alumni Network Through LinkedIn

Wednesday, April 6, 1–1:45 p.m. EST

Speaker: Caitlin Graci, Assistant Director, Alumni Career Services, Columbia University Center for Career Education

It is proven that the number one way to secure a job is through networking, but where do you start? This session will focus on utilizing a resource available at your fingertips – your CU alumni network! Learn how to strategically conduct successful searches of your fellow Columbians and start engaging conversations that will assist you with your job securement process. (Pre-recorded from 10/28/14, LIVE 15 minutes of Q&A)

Ask a Career Coach! (Virtual Event)

Wednesday, February 24, 1–2 p.m. EST
Wednesday, March 23, 1–2 p.m. EST

Virtual Event for Alumni (access via Internet and Phone)
Eligibility: This event is open to alumni from CC, SEAS, GS, GSAS, and SOA.

Sign up to virtually connect one-on-one with an expert career coach and CCE career strategists for effective career and job search strategy advice! This session will allow you a unique opportunity to ask your most pressing career related questions including how to re-enter the work force, transition from one industry to another, or how to ace an upcoming interview – all from the comfort of your mobile device or computer!

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
LionSHARE is a full service on-line recruiting system encompassing job and internship postings, on-campus recruiting opportunities, and events such as employer info sessions, career fairs, and industry showcases. The system is for the exclusive use of Columbia students and alumni served by CCE.

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). For help with password issues, please contact Columbia University Information Technology (CUIT) at 212-854-1919 or visit cuit.columbia.edu.

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 industry showcases, 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 typically hosted on campus by companies to give students an understanding of the goals, mission, and career opportunities at 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. For more tips, see the tipsheet on pages 22 and 23. Students should refer to the CCE Events calendar (cce.columbia.edu/calendar) and LionSHARE (cce.columbia.edu/LionSHARE) for a current listing of all info sessions.

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 social media channels. These employers will typically hold interviews 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 Interview (OCI) Program training, pass the quiz, and sign off on the policies at the end of the quiz. Note: In-person Power Hour trainings are available. See page 2 or view the CCE Events Calendar for dates.
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/lionshare/oci

Spring 2016 OCR Timeline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday, January 19, 2016</td>
<td>Employer Information Sessions begin</td>
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<tr>
<td>Friday, February 26, 2016</td>
<td>Internship offer deadline for previous summer interns</td>
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<tr>
<td>Monday, May 2, 2016</td>
<td>Last Day of On-Campus Recruiting and Employer Information Sessions</td>
</tr>
<tr>
<td>Friday, March 4, 2016</td>
<td>Internship offer deadline for offers given during Spring OCR</td>
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Job and Internship Postings

Employers post 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 next page 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?

- 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.
Tipsheet: Employer Information Sessions

Please refer to the CCE Events calendar (cce.columbia.edu/calendar) and LionSHARE (cce.columbia.edu/LionSHARE) for a current listing of all information sessions.

Why should I go?

Attending an employer’s information session will allow you to:

- Assess the company and its culture
- Gain insight into various career paths
- Learn about available positions and qualities they look for in candidates
- Connect with Columbia alumni and business professionals

All of this adds to the information available on the company website and in the job posting. It is also a great opportunity for you to make a personal connection within a company. These actions ensure that you are informed and can speak thoughtfully about the organization in your cover letters and interviews.

What should I expect from attending an employer information session?

Many companies hold information sessions on campus in order to promote the company, share information regarding their current job or internship opportunities and offer more information about their organization’s culture.

Most information sessions range from one to two hours long and consist of a company presentation where current employees explain the values and mission of the company, recent projects, company culture and their hiring process; followed by a Q&A and an opportunity for students to network with recruiters or Columbia alumni working at the company.

How should I prepare?

You will maximize your experience if you do a little background research on the company, and job opportunities it has posted on LionSHARE and their own career pages. Gather information regarding industry trends and be aware of some of the company’s competitors. It is also a good idea to bring copies of your resume in case they are being collected at the event.

What should I do while I’m there?

Arrive on time and pay attention to the presentation. Take notes so you can use the information to enhance your application materials. Don’t be afraid to ask questions about the company, recruitment and interview process but avoid posing questions that could be easily answered through research on the company website. It is also not appropriate to talk on the phone or text during the presentation. During the Q&A and the networking portion, be respectful of employer’s time and do not dominate the conversation if there are other students around.

What do I wear?

Business professional (suit) is typically recommended unless otherwise specified in the calendar listing. Some organizations do not require business attire and they will typically indicate such information in their event description. See our tipsheet for more information.

I have a scheduling conflict and can only make part of the session. Do I have to stay the whole time?

Recruiters are aware of students’ hectic schedules. If you arrive on time, but have to leave early, it is proper etiquette to speak to the recruiter/presenter beforehand to let them know. If you arrive late, connect with them afterward and explain that you had a conflict prior to the start of the event.

Will the company representatives remember me? Should I follow up?

Company representatives will remember you if you make a good impression and participate in other networking opportunities (e.g. Career Fairs, Networking Receptions). It is important to collect business cards or contact information for follow up. A short email or LinkedIn message is always appropriate, just to say that you enjoyed meeting them and that you learned a lot at the information session. Be sure to reference something specific you learned from the session or through the conversation. If you connected particularly well with someone at the event and would like to speak to him/her further, it might be appropriate to request an informational interview.
Connect with a Career Counselor

We invite you to partner with us at CCE as you navigate your career path. Finding a fulfilling career requires dedicating time and purposefully integrating career exploration into your life at Columbia. Just as you need to work towards good grades in your studies, it’s essential to put effort into planning your career in order to land the opportunities that are right for you. As the job search process can be stressful or overwhelming at times, be sure to find time for yourself, and get support when you need it. CCE counselors are here to help you through every step!

Quick Questions

10-minute meetings for students from 1–4p.m. Monday to Friday during the academic year. Meet with a counselor for answers to brief questions, a resume or cover letter review, or an introduction to CCE’s services and resources. No appointment needed, first-come, first-served.

Career Counseling

Career counselors meet individually with students and alumni of all levels of experience and interest areas to work through every step of the career planning process. Call 212-854-5609 or stop by to schedule a 30-minute in-person, phone, or Skype 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 212-854-5609 or stop by to schedule a phone, Skype, or in-person appointment.

CCE Administered Funding Programs

CCE administers four funding programs for undergraduates. We encourage students to apply to all programs for which they are eligible. Each program has its own requirements.

Columbia College Alumni and Parent Internship Fund (APIF)

- **Eligibility:** Currently registered Columbia College rising sophomores, juniors, and seniors who are in good academic and disciplinary standing with at least a 3.0 GPA, receive Columbia grant-based financial aid, and have secured an unpaid or low paid (less than minimum wage) internship prior to the application deadline
- **Award:** maximum of $5,000
- **Deadline:** April 13, 2016 for summer funding
- **Program Contact:** cce-apif@columbia.edu

Columbia Engineering Internship Fund (CEIF)

- **Eligibility:** Currently registered Columbia Engineering rising sophomores, juniors, and seniors who are in good academic and disciplinary standing with at least a 3.0 GPA, receive Columbia grant-based financial aid, and have secured an unpaid or low paid (less than minimum wage) engineering internship prior to the application deadline
- **Award:** maximum of $5,000
- **Deadline:** April 13, 2016 for summer funding
- **Program Contact:** cce-ceif@columbia.edu

Columbia Undergraduate Startup Internship Fund (SIF)

- **Eligibility:** Currently registered Columbia College, SEAS Undergraduate or General Studies rising sophomores, juniors, and seniors who are in good academic and disciplinary standing with at least a 3.0 GPA, receive Columbia grant-based financial aid, and have secured an unpaid or low paid (less than minimum wage) startup internship prior to the application deadline
- **Award:** maximum of $5,000
- **Deadline:** April 13, 2016 for summer funding
- **Program Contact:** cce-sif@columbia.edu

Work Exemption Program (WEP)

- **Eligibility:** Currently registered Columbia College or School of Engineering and Applied Science undergraduate students who are in good academic and disciplinary standing, receive Columbia need-based financial aid that includes a semester or summer savings expectation, and have secured an unpaid internship, research or volunteer experience prior to the application deadline
- **Award:** Summer or academic year work expectations are replaced with a Columbia grant
- **Deadline:** January 27, 2016 for spring; April 13, 2016 for summer funding
- **Program Contact:** columbia-wep@columbia.edu
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. during the Academic Year
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.