Welcome to LionSHARE
2015-2016
Agenda

A. Center for Career Education & LionSHARE Introduction

B. Navigating LionSHARE

C. What is On-Campus Recruiting (OCR)
   - On-Campus Interviews (OCI)
   - Career Fairs & Recruiting Events

D. Job/Internship Search Preparation

E. Resources
A. Center for Career Education & LionSHARE Introduction

- Undergraduate Career Development
- Employer and Alumni Relations
- Experiential Education
- Alumni Career Services
- Administration & Planning
- Graduate Student Career Development
Center for Career Education (CCE) Overview

The Center for Career Education (CCE):

- Helps students and alumni pursue their personal and professional objectives through available services, resources, and events.
- Facilitates the connection among undergraduate students, graduate students, alumni, employers, and organizations.
- Serves students and alumni attending the following Columbia schools:
  - Columbia College
  - The Fu Foundation School of Engineering and Applied Science
  - School of General Students
  - Graduate School of Arts and Sciences
  - School of the Arts

Some CCE services, resources, programs and events include:

- Individual Counseling Sessions
- Quick Questions
- Power Half-Hours
- Mock Interviews
- LionSHARE
- On-Campus Recruiting
- Career Fairs
- Industry Showcases
- Alumni Networking Events
- On-Campus Interviews
- Information Sessions
- Weekly newsletters
- Workshops
- Webinars
- Career Planning Guide
- Tipsheets
- Access to Partner Resource Sites
- Internship & Funding Programs

Learn about all CCE services, resources, events by visiting the CCE website at: www.careereducation.columbia.edu
Where is the Center for Career Education (CCE) Located?

Visit Us…
East Campus Building
Lower Level
116th & Amsterdam
(enter through Wien Courtyard)

Hours
Monday-Friday 9am – 5pm
Wednesdays 9am – 8pm during the academic year
What is LionSHARE?

• One of the many services and resources available to students and alumni at the five Columbia schools served by CCE.

• An online database available exclusively to students and alumni served by the Center for Career Education (CCE).

• Includes job and internship postings, opportunities to interview with employers on-campus, information on career fairs and other on-campus employer events, and a directory containing company overviews.

All users of LionSHARE must abide by the LionSHARE Policies and Procedures
www.careereducation.columbia.edu/findajob/register/recruitingpolicies
LionSHARE is a robust resource that is increasingly being utilized as an effective job/internship search tool for students and alumni as well as posting employers.


<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Total Job/Internship Postings</th>
<th>Unique Employers Posting Opportunities</th>
<th>Total Student Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>37,435</td>
<td>8,553</td>
<td>190,260</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>18,738</td>
<td>5,299</td>
<td>88,845</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>18,697</td>
<td>5,539</td>
<td>101,415</td>
</tr>
<tr>
<td>2013-2014</td>
<td>23,609</td>
<td>8,109</td>
<td>162,445</td>
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<tr>
<td>Fall 2013</td>
<td>10,977</td>
<td>4,793</td>
<td>64,640</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>12,632</td>
<td>5,340</td>
<td>97,805</td>
</tr>
</tbody>
</table>

For additional student data and report from the Graduating Student Survey, visit: www.careereducation.columbia.edu/students/data/2014
Access LionSHARE

1) Login through the CCE website or directly at: www.careereducation.columbia.edu/LionSHARE
2) Enter your UNI and Columbia email password
3) Make sure your profile information is updated
B. Navigating LionSHARE
LionSHARE - Homepage

- Apply to jobs/internships
- View employer directory
- Participate in On-Campus Interviews
- Search Career Fairs and Info Sessions
- Create a job agent
- Access CCE Resources

My Account tab: Manage applications, documents and job agents

Job/Internship Search: View and apply to all currently available positions

View the LionSHARE Frequently Asked Questions under Resources or on the CCE website: www.careereducation.columbia.edu/findajob/lionshare
If your degree or attending/ed school needs to be updated, email CCE at cce@columbia.edu

<table>
<thead>
<tr>
<th>Personal Information</th>
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</thead>
<tbody>
<tr>
<td><strong>First Name:</strong></td>
</tr>
<tr>
<td><strong>Middle Name:</strong></td>
</tr>
<tr>
<td><strong>Local Address Line 1:</strong></td>
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<tr>
<td><strong>Local Address Line 2:</strong></td>
</tr>
<tr>
<td><strong>Local City:</strong></td>
</tr>
<tr>
<td><strong>Local State/Province:</strong></td>
</tr>
<tr>
<td><strong>Local Zip/Postal Code:</strong></td>
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<table>
<thead>
<tr>
<th>Cell Phone:</th>
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</thead>
<tbody>
<tr>
<td><strong>Cell Carrier Name:</strong></td>
</tr>
<tr>
<td><strong>Allow text messages from office:</strong> No</td>
</tr>
<tr>
<td><strong>Allow text messages for system emails:</strong> No</td>
</tr>
<tr>
<td><strong>Allow text messages for job agents:</strong> No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
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<tbody>
<tr>
<td><a href="mailto:js1234@columbia.edu">js1234@columbia.edu</a></td>
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<table>
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<tr>
<th>Key Profile fields to keep updated:</th>
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<tbody>
<tr>
<td>- Academic level</td>
</tr>
<tr>
<td>- Degree level</td>
</tr>
<tr>
<td>- Graduation Date (Expected)</td>
</tr>
<tr>
<td>- Contact: email and phone</td>
</tr>
<tr>
<td>- GPA</td>
</tr>
</tbody>
</table>

**Note:** Students in their first semester should include the GPA of their most recent institution on a 4.0 scale until they obtain a Columbia GPA. Your resume will reflect your current standing and complete information.

<table>
<thead>
<tr>
<th>Additional Information</th>
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<tbody>
<tr>
<td><strong>Employer Industry Preference:</strong></td>
</tr>
<tr>
<td>Advertising / Marketing / PR, Consulting, Engineering</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Function Preference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/clerical</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Control Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Attending/ed:</strong> Columbia College</td>
</tr>
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</table>
My Documents

Document Manager

Resumes *required Add

<table>
<thead>
<tr>
<th>Default</th>
<th>Document</th>
<th>Date Submitted</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set as Default</td>
<td>Company X</td>
<td>5/21/2014</td>
<td>View</td>
</tr>
<tr>
<td>Set as Default</td>
<td>Company Y</td>
<td>5/21/2014</td>
<td>View</td>
</tr>
<tr>
<td>Default</td>
<td>resume</td>
<td>5/21/2014</td>
<td>View</td>
</tr>
</tbody>
</table>

Cover Letters Add

<table>
<thead>
<tr>
<th>Document</th>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>cover</td>
<td>1/6/2015</td>
<td>View</td>
</tr>
</tbody>
</table>

Unofficial Transcripts Add

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unofficial Transcript</td>
<td>5/21/2014</td>
</tr>
</tbody>
</table>

Writing Sample #1 Add

Writing Sample #2 Add

References Add

Recommendation Letter Add

Academic C.V. Add

Personal Statement Add

Student Homepage URL Add

Columbia Exploration Externship (CEE) Application Add

SCCEN Ambassador Application Add

- Upload all documents in Word or PDF format only
- Upload up to 99 different resumes and cover letters
- Take a screenshot of your unofficial transcript from SSOL and paste it into Word or PDF format to upload to LionSHARE
- Label each document appropriately and be sure to click “add” to upload new documents
- You may update all documents submitted until the application deadline

Need help with resumes and cover letters? CCE can help:
- Website tipsheets • Quick Questions • Counseling Appointments • Workshops •
  • (212) 854-5609 • www.careereducation.columbia.edu•
My Activity: Main Tab & Sub-Tabs

- **Job/Internship Applications**
  - A record of all job/internship applications can be viewed here
  - Employers will contact applicants directly about next steps

- **My Job Hires**
  - Tell CCE if you got a job/internship. We want to know and congratulate you!

- **Manage My Job Agents**
  - Job agents provide emails of all new postings that meet your advanced search criteria
  - Modify and remove all job agents

“Student Self-Referral” simply indicates that you applied through LionSHARE.

Once you apply to a job/internship, employers will contact you directly if they are interested in interviewing you. Some employers only contact those they wish to interview rather than all applicants.
Employer Directory

Don't see an employer in LionSHARE? They may still recruit at Columbia and if they don't, let us know!

Conduct an advanced or basic search

View the active postings, on-campus interviews and events employers currently have listed in LionSHARE

Click on the employer to learn more about the organization and available opportunities
Job/Internship Search

- **Advanced Search**: select criteria that meets your current job/internship interests
  - Recommended criteria fields to include: position type, *current* academic and degree level
- **Create a Job Agent**: enter search criteria, click “Search” and “Email Me New Jobs” to ensure all new postings that match your criteria are emailed to you

![Job/Internship Search Form]

- All active postings accessible through a **Basic Search**
- Only employers should multi-select academic and degree levels. You should only select your current academic and degree level!
- Create and name your job agent
C. On-Campus Recruiting (OCR)
What is On-Campus Recruiting (OCR)?

OCR consists of employer-led recruiting events and/or interviews held on-campus for internships and/or full-time opportunities.

### OCR At A Glance: 2014-2015 Academic Year

<table>
<thead>
<tr>
<th>A. Career Fairs &amp; Special Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Fairs</td>
</tr>
<tr>
<td>• Large-scale event</td>
</tr>
<tr>
<td>• 400+ employers participate</td>
</tr>
<tr>
<td>Industry Showcases</td>
</tr>
<tr>
<td>• Medium-scale event</td>
</tr>
<tr>
<td>• 9+ industry showcases with 40+ employers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Information Sessions</th>
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</thead>
<tbody>
<tr>
<td>Employer-led presentations that highlight the organization and career opportunities</td>
</tr>
<tr>
<td>• Small-scale event</td>
</tr>
<tr>
<td>• 125+ info sessions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. On-Campus Interviews (OCI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are selected by employers for interviews held on-campus</td>
</tr>
<tr>
<td>• 5,200+ interviews held at CCE by over 190 employers</td>
</tr>
</tbody>
</table>

New and upcoming 2015-2016 On-Campus Recruiting events can be found on the CCE Events Calendar: [www.careereducation.columbia.edu/calendar](http://www.careereducation.columbia.edu/calendar)
On-Campus Interviews (OCI)

- On-Campus Interviews are part of CCE’s On-Campus Recruiting (OCR) Program.
- OCI employers conduct interviews at CCE and often represent the finance, tech and consulting industries and can predict large-scale recruiting needs months in advance.
- To participate in OCI, students must take an OCI training and agree to policies.

Visit the On-Campus Interviews (OCI) section of the CCE website to learn more about OCI and to access the online training at [www.cce.columbia.edu/findajob/lionshare/oci](http://www.cce.columbia.edu/findajob/lionshare/oci)
In the 2014-2015 Academic Year:

- **198** employers posted **508** unique OCI jobs/internships
- **3,377** students and alumni applied to these positions
- **1,883** of these applicants participated in **5,217** on-campus interviews held at CCE
LionSHARE & On-Campus Interviews

Find a Job or Internship

About LionSHARE

WHAT IS LIONSHERE?

- LionSHARE is an online database available exclusively to students and alumni served by the Center for Career Education (CCE).
- LionSHARE includes job and internship postings, opportunities to interview with employers on-campus, information on career fairs and other on-campus employer events, and a directory containing company overviews.
- This is one of the many services and resources available to students and alumni.

ELIGIBILITY

- All incoming students eligible for access to LionSHARE will be granted access the first day of classes the semester in which they enroll. Please refer to the Columbia University academic calendar here.
- Visiting students are not served by CCE with one exception. Please see Visiting Students page for details.
- Students and alumni should direct all inquiries to their Columbia school career office. A list of affiliate Columbia career centers can be found here.

USING LIONSHERE

- Access LionSHARE via the CCE homepage LionSHARE Login or directly at www.careereducation.columbia.edu/lionshare.
- All students and alumni are responsible for keeping their profile information current and accurate. The system does not automatically update information. Please contact cce@columbia.edu if your degree or attending school needs to be updated. Be advised LionSHARE can only reflect your current or most recent academic level and degree earned from a Columbia school served by CCE. It will not reflect previous degrees earned at Columbia, nor degrees earned from other schools. However, employers will see your complete academic background and experience in the resume you submit as part of your application.
- Posting indicate the exact eligibility criteria employers are seeking for an opportunity. If you do not qualify for a position, the reason will be indicated (e.g. academic level, degree level). If you do not qualify through LionSHARE, you can try applying directly on the company website.
- The system allows for up to 99 different resumes and cover letters to be uploaded in the My Documents section. It is recommended that all documents be tailored for each application. Be sure to appropriately label each document and upload all documents.

Learn more about LionSHARE and view the LionSHARE FAQs and Policies, and how to participate, go to www.careereducation.columbia.edu/findajob/lionshare

Find a Job or Internship

On-Campus Interviews (OCI)

ON-CAMPUS RECRUITING (OCR)

The On-Campus Recruiting Program (OCR) includes any employer-led event held on campus that is geared toward recruiting Columbia candidates for jobs and internships. OCR is comprised of employer information, speed networking events, career fairs and smaller scale, targeted recruiting events called industry showcases, as well as On-Campus Interviews (OCI). View the OCR Events Calendar for a complete list of events with detailed information. on our home page for dates and location of these events.

ABOUT ON-CAMPUS INTERVIEWS (OCI)

OCI is a part of OCR and one of many resources available to assist students in achieving their career objectives. OCI consist of employers who come to campus to conduct first-round interviews with students they select to interview. OCI are typically held by organizations that can predict large-scale recruiting needs several months in advance.

To learn more about the On-Campus Interview (OCI) program, policies, and how to participate, go to www.careereducation.columbia.edu/findajob/lionshare/oci
Career Fairs & Recruiting Events

Career fairs, information sessions and industry showcases can be viewed under the Career Fair and Info Session Search tab in LionSHARE, but CCE recommends viewing the Events Calendar for the most comprehensive list of all events, workshops & more!

www.careereducation.columbia.edu/calendar
D. Job/Internship Search Preparation
Your Role in the Process

Explore:
• Explore your interests, skills, values and personality and connect these to career options

Prepare:
• Prepare your resume or CV and cover letters

Network:
• Reach out to alumni or individuals in industries of interest for informational interviews

Experience:
• Hone transferable skills through a variety of experiences including internships, research, part-time/full-time jobs, volunteer work or leadership roles in student clubs/professional associations
Resumes

• The main purpose of your resume is to land an interview!

• Resumes must accurately reflect an individual’s personal, professional and academic achievements

• Your resume is a marketing tool and should consist of a summary of your experience, education and skills in reverse chronological order

• Employers typically spend under 30 seconds reviewing a resume, so it needs to be neat, organized and compelling. Resumes should be one page in length

• Resumes should be free of grammar mistakes and typos so have a friend or a CCE professional review it
Networking

- Networking is the process of building relationships with people who can provide you with information to help inform your career decisions.

- Over 70% of jobs are found through networking; therefore, it can be crucial to your job search.

- Conduct informational interviews.

- Connect with alumni and professionals at panel presentations, information sessions, career fairs, and through LinkedIn.

- Leverage your peers, professors, and family.

- Be genuine and honest in the way that you present yourself.

- Express sincere appreciation to everyone who helps you along the way. People do not forget this!
Time Management

• Your job and internship search takes a significant amount of time
• The average job search takes between 3-6 months. Plan your time wisely
• You are balancing several responsibilities including coursework and outside commitments
  – Prioritize your schedule
  – Carefully consider the commitments you make
  – Carve out time to dedicate to the job search
• Finding a job does not happen overnight, it requires patience and hard work

Schedule an individual counseling appointment for help managing your time during the job search. Call 212-854-5609.
E. Resources
Resources

A. Questions about LionSHARE, OCR, or specific postings? Call, email or stop by the Employer and Alumni Relations office between 9:00 am and 5:00 pm, Mon-Fri.

Employer and Alumni Relations: cce@columbia.edu or 212-854-9167

B. Call to schedule an individual counseling appointment with the undergraduate or graduate career development team

Appointment Scheduling: 212-854-5609

C. CCE Events Calendar: View all career recruiting events, info sessions, and workshops

D. Quick Questions: Monday- Friday from 1:00 pm – 4:00 pm

E. Power Half-Hours: LionSHARE, Resume Review & Interviewing Skills

F. Learn more about a company by attending an information session

G. LionSHARE & OCR Policies can be found on the CCE website: www.careereducation.columbia.edu/findajob/register/recruitingpolicies

The information session schedule and additional information can be found on our website at www.careereducation.columbia.edu