



Medgar Evers College

Career Management Services

RECRUITMENT



Goals

- The Office of Career Management Services has the major objective of assisting students and first-year alumni with their employment related needs.
- We also focus on developing strong relationships with employers and assisting them with their recruiting needs.



Overview of Services



Professional Workshops

The Office of Career Management Services facilitates professional workshops throughout the academic year on the following topics:

- Resume Writing
- Dressing for Success
- Career Assessments
- Mock Interviews
- Employer Seminars/Networking
- Job Search Strategies
- Career Fairs and Immersion Days
- Stackable Credentials/Certifications



Resume Writing

- The resume workshop provides detailed explanations as well as step-by-step processes for creating an effective resume.
- Workshops are facilitated one-on-one and/or group format in 30-minute increments.
- Résumé workshops are by appointment, only.
- Email us at mec-career@mec.cuny.edu to schedule your appointment.



Dressing for Success

- The Dress for Success workshop addresses the importance of proper dress as it relates to interviewing and business situations.
- Your dress speaks for you more than 50% of the time in interviewing and business contexts.
- First impressions matter 100% of the time because you only get one time to make a first impression.
- Accessories and hair style make up 30-50% of the total dress.
- Research shows that women who wear make-up earn 23% more than their counterparts who don't because make-up enhances your key communication portals, your mouth and eyes.



Career Assessments

- Career assessments assist students in identifying interests, skills and abilities. They can also play a major role in choosing a major that is the best fit.
- Career assessments are by appointment, only.
- Assessments are scheduled on Tuesday and Thursday from 10am to 2pm.
- Email us at mec-career@mec.cuny.edu to schedule your appointment.



Mock Interviews

- Mock interviews are one-on-one, 30-minute practice interviews designed to prepare you for the real thing.
- Students and alumni who participate in mock interviews are 88% more successful when interviewing with actual employers.
- Career Counselors are available to help you prepare for your employment and graduate/professional school interviews.
- Schedule at mec-career@mec.cuny.edu.



Employer Seminars / Networking

- Employer seminars are designed to provide students with real world incite from top level industry professionals on the demands and expectations of the 21st century workplace.
- Employer seminars also give students the opportunity to actively network with mid to upper-level executives in a relaxed environment.
- Each semester, the Office of Career Services facilitates informational seminars and career workshops hosted by employers who actively recruit on campus.
- For upcoming events, visit <https://mec.cuny.edu/student-affairs/career-management-services/> or email us at mec-career@mec.cuny.edu.



Job Search Strategies



Symplicity is the Office of Career Management Services' job search and career events portal. Currently there are more than 2000 students and 300 employers actively utilizing this interface. Additionally, jobs are posted on a daily from all areas of industry.

Students can register at <https://mec-cuny-csm.simplicity.com> to:

- Job Search
- Schedule Career Appointments
- Browse the Events Calendar

Employers can register at <https://mec-cuny-csm.simplicity.com> to:

- Post Current Positions
- Register for Career Events

Stackable Credentials

Stackable credentials are focused on building the critical skills needed for students to advance in growing sectors of industry.

- **Micro-Credentials** – Short, focused digital certifications that verify an individual’s competence in a specific skill or set of skills.
- **Certificates of Completion** – Indicates completion of a course or series of courses with a particular focus.
- **Electronic Badges** – Badges typically represent competencies not shown on a transcript, including micro-credentials, learning from internships, volunteer work, and other co-curricular activities.
- **ePortfolio** – Allows for a digitalized collection of academic and professional artifacts geared towards a certain purpose and a particular audience.
- **Professional Certification or Industry-Recognized Certifications** – Indicates mastery/competency measured against a standard – usually by exam.
- Schedule a consultation at mec-career@mec.cuny.edu.



Career Fairs and Immersion Days

- **Career Fairs** – The Office of Career Management Services hosts both virtual and in-person Career Fairs.
- **Immersion Days** – Students are able to visit organizations to see what a *Day in the Life* would be like as an employee.
- MEC's Office of Career Management Services is also a member of the Career Services Association of CUNY (CSAC) which is an organization that, collectively, supports the career related needs of all 24 of the CUNY schools.



Career Fair

- Employers interview students from all majors for internships, full-time and part-time positions every fall and spring semesters.
- Some recent employers include:



Follow Us on Our Website and Social Media Platforms

<https://mec.cuny.edu/student-affairs/career-management-services/>



Where You Can Find Us



Student Services Building, Rm S302



mec-career@mec.cuny.edu



718-270-6055

Whether you are a student, alumnus or employer, we are committed to assisting you in meeting your goals. Please feel free to contact or visit us. We look forward to working with you and wish you much success!