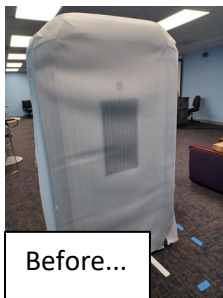




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News

Iris is Here! Do you want a free professional headshot taken with our new technology? Stay tuned for updates regarding when you will be able to utilize this amazing technology to capture a studio quality professional portrait in this fun tech savvy photo booth!



November is National Career Development Month, so we will be doing our best to bring opportunities your way over the next few weeks. [Click Here](#) to learn more about upcoming opportunities!

Recently, we have updated our Career Suite Hours.

Check out this link [Here](#) to see if these new hours fit your schedule!

CAREER SUITE - ADVISING SCHEDULE FALL 2024

Career Suite
Your place to get things done

OCTOBER 21ST - DECEMBER 12TH

What is it?!
Career Suite Drop-In/Zoom-In hours allow students to freely utilize the Career Development Center professionals between scheduled times listed below.

What can I do?!
During Career Suite Drop-In/Zoom-In Hours, you can:
 - Get help writing a resume and/or cover letter
 - Have your resume, cover letter, and personal statement critiqued
 - Learn how to navigate CareerConnect and online systems
 - Find helpful career building resources and tools and much more!

When and Where is it?!

Monday: 3pm to 4 pm, Zoom: Join us at <https://op.uis.edu/CareerSuiteZoom>

**Tuesday: 11 am to 12 pm, In-Person, HRB (Human Resources Building) 80
12 pm to 1 pm, Zoom: Join us at <https://op.uis.edu/CareerSuiteZoom>**

**Wednesday: 11 am to 12 pm, In-Person, HRB (Human Resources Building) 80
12 pm to 1 pm, Zoom: Join us at <https://op.uis.edu/CareerSuiteZoom>**

**Thursday: 2 pm to 3 pm, In-Person, HRB (Human Resources Building) 80
3 pm to 4 pm, Zoom: Join us at <https://op.uis.edu/CareerSuiteZoom>**

FOR MORE INFO : CALL 217-208-6888

Even though the Halloween season is officially over, there are still many reasons to keep an eye out for jumps and scares, especially when it comes to fraudulent employers and potential job scams. Here are a few tips to help avoid them:

- 1) Do an online search. Look up the name of the company or the person who's hiring you, plus the words "scam," "review," or "complaint." You might find out they've scammed other people.
- 2) Talk to someone you trust. Describe the offer to them. What do they think? This also helps give you vital time to think about the offer.
- 3) Don't pay for the promise of a job. Legitimate employers, including the federal government, will never ask you to pay to get a job. Anyone who does is a scammer.
- 4) Never bank on a "cleared" check. No legitimate potential employer will ever send you a check and then tell you to send on part of the money, or buy gift cards with it. That's a fake check scam. The check will bounce, and the bank will want you to repay the amount of the fake check.

Check out these articles below from the Handshake Help Center that offer some useful information.

[Safety: Fraudulent Employers](#)

[Safety: Actions to Take if a Student Has Given Out Personal Information to a Fraudulent Employer](#)

Recent Events

We were delighted with our recent [Business & IT Career Fair](#) on Thursday, October 17th. It was great to see many students get together and learn more about their interests. Our sponsors for this event were; MSF&W, LLCC, Northwestern Mutual, Memorial Health, OMNISKOPE INC, Enterprise Mobility and Coonrod Financial Group. Before the fair concluded participants were able to hear from UIS Alum, Sam Ganci with MSF&W with tips about networking and sharing a professional response to “Tell us about yourself.” Sam’s tips for a great pitch included sharing:

- Length of your experience (or substitute your major/program of study)
- 1-2 Project highlights (academic or on-the-job experience)
- Your role on teams (how have you contributed? & who are your collaborators?)
- Your professional objectives (career interests & goals)



The UIS Career Development Center partnered up with the Central Illinois Chapter of the Society of Human Resource Management (CIC SHRM), Abraham Lincoln Presidential Library & Museum (ALPLM), and Illinois Department of Central Management Services (CMS) to host the inaugural Career & Resource Fair open to UIS students as well as the Springfield community. The event saw connections made between 130+ jobseekers, 26 employers, and 8 community resource organizations. In addition to the engagement opportunities at the Fair, professional portraits were available as well as workshop offerings. It was an exciting new

opportunity held at the Abraham Lincoln Presidential Library & Museum (library side).



Upcoming Events

Stay up to date on upcoming events by checking out [UIS Connection](#) and [UIS CareerConnect \(Handshake\)](#).

Our upcoming Career Bytes Conference is being held on Friday the **15th of November from 1:00pm-3:30pm @Human Resource Building Room 80**. Throughout the conference, our speakers will share **invaluable insights, including their personal journeys, overcoming challenges, and the factors contributing to their successful and fulfilling career paths.**

Watch our social media for more exciting details about this event and a sneak peek about the keynote speaker and current UIS student speakers!



[Career Bytes Conference](#) Friday, November 15, 2024, 1:00pm-3:30pm CST, UIS Career Development Center or Zoom.

[Omniskope Salesforce & Trailhead Gen AI Webinar](#), Tuesday, November 19, 2024, 3:00 – 4:00pm CST, Online.

[Life After UIS](#) Wednesday, December 4, 2024 sponsored by [UIS Unite](#) | Finding the Right Path for Your Career, 3:00-4:00pm CST, UIS Career Development Center or Zoom.

UIS Unite

Have you explored job connections?

In [UIS Unite](#) you may access jobs and internships in which people in your network have worked or are currently working at the organization. This is more than just a job board. Job Connections leverages the power of your network to give you an edge in your job search.

Join us Wednesday, December 4th for refreshments and a discussion with one of the alumni in your network.



Life After UIS sponsored by UIS Unite Finding the Right Path for Your Career

In this Life after UIS session, Sarah Hartwick will talk about the struggles she had in finding a job when she graduated during the 2008 recession and how the power of her network and contacts helped her to become successful.

Sarah is a two-time UIS alumni. She completed her Master of Public Administration (MPA) in 2008 and her Bachelor of Arts (BA) in 2006.

RSVP, so we know how much food to order, and get all the details at <https://uisconnection.uis.edu/event/10680580>.

Frequently Asked Questions

What is a business card, and should I be using one?

A business card is a print or digital document that conveys your professional information at a glance to

the recipient. It can be a useful networking tool. It will contain your name (prominently), job role or title, work company or organization name, and your professional contact information. This could include your LinkedIn unique page or your own professional website. Print business cards are usually 3.5 inches by 2.0 inches in the United States (US) and are generally without photographs.

There are digital versions of business cards that you can utilize to share your professional contact information. The digital versions have space to include professional photos if you desire as well as active links to your LinkedIn profile.

If you feel this would be a good way to connect professionally and provide your contact information, perhaps a business card is something for you.

Networking Resources

What is National Career Development Month?

Each November, professionals in the career development field celebrate with a variety of activities. Within the month of November, the 13th is National Career Development Day and Nov 11-15 is the week of national career development. The National Career Development Association promotes a poetry and Art Contest. Find more information here [59th Annual Poetry & Art Contest](#)

What is Career Bytes & why should I attend?

Career Bytes is an annual conference created by and for students at UIS. It is mini-conference (2 ½ hours in length) that showcases student speakers, alumni panels and networking opportunities. This year, Career Bytes will be held on Friday, November 15th in the Career Development Center (HRB 80) and online from 1 pm to 3:30 pm. The event offers a lot of good information in bite-sized chunks. By attending you will learn tips and techniques, be inspired by others' career stories, and have the chance to enjoy free food and win prizes!

Have additional questions? Contact us at:
careerservices@uis.edu | 217-206-6508
www.uis.edu/career | HRB 80