



BELLARMINI UNIVERSITY
IN VERITATIS AMORE

CAREER DEVELOPMENT

Your Life Outfitter

Spring 2013 Events

Please visit the [Career Development](#) website for dates, times, locations and other details. * Pre-register for events marked with an asterisk.

FEBRUARY 26

Communication Career Fair
Hilary's, 10:30-1:30

FEBRUARY 28

Spotlight Job, Internship and
Graduate School Fair
Clarion Hotel Lexington, 2:00-6:00

MARCH 12

Accounting Recruiting Workshop
SC 203, 11:00-12:00

MARCH 13

Summer Jobs and Internships
Workshop
Siena Terzo Classroom, 8-9 PM

MARCH 4

Government Career Fair
Frazier Hall, 10:30-1:30

MARCH 19

Peace Corps Presentation
Fireplace Room, 5:00-6:00

MARCH 21

Interviewing Workshop
107 Horrigan, 11:00-12:00

MARCH 26

Negotiating Workshop
107 Horrigan, 11:00-12:00

APRIL 4

Mock Interviews*
Frazier Hall, 11:00-12:00

APRIL 9

Career Development Info Table
Café Ogle, 10:30-1:00

APRIL 13

GRE Practice Test*
104 Horrigan, 9:00-12:00

APRIL 16

Best Employer Award Luncheon*
Private Dining Room, 11:30-1:00

Resumania Connects Students and Employers

62 students receive feedback from 23 hiring managers and recruiters



Resumania helps students strengthen their resumes through a 20-minute consultation with a human resources professional or hiring manager. Alumni and employers volunteer to review several student resumes prior to the event. Then, they share their feedback about layout, formatting and content in an on-campus face-to-face conversation with each student.

On February 5, Career Development sponsored this event in partnership with Delta Sigma Pi Professional Business Fraternity. There were 38 student participants from a variety of majors and 17 representatives from local employers. On February 12, a career specific Resumania was held for traditional and accelerated nursing students. Six nurse recruiters from major Louisville hospitals met with 24 seniors. Participants consistently rate this as not only an excellent learning experience, but also a great way to connect with potential employers.

Schmoozapalooza and Mock Interviews

Hands-on experience strengthens networking and interviewing skills

Like public speaking and giving presentations, the thought of networking and interviewing can be intimidating to those with little or no prior experience. Knowing what to do and how to do it is a great start, but practice is essential to developing these important career skills. Offered each semester, Schmoozapalooza and Mock Interviews provide hands-on experience and opportunities to connect with potential employers.

February's Schmoozapalooza event was a collaboration between Career Development, Pat Carver's business internship class and the recently expanded Alumni-Student Mentoring Program. Seventy-two students and alumni learned how and where to network from professional etiquette and networking expert, Terri Thompson. Food and drink was served, students and alumni made new connections and student participants received 30 free Bellarmine business cards.

April's Mock Interview event will include business internship and other students, including accounting students preparing for on-campus recruiting next fall. Students will be matched with an Alumni Career Consultant or Employment Professional for a 30-minute practice interview, which includes verbal feedback and a written evaluation.

Students, alumni and employers interested in either event should contact Todd Reale (treale@bellarmine.edu or 502.272.8242) for more information.

Career Peer Advisors

Trained student volunteers engage classmates in career development



Research shows that peers, in addition to faculty and parents, are among the three most important influencers of a college student's career choices. Given the success of other peer-led initiatives at Bellarmine—Academic Peer Advocates, Peer Ministers, Pioneer Scholar Mentors and others—Career Development recruited and trained its first group of Career Peer Advisors (CPAs) in Fall 2012.

In Spring 2012, Lindsay Batts '13 (Political Science & Communication) worked with Lauren Hardin, a University of Louisville graduate assistant, to research successful programs at other universities, define CPA responsibilities and develop training materials. As an undergraduate student worker and current director of the new program, Lindsay helps recruit, interview, select and lead qualified volunteers.

In addition to Ann Marie Doran '14 (Business Administration), pictured above with Ann Zeman, other CPAs include Wesley Scott '14 (Psychology & Political Science), Sarah Perry '13 (Respiratory Therapy) and Sara Williams '13 (Political Science & Business Administration). All of them assist the Career Development staff by advising students, providing career information, writing blog entries and interacting through social media. Look for them around campus wearing red CPA polo shirts or gray CPA t-shirts.

Interested upperclassmen who are willing and able to serve through May 2014 will be recruited this spring. Contact Todd Reale (treale@bellarmine.edu or 502.272.8242) for more information.

Testimonials for Career Development

“Thank you for having me [at Schmoozapalooza] last night. I am really regretting not taking advantage of these events earlier. Thank you for the LinkedIn invitation as well.”

—Senior, Finance

“You were great! I learned so much and so did the students. Thanks so very much for all of your effort.”

—Faculty, Communication

“I really appreciate all of your help, advice and suggestions. The resume we put together looks great! I'm very excited to apply for more positions with my new resume.”

—Alumna, Business Administration

“I am genuinely impressed each time that I talk to a Bellarmine class and witness the great attitudes and engagement. You have obviously done a great job in preparing your students for life after college.”

—Employer, Distribution

Essential Career Skills

One-hour workshops offered during free period

On Tuesdays and Thursdays throughout the semester, Career Development offers one-hour workshops to help students develop career plans and skills. Topics covered so far have included internships, resumes, senior dilemmas, networking and job search. Still to come in March are workshops about interviewing and negotiating skills. Students who are interested in the topic, but cannot attend, may request slides and handouts from Todd Reale (treale@bellarmine.edu or 502.272.8242).

Residence Life Partners with Career Development

RA and APA candidates prepare for selection interviews



Residence Life Assistant Director Hannah Piechowski approached Career Development seeking help in preparing students who will be interviewing this month for Resident Assistant and Academic Peer Advocate positions next fall. They agreed to add interview skills training for these aspiring residence hall leaders. At four required meetings for applicants, Ann Zeman and Todd Reale discussed interview tips and techniques with about 50 students. They offered advice on how to respond to “Tell me about yourself” and open-ended behavioral interview questions that are frequently used by employers. Several eager candidates also requested and completed mock interviews with Ann and Todd prior to the selection process in late February. Good luck to all those who applied!

What Do Employers Want?

Staff learns from and builds relationships with variety of employers



Organized by the Kentucky Council on Postsecondary Education's Dr. Thomas Martin and accompanied by representatives of other member schools in the Kentucky Association of Colleges and Employers, Ann Zeman and Todd Reale recently visited the research and development facilities of Ashland, makers of Valvoline motor oil, Zerex antifreeze and other specialty oil and chemical products. After an interesting tour,

a panel of college recruiters from three Lexington-based manufacturers—Ashland, Lexmark and Toyota—discussed their internship and recruiting practices. Among other things, employers emphasized the importance of obtaining valuable internship experience and maintaining a professional presence on all social media.

Another mid-February meeting brought a potential employer to campus. Two owners of renowned Hadley Pottery explained the history of and vision for their much smaller company. They also described their need for a bright, energetic and personable new customer service representative to “be the face of Hadley” while working with walk-in customers, online buyers and retail dealers. The Career Development staff was able to provide feedback about compensation and recruiting, while also discussing specific students and recent alumni who might be interested.

After making a connection at a recent networking event, three representatives from Louisville's second largest consulting engineering firm came to campus for lunch with Dr. Robert Kingsolver, Dr. Tony Lentz, Ann Zeman and Todd Reale to discuss internship opportunities in environmental management. Stantec Consulting Services is based in Canada and has over 11,000 employees in dozens of locations, including Louisville. They are part of a team of contractors working on the Ohio River Bridges Project, in addition to work on various utility, transportation and other projects. Plans are now under way for the firm to speak with student groups, participate in an upcoming career fair and conduct interviews for one or two summer interns.

Through professional associations, business-to-business networking events, campus programs and other outreach, Career Development works with employers large and small, for-profit and not-for-profit, in many different industries. Contact Ann Zeman (azeman@bellarmine.edu or 502.272.8154) or Todd Reale (treale@bellarmine.edu or 502.272.8242) if you need assistance connecting employers with talented Bellarmine students, alumni, faculty and staff.



Help Build the Bellarmine Network

Connect with Career Development staff and join LinkedIn groups

Approximately 50% to 70% of all jobs are filled as a result of networking. After creating your profile on LinkedIn, the world's largest professional network with over 60 million users, invite Ann Zeman and Todd Reale to join your personal network and connect with the Bellarmine community by joining the Alumni and Career Development groups.

More Testimonials

“This internship helped me realize how many options there are and I was able to learn a little bit about each of them. The career center has helped me research different options after graduation, from tips to get into graduate school to places I could volunteer abroad.”

—Senior, Psychology

“Thank you for the Bellarmine hospitality. [Resumania] was great and Bellarmine students are exceptional candidates for employment. I look forward to staying in touch and working with them in the future!”

—Recruiter, Health Care

“It's heartening to hear that students are benefiting from the [Mock Interview] program. In my many years in career services, I always believed that practice interviews contributed to the eventual success of the job seeker.”

—Alumni Career Consultant

“Tonight's [Schmoozapalooza] event was fantastic. I learned a lot and I hope the students appreciate all of the value of what you pulled together.”

—Faculty, Accounting

“I enjoy meeting and helping the students grow into young professionals. The events that you do are great preparation for them before they get out into the real world.”

—Recruiter, Financial Services

Planning on Graduate School?

Kaplan Test Prep offers free GRE practice test on campus



Many universities require completion of the Graduate Record Examination (GRE) for admission to their graduate programs. Along with undergraduate grades, one or more essays, recommendations, interviews and other factors, GRE scores can influence not only admission decisions, but also scholarship, assistantship and fellowship awards. The higher your scores, the better your chances.

Career Development partners with the Academic Resource Center, the Graduate Admissions Office and Kaplan Test Prep to offer free on-campus GRE practice tests throughout the year. On four Saturday mornings, prospective graduate students can determine how they might perform on the real test and identify areas for improvement. It is recommended that students take at least one practice test 12-18 months prior to their planned date of enrollment so that there is enough time to study for the GRE, choose appropriate programs and prepare graduate school applications.

The next GRE practice test will be offered on Saturday, April 13. Contact Ann Zeman (azeman@bellarmine.edu or 502.272.8154) to reserve a seat.

More Testimonials

“Thank you so much for all you have done to help the BSN students get started on their portfolios and careers. You are amazing and I appreciate your energy and interest.”

—Faculty, Nursing

“Dear Ann: I wanted to make sure you get a heartfelt ‘thank you’ from me. Back in August of 1991, when there were very few jobs to be found, I called your office. I was back from Europe and desperately needed a job. You suggested I contact the FDIC. After a lengthy interview process, I was given an entry-level position. That changed my life for the better. Using the experience from my time with the FDIC, I own my own bank consulting firm that has over 25 clients in four states. Thanks for going ‘the extra mile’ to help a graduate in need.”

—2012 LinkedIn Email from 1991 Alumnus

100 Days to Graduation

Future graduates learn what they need to do before the big day



The countdown to spring graduation began on February 1. Soon-to-be graduates often need advice and assistance for defining, organizing and implementing their plans after college. These might include pursuing a full-time entry-level job in their field of interest, gaining admission to graduate or professional school, or serving one or more years in a non-profit organization or the military.

Career Development set up a table in Café Ogle to increase awareness of the resources, services and programs available to graduating seniors. In collaboration with the Graduation Planning Committee, posters were also distributed around campus to help seniors keep track of everything before the big day. If you or someone you know is graduating this spring, there are now less than 80 days left. Contact Ann Zeman (azeman@bellarmine.edu or 502.272.8154) or Todd Reale (treale@bellarmine.edu or 502.272.8242) for assistance.

Nursing Career Preparation

153 senior nursing students learn to navigate competitive job market

For the past few years, the Career Development staff has worked with nursing faculty to prepare graduating seniors for their job search. In January, Ann Zeman and Todd Reale delivered twelve 75- to 90-minute presentations to traditional and accelerated students in six sections of Nursing 455, Leadership and Management in Health Care. Among other things, students learned what to include on their resume, what to say in a cover letter, how to create an online portfolio and how to prepare for behavioral interview questions. In addition to having the spark and desire to be a nurse, job applicants who present well, ask good questions and have great references will stand out because of all the time and effort they spent preparing for the transition from college to career.

CAREER DEVELOPMENT

225 Campus Center | careerdev@bellarmine.edu | www.bellarmin.edu/careerdev | 502.272.8151