

The Office of Career Services is a department in the Student Services unit within the Division of Student Affairs.

The office of Career Services provides services and assistance for Nicholls' students and alumni in order to support their career development and job search strategies and to establish and sustain direct links to potential employers and employment opportunities.

The Office of Career Services provides direct services for undergraduate and graduate students, alumni, and employers. Support is given to other Student Affairs departments, alumni relations, institutional development, corporate relations and academic units.

The Office of Career Services seeks to fulfill this mission through the following objectives:

1. To assist students in acquiring information, knowledge and competencies that enhance individual career development, academic success and employability
2. To provide services and resources that support students' and graduates' candidacy with graduate/professional schools and employers
3. To develop relationships with employers for the purpose of exploring the possibilities of internships and professional employment opportunities for students and graduates

Location/Business Hours:

The Office of Career Services is a suite of offices located in 110 Polk Hall. The office is open to students, faculty, staff and alumni from 8:00 am – 4:30 pm Monday through Friday. The office is closed on all university holidays.

Student/Alumni Policies, Procedures and Services

All students/alumni must sign in at the front desk when visiting the Office of Career Services. They must list their name, major, year of graduation, acknowledge whether they are registered with the office or not, and the purpose of their visit.

All students who wish to search our on-line database of jobs listings must register with the office. (see Office of Career Services Registration)

The Office of Career Services offers the following services:

Office of Career Services Registration – College Central Network (CCN) portal - All

students/alumni are encouraged to register with the Office of Career Services. Each student must register on-line at www.collegecentral.com/Nicholls.

- College Central Network connects job seekers to entry-level jobs with simple, all-device friendly tools that are both powerful and easy to use.
- Through this system, students/alumni are allowed to post a resumes and search the jobs that are posted by our registered employers.
- Registrants are encouraged to browse through the career advice library, podcasts and videos at their disposal.
- Registrants will receive informative e-mails regarding job postings and upcoming events in a timely manner.

Computerized Career Exploration – The office, in conjunction with the Academic Advising Center, has a new computerized career exploration license through Focus2Career. If you are interested in taking the Focus2Career assessment, please schedule an appointment with Career Services in 110 Polk Hall.

Job Posting Board and Web Page- There is one physical job posting board located in Polk Hall hallway. However, please note that these boards are no longer the only place that students and alumni may search for jobs. Most of our postings are listed online at www.collegecentral.com/Nicholls.

On-Campus Recruitment & Interviewing – The office offers the use of its conference room space to interested employers to conduct on-campus interviews throughout the year. Career Services staff contacts employers at the beginning of each semester asking if they are interested in interviewing students for job vacancies on campus.

- Once the office is notified by the employer of an acceptable date,
 - staff posts the information on the CCN on-campus interview board and the Career Services web page,
 - notifies the educational departments related to the job search, and
 - sends emails to students registered with the office.
- Interested students log into their CCN accounts and submit their resumes for consideration for pre-selection.
- Once interviewee selection has been made, students will be notified to schedule an interview time.
- Interviews are held in 110 Polk Hall, unless otherwise noted.

Students who wish to participate in the On-Campus Interviewing Program must agree to certain procedures.

- ***Last minute cancellations and no-shows for an interview are inexcusable.*** If you must cancel your interview for any reason you should do so at least 24 hours before the scheduled interview. Two no-shows will result in expulsion from the program.
- ***If you miss an interview for any reason, you must write a letter of apology to the company within a week.*** A copy of the letter should be forwarded to the Office of Career Services. Failure to produce a letter will result in expulsion from the program.

Part-time/Summer Employment Opportunities – All students interested in part-time/summer employment are encouraged to register with the Office of Career Services

Resume Writing/Interview Skills Tools – The office has developed guidelines for you to follow when preparing your professional resume' or practicing for an upcoming interview. Please visit www.Nicholls.edu/career for more information

Career Development Lectures – The Director is available to make presentations to interested classes or clubs on a variety of subjects regarding career development, such as Resume' Writing, Interview Skills, Dressing for Success, etc. Faculty, staff, students and alumni must make a request for these lectures at least one day prior.

Resume Critiques and Advising – The Director is available to advise students on the format, style and content of their resumes. If the Director is not busy, she will always see students immediately. If the Director is busy, the student may request an appointment for a later time.

Employer Policies and Procedures

In order to maintain consistency, employers who wish to recruit Nicholls State University students and alumni will agree to the following:

- Refrain from any practice that improperly influences and affects job acceptances.
- Provide accurate information about their organization and employment opportunities
- Will not serve alcohol when recruiting on or off campus
- Maintain a nondiscrimination policy (EEO compliance)
- Maintain confidentiality of ALL student information
- Abide by all recruiting policies and procedures set forth

Solicitation on Campus

There is to be no recruiting interactions of a soliciting nature which includes utilization of campus space without prior approval.

- This includes, but is not limited to, flier distribution across campus; repeated calling/emailing of students, faculty, or staff; loitering on campus (including hallways, general gathering areas, classrooms, buildings, courtyards, etc.).
- Employers may not have student contact on-campus outside of registered and prescheduled recruiting activities through the Nicholls State Career Services office.

Use of Career Services Conference Room

Companies wishing to use the Career Services conference room should contact Career Services.

On-campus Interviewing

Employers may conduct on-campus interviews if they are hiring for job opportunities that are currently available.

- Contact Career Services to schedule a date for interviews. At least 3 weeks in the future.
- Positions will be posted in the On-Campus Recruiting module of CCN for a given amount of time.
- Students will be notified of the interviews and encouraged to submit resumes for consideration.
- Employer will choose candidates to be interviewed and notify them through CCN.
- Students will schedule interview times.

Information Tables

Information tables must be scheduled through Career Services if held on campus. If a company is recruiting or soliciting outside of the reserved table space, they will be asked to leave campus immediately.

Career Day/Job Fair Cancellation Policy

Event registrations are non-refundable. In the event of a natural disaster, career events will be rescheduled. Only if you are unable to attend the rescheduled event will your registration fee be applied to the next Career event of that type. If the Career Services is unable to reschedule the event, registration fees will be refunded.

Consequences

Violation of any of the above Policies and/or Procedures will result in a meeting with the Director to discuss the offense. Any subsequent violations could result in a probationary period for recruiting, determined by the Director and/or removal from campus with inability to recruit in the future.

Annual Events

Fall Semester Specific:

- **Annual Fall Career Day (October)** – Every October, NSU Office of Career Services hosts the Annual Career Day in the Cotillion Ballroom of the Bollinger Memorial Student Union. Over 100 companies attend, bringing students in direct contact with local, state and national employers to explore job opportunities. Career Day also benefits the companies that participate. Nicholls produces talented students, many of who would be great assets to their companies. Career Day also has faculty and staff involvement, along with campus student organization participation. A cross section of Nicholls' alumni also participates. Mock Interviews, Professional Headshots and Resume Critiques are also available to students and alumni.

Spring Semester Specific:

- **March is Career Month** – This month is set aside where the Office of Career Services invites guest speakers to make on-campus presentations about resume' writing, interviews, job searching, dining etiquette for luncheon interviews, secrets to success, etc.
- **Graduate/Professional School Information Panel**
- **Major Specific Career Day/Job Fairs.**
 - **Nursing/Allied Health Job Fair (February).** Specifically designed to help our Nursing and Allied Health students find employment with surrounding hospitals and health care facilities.
 - **Culinary Career Day (March).** This day is specifically set aside for the students enrolled in the Chef John Folse Culinary Institute. Employers from many well-known restaurants, hotels and catering facilities spend the day on campus recruiting our students for externships, as well as post-graduation positions.

Student Records:

The office staff maintains all student records in a secure on-line database serviced by College Central Network. Students who register with our office are given the opportunity to upload a resume' and search the employer job postings. Reports and information can be generated from this system whenever needed. The office staff will exercise sound judgment and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports and computer databases. The office staff will not disclose any student information outside of the university without prior consent of the student.

Compliance:

The office staff will maintain EEO compliance and follow affirmative action principles in career services activities that include the following:

- Referring all interested students for employment opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation or disability, and providing reasonable accommodations upon request.
- Notifying employers of any selection procedure that appear to have an adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation disability.

General Information:

The office staff and employment professionals are involved in an important process – helping students choose and attain personally rewarding careers, and helping develop effective college relations programs which contribute to effective candidate selection for their companies. The office staff and employment professionals are involved in a partnership effort, with a common goal of achieving the best match between the student and the employer.