

1. Encourage them to visit the Career and Internship Center (CIC) office.

Most college students do not know what they want to do with the rest of their lives and are rarely interested in the CIC until the last minute. As a parent, it is helpful to understand CIC's services to our students and alumni.

- Individual career counseling
- 3 Career Fairs: Accounting/Finance, STEM/Healthcare and Spring Career, Internship & Grad School Fair
- Career Guide
- Mock interviews
- Resume and Cover Letter reviews – Drop in Service
- Workshops: self assessment, internship, resume/cover letter writing, LinkedIn and professional headshots
- On Campus Recruiting program
- CareerSaint and GoinGlobal databases with on campus, off campus jobs and internships - local, national and international
- E-Portfolio Development
- Free business cards

2. Ask them “Have you visited the CIC?”

There is a misperception that “You only go there when you are a senior.” Often students use their freshman year to “settle in” to college life; this is the optimal time to start using career-oriented services.

3. Advise them to write their resume during their first semester and stop in for a drop-in resume review.

Creating a resume is not a one-time task. Skills, co-curricular and curricular experiences, internships are always changing and CIC can assist in developing a professional resume..

4. Challenge them to become career aware

Recommend that they visit the CIC to explore interests and how they are connected to majors and careers. Urge them to seek help from faculty too. Career decision-making is a process; discourage them from putting this off until senior year.

5. Let them make their own decisions

College is the time for students to explore interests, values and skills. You can't do it for them. Finding out their career focus is a process that evolves over their four years of college and will continue after graduation.

6. Emphasize the importance of internships

CIC can be a huge help with Internships - expanding internship opportunities for Siena students and providing guidance on the internship process. They should sample their career options by completing internships. Employers are interested in core competencies such as communication, leadership, problem solving, teamwork, digital technology, equity and inclusion, work ethic and career management. Internships are an ideal way to develop and showcase these competencies.

7. Teach them the value of networking

CIC assists students in developing a professional LinkedIn profile and guides them in developing their network. You can assist with this process, by sharing your connections with them. Encourage them to “shadow” someone you know in the workplace to increase awareness of career fields of interest.

8. Help us help them! Is your organization hiring or seeking an intern or summer help? Forward a position description to: careermail@siena.edu