

Parent & Guardian FAQ for Career Services

Many parents are eager to find out what Career Services has to offer their students. Some want to know how they can assist their students with career development concerns. Others want to know where they can find current information on jobs and salaries. Hopefully the following Q & A section will address those questions and concerns.

➤ **How can parents serve as effective "career coaches" for students?**

We have created a helpful [four-year plan](#) that outlines where your student should be in the career development process in addition to ways that you can assist your student along the way. Encourage your son or daughter to review this four-year plan and make strategic choices that will help them market themselves effectively to employers and or graduate schools.

➤ **Can I visit Career Services and/or meet with a Career Advisor to discuss my student's career options?**

We are pleased to provide career information to parents at any point. However, it is important that students assume primary responsibility for their own career development. It would be great for you to encourage your student to visit with our staff to discuss career concerns.

➤ **When can my student begin using Career Services?**

Once a student is enrolled, we are happy to help with every step of the career development process. In addition, the Career Services web site is accessible to the public at all times. The Career Services Office is one of the students' most important resources. Encourage them to make contact with their [Career Advisor](#) early.

➤ **What help is available for my student if he/she can't decide on a major?**

Choosing a major is huge and difficult process for many students. In fact, 'undeclared' is one of the largest majors at Champlain. Encourage your student to consider taking the Strong Interest Inventory and Myers-Briggs Type Indicator through our office. Both [assessments](#) provide information about your student's preferences and can help connect them to majors and career fields that could be of interest to them.

➤ **Do you have resources for locating internships?**

We have many local and national employers who seek our students out for internships. Any internship that comes through our office is posted on [JobSpot](#). It is always a great idea to encourage your student to visit our office to work on a resume and cover letter before applying for an internship. In addition, many majors require an internship as part of the curriculum, so it is important to have your student check with their faculty member to go over any necessary paperwork.

➤ **My student needs a part-time and summer job to help pay for college. How can Career Services help?**

Many local employers list their part-time and summer jobs on the [JobSpot](#). Most on-campus jobs are reserved for work study eligible students. However, sometimes there are other positions on campus that are available to students who do not have work-study funding (i.e., Office of Admission, Physical Plant or



Sodexo). We can certainly help your student with their job correspondence, interview preparation, and general search. [Meg Sealey](#) is the primary contact for part-time staff positions on campus and on and off campus [work-study](#) positions.

➤ **How can Career Services help my student find full-time employment following graduation?**

Every spring, Career Services hosts a Job Fair that attracts more than 70 employers from around the region. In addition, as part of [JobSpot](#), we are connected with [NACElink](#), a national job posting system. We offer our services to all alumni and are happy to provide resources and guidance throughout the job search process.

➤ **What salaries are new graduates in various fields earning?**

All advisors have access to the quarterly salary survey developed by the [National Association of Colleges and Employers \(NACE\)](#). In addition, we strongly encourage students to explore salaries and trends on the [America's Career Infonet](#), which is sponsored by the Bureau of Labor Statistics.

Suggestions for Parents & Guardians in facilitating four-year career planning

➤ **Year One**

Chat with your student about

- the different campus clubs or activities that interest them
- their activities, awards, and accomplishments

Encourage your student to

- make grades a top priority. Suggest that your student to meet with each of his/her professors, academic advisor, and career advisor at least once during the first year
- to explore the Career Services website to become familiar with our services
- to plan early to find a summer job or volunteer experience that may be of interest
- to become involved in campus activities and let them know about the student activities fair and service fair that take place in the fall

➤ **Year Two**

- If your student is undeclared, encourage him/her to see an advisor in Career Services Talk with your student about the different campus clubs or activities that might match his/her interests
- Talk with your student about different career options and encourage your student to continue their involvement in clubs/organizations/jobs that target a specific interest
- Help your student come up with a list of friends or relatives that may work in a field of interest and suggest that they set up informational interviews
- Encourage your student to obtain career-related experience over the summer or to spend time researching companies they may want to work for
- Promote the benefits of attending our Fairs as a way to explore the options. Inform us if your employer offers internships or would recruit at Champlain College



➤ Year Three

- Encourage your student to get involved in and assume leadership roles in clubs/activities that will enhance his/her skill set
- Support your student in their desire to study abroad. This will make them more marketable when they enter the work force
- Strongly encourage your student to evaluate their on-line profiles and suggest they join a business-related social network such as LinkedIn
- If your student is interested in attending Graduate or Law School right after college, encourage them to meet with us to get the exploration process started
- If possible, take your student shopping and help them build a professional wardrobe
- Encourage your student to save money and attend a professional conference in his/her field
- Encourage your student to create a board of advisors (friends, family, faculty, other contacts) to dialogue with over education, career, and life issues
- Encourage your student to get assistance with his/her job search and participate in a mock interview at Career Services

➤ Year 4

- Ask your student how you can help him/her this year
- Suggest that your student attend a "Meet and Mingle" or business etiquette event in fall or spring
- Encourage your student to update her/his resume and begin preparing a cover letter, thank you letter, and reference sheet
- Once again, encourage your student to attend any fairs that match his/her interests
- Encourage your student to get an early start on resume submissions and to know the hiring timeline for their field of desired employment
- Continue to provide support and perspective when/if they get rejection letters

Partner with Champlain College & Career Services!

Champlain College Career Services welcomes participation by parents of our students. There are a number of ways that you can help us provide practical employment experience to students through our office:

1. **Internships:** Our students benefit greatly from internships throughout the year, and we are constantly seeking additional internship opportunities to promote. Take on a Champlain student for a summer or semester and benefit from the skilled talent that many students possess. Internships may be paid or unpaid. Feel free to post an internship on CC JobSpot or email our office with a description.
2. **Job Posting:** It is evident that you believe in the professional education and training your student will receive from Champlain. Now it's time to consider listing a full-time position on [JobSpot](#) for a recent graduate, alum, or current student!
3. **Giving Opportunities:** Any time you give to Champlain, we benefit. If you are interested in donating money specifically to Career Services to help us expand our resources and marketing efforts, please contact our Development Office!

