

The Career and Professional Development Center staff motivates and empowers students to explore options and pursue careers. The center provides a comprehensive range of services, programs and materials focusing on career exploration and decision making, skill development, experiential learning and career resolution. The Career and Professional Development Center is committed to assisting employing organizations meet hiring needs for the mutual benefit of Carnegie Mellon students and employers. Services include:

Career Counseling

The Career and Professional Development Center provides comprehensive and college-specific career services. For each college at Carnegie Mellon, there are designated Career Consultants who specialize in the specific majors located there. The consultants provide guidance and support for all aspects of the career planning process, ranging from major decision making to maintaining up-to-date information on what is going on in the work world. This includes identifying resources for internships, jobs and other relevant opportunities for students in each particular college. Consultants also network with employers to understand what training students will need to develop skills and attributes that give them a competitive edge as they transition to employment and graduate programs.

Career Consultants believe that it is important for all new students to learn about the valuable resources that are provided, and begin developing a personal relationship with them from the very beginning of their college years. Consultants are excellent resources for these typical topics and more:

- Making career-related decisions that are crucial to major decisions, exploring career options, experiential learning and professional skill development
- Creating a top-notch resume, cover letter, professional references and networking contacts
- Developing interviewing and personal presentation skills
- Conducting a successful job search
- Taking advantage of vast on-campus recruiting opportunities
- Deciding on graduate school and navigating the application process

On-Campus Recruiting Program

On-campus recruiting brings hundreds of national and regional employers across a broad range of industries to Carnegie Mellon to interview students for professional openings and summer internships. To help prepare students for interviews, the Career and Professional Development Center conducts workshops that cover the entire interview process.

The Career and Professional Development Center also offers mock interviews to provide students with the opportunity to practice and develop interviewing skills in a supportive setting.

Technical Opportunities Conference (TOC)

The TOC job fair is a great opportunity for Carnegie Mellon students interested in full-time positions or summer internships to talk with representatives from some of today's leading companies. The TOC Fall Job Fair is sponsored and hosted by the Carnegie Mellon student chapter of the Society of Women Engineers.

Business Opportunities Conference (BOC)

The BOC job fair provides the ideal setting for companies across the nation to meet some of the brightest students in today's job market. At this fall job fair, employers can speak directly with students seeking opportunities in marketing, finance, operations and many other business areas.

Employment Opportunities Conference (EOC)

The EOC is an annual spring job fair that provides both full-time employment and internship opportunities to students from all colleges. The EOC is a great opportunity for Carnegie Mellon students to talk with representatives from some of today's leading companies from a variety of industries.

Creative Arts Opportunities Conference (CAOC)

The CAOC is a job internship and networking fair linked with programming from the five schools in the College of Fine Arts and the BXA interdisciplinary programs. It brings together students and professionals in a range of fields including: art, architecture, animation, design, arts administration, theatre, music, film and television, game design, publishing, writing, museums and other arts organizations, advertising and public relations, teaching and public service.

The CAOC is an opportunity to invite industry professionals into the studios and classrooms to showcase student work, to provide a forum for networking and sharing of expertise and to provide a recruiting forum.

Creative Careers Seminar

The Creative Careers Seminar is a half day collaborative program connecting students with industry professionals. It is designed to assist students prepare for a career in a creative field. Areas represented include advertising and marketing, arts management, design and multimedia, film and broadcast media, independent artists, performing arts, writing and publishing and public relations.

Futures in Finance

This invitation only event is held over winter break for sophomores and juniors pursuing internships at Wall Street banks and other finance-related firms. Students are invited, by recruiters, to interview for summer internship positions in New York City. The interviews take place at Carnegie Mellon's Wall Street campus over the winter break. A dinner orientation, alumni networking reception and site visit to a financial services firm are also part of this prestigious event.

Career Express Weekend

This two day event presents the basics of conducting an internship and job search. On Saturday, students learn how to prepare a cover letter and resume, interview, develop search strategies for internships or jobs, make the most of job fairs, market skills to employers and create electronic portfolios. On Sunday, students have the opportunity to interact directly with company representatives to receive firsthand advice and tips on conducting an effective internship or job search.

Network Nights

These regional receptions, held in various cities, bring students seeking employment together with alumni and employers. Network Nights are held during fall, winter and spring breaks. They are an opportunity for students, alumni and employers to meet and discuss opportunities and experiences.

.gov: Next Generation Government Career Fair

Federal, state and local agencies are represented in this job fair for students interested in public service careers. (Partnership of Carnegie Mellon, University of Pittsburgh, Duquesne University, Federal Office of Personnel Management and Pittsburgh Federal Executive Board)

.ORG Non-Profit Career Fair

This job fair features both the Pittsburgh and national non-profit sector, and provides students opportunities for both internships and jobs in arts and human services organizations. (Partnership of Carnegie Mellon, University of Pittsburgh, Duquesne University, Robert Morris University, and supported by the Forbes Funds)

@pgh.cafe

This job fair features software, engineering, biotech, hardware, IT consulting, multimedia, robotics and other technology firms based in the Pittsburgh region that are looking for qualified graduates to fuel their growth. (Sponsored by the Pittsburgh Technology Council)

WestPACS Job Fairs

The Western Pennsylvania Career Services Association (WestPACS) is a consortium of 44 colleges and universities in western PA that plans two job fairs each year at a central location. Employers from all over the country offer entry-level and internship positions for students.

TartanTRAK

TartanTRAK is Carnegie Mellon's online recruiting system. The Career and Professional Development Center uses TartanTRAK to administer the campus recruiting program, employer information sessions and also to post full and part-time jobs, internships and campus jobs. Carnegie Mellon students are eligible to use TartanTRAK once they register and complete a user profile on TartanTRAK.

Once registered, students are able to:

- Upload an online resume
- Search for student employment opportunities on campus
- Search for outside job openings and summer internships
- Manage campus interviews
- Receive targeted emails about services, workshops and upcoming events
- View all employer information sessions

The Student Employment Program

The Student Employment program promotes experiential learning and professional development. All campus job postings include learning objectives that help employers and students recognize and understand the professional and personal opportunities for growth. The Student Employment Web site includes an online training and orientation program that covers the basics of business etiquette to the essentials of getting paid on time. Student employment opportunities are posted online through TartanTRAK and include federal, state and community service work-study jobs as well as non work-study jobs. Approximately 60% of students work on campus.

Post Graduation Plans

The Career and Professional Development Center tracks the post graduation plans for all graduating seniors. To learn where Carnegie Mellon graduates are employed or where they go to graduate school, please check the following Web sites:

Business Administration - <www.cmu.edu/career/ba>
College of Engineering - <www.cmu.edu/career/cit>
College of Fine Arts - <www.cmu.edu/career/cfa>
Humanities & Social Sciences - <www.cmu.edu/career/hss>
Mellon College of Science - <www.cmu.edu/career/mcs>
School of Computer Science - <www.cmu.edu/career/scs>

Did you know?

- The average starting salaries of Carnegie Mellon graduates are above the national average.
- Each year approximately 50% of graduates enter the work force, 30% go on to graduate school and 20% volunteer, join the military, travel, return to their home country or seek other plans.

For more information about the Career and Professional Development Center, the services offered, or to view starting salary surveys, check out the Career and Professional Development Center Web site <www.cmu.edu/career>.