Welcome to Winter Term!
All of us in Advising & Career Services wish you a happy and productive 2015! We’ve just begun the new term and are busy assisting students with their career exploration, job searches, and planning the All Majors and Engineering & Technology Career Fairs scheduled for February 11th and 12th.

We would like to thank CampusPoint for sponsoring the Winter All Majors Career Fair!

CampusPoint is the biggest private campus recruiter in Washington and Oregon. Founded in 2002, CampusPoint’s free and low cost programs bring thousands of local employers, college students, and recent college graduates together. CampusPoint works with a variety of industries to connect students with temporary jobs, paid internships, and full time employment.

“Sponsoring the PSU Career Fairs allows us to further reach top notch students and graduates and is part of our commitment to give back to the community. We have connected with tons of motivated, career-minded individuals and have provided them with opportunities to kick-start their careers!”

Kristina Erickson, Recruiting Assistant

If you would like to learn more about CampusPoint, make sure to stop by their booth during the All Majors and Engineering & Technology Career Fairs in February.

Workshop with a Pro Series: Interviewing Best Practices

On December 4th, ACS was pleased to host its first employer-led workshop. Intel Marketing Manager Diane Hwang gave an engaging presentation on important steps students should take to have a successful interview, including what they need to do to get their resume in the “yes” pile; actively preparing for an interview; answering behavioral interview questions; and engaging in appropriate follow up.

You can view the highlights of the workshop here.

If you’re interested in presenting at a “Workshop with a Pro” please contact Ann Mestrovich to explore topics and opportunities! This is a great way to impart your professional knowledge on our students and help them progress their careers.
Winter & Spring Career Fair Registration is Now Open!

<table>
<thead>
<tr>
<th>Engineering &amp; Technology Career Fair</th>
<th>All Majors Career Fair</th>
<th>All Majors Career Fair</th>
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<tr>
<td>11am-3pm • Feb. 11th</td>
<td>11am-3pm • Feb. 12th</td>
<td>11am-3pm • May 6th</td>
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<td>This is an opportunity for employers to connect with students from engineering, computer science, and related majors. This event will be widely publicized to PSU students, faculty and alumni, with special emphasis given to students in the Maseeh College of Engineering &amp; Computer Science.</td>
<td>Our 2014 Fall Fair attracted approximately 700 students and alumni. Organizations are welcome to participate if they have immediate openings: winter, spring, or summer internships; or are interested in attracting candidates expecting to graduate in the spring.</td>
<td>Organizations are invited to recruit interns and new employees, especially those who are graduating in the spring or seeking summer opportunities. This is a great opportunity to find excellent candidates for your summer openings!</td>
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How to Register:

1. Log into CareerConnect
2. From the home page click on “Career Events” in the top navigation bar and search for upcoming Career Fairs under event “Category”.
3. Select the Fair you are interested in and follow the registration directions.

Meet Jennifer Nice, Employment Outreach Specialist

Please welcome Jennifer Nice, Employment Outreach Specialist for the School of Business. Jennifer joined PSU in October and her role focuses on building relationships and communicating with employers to create opportunities for undergraduate business students.

This includes developing and publicizing internships and jobs in CareerConnect and bringing employers to campus for guest lecturing and info sessions. She also communicates with faculty and staff on behalf of employers and meets with students about internship opportunities.

You can read Jennifer’s monthly career column, Nice Job! in the School of Business e-newsletter.

Jennifer can be reached at: jnice@pdx.edu or 503-725-4744

Internship Corner: Best Practices

Internships, Compensation, and Department of Labor Guidelines for For-Profit Employers: The Six-Pronged Test

Are you providing compensation for your intern? If not, should you be? In light of the recent increase in litigation around unpaid internships with for-profit employers, you may be apprehensive about bringing students into your organization. We can help. A good beginning is a clear understanding of the U.S. Department of Labor (DOL) Guidelines for Internship Programs under the Fair Labor Standards Act (FLSA). These guidelines will help you make the best determination about whether your internship opportunity is an “intern/trainee” arrangement or is an “employment” arrangement. Fact Sheet #71 outlines the DOL requirements with six criteria to determine whether or not interns providing services in a for-profit/private environment must be paid the minimum wage and overtime. Be aware that all six factors must be applied. While reviewing the six criteria, keep in mind that the primary purpose of an internship/trainee relationship is as an educational experience for the student – one that includes learning objectives and is mentored, rather than it being solely for the benefit of you, the employer. If you believe that all six FLSA factors are being met in your internship opportunity, then an “employment” relationship does not exist under the FLSA. However, if all six factors cannot be met, a fair (at least minimum) wage for your intern is appropriate.

One additional best practice for for-profit employers: If the intern arrangement is determined to be an internship/trainee relationship, the duration of the unpaid experience should be limited to one academic term (approx. 3 months). If after that initial period you decide to extend the duration of the experience, the intern should convert from an “intern/trainee” to a compensated “intern/employee”. For additional information, contact Jeanne Ellis, Internship Program Coordinator at jnellis@pdx.edu or 503-725-4964.
How to Post a Job or Internship in CareerConnect

CareerConnect provides employers with the ability to:

- Visit one centralized online location to post and manage an unlimited number of jobs
- Receive email reminders when a student applies for jobs and when a posting is about to expire
- Manage student applicants for on-campus interviews
- Register online for career events like career fairs
- Easily report a hire

If you used CareerConnect before August 2014, your account has been created and your username is your password. Enter your username/password here and click on “Forget Your Password?”

If you are new to CareerConnect, please visit the Employer Login Page for registration instructions.

Please contact Terri Bennett, Employer Relations Assistant, if you have questions about accessing your account: bennett@pdx.edu / 503-725-4614

Pizzicato to Offer Scholarships to PSU Students!

In November, Pizzicato and the PSU Foundation announced that Pizzicato would be the first company to provide scholarships to its employees studying at PSU.

Up to 10 employees will receive $1,000 scholarships a year, provided they have worked at Pizzicato for one year and earn a 3.0 GPA. The scholarships may be applied towards tuition, fees, or living expenses.

This is exciting news for PSU, which has already raised over $44 million in scholarships (or about 93% of its fundraising goal) as part of its “Creating Futures” campaign. Our thanks to Pizzicato for their support of PSU (and their good food!)

Highlights of the Upcoming Queer Career Week

ACS is pleased to be partnering with PSU’s Queer Resource Center to present “Queer Career Week” a series of events that will provide professional development and networking opportunities to students. We’re grateful to the professionals who are giving their time to share their own professional journeys and insights, as well as offer cover letter and resume writing guidance.

- **Out @ Work**: a panel of local queer professionals from the nonprofit, legal, athletic, and public sector will discuss issues facing queer and trans graduates as they search for careers after college. The panelists will share their own career development and pathways while also providing perspectives on the job search process, being out at work, and what resources employers can provide employees.

- **Workshop with a Pro**: Cambia Health Solutions will share best practices for cover letter and resume writing from a recruiter’s perspective and insider info about what it’s like to work at Cambia.
Advising & Career Services

402 University Services Building
617 SW Montgomery Street
Portland, OR 97201
www.pdx.edu/careers

Employer Relations at PSU

Our team is your main resource for connecting to students, faculty, and staff on campus. Our team can help you post jobs and internships, participate in Career Fairs, connect to specific schools and colleges within the university, and more.

Employer Relations
Ann Mestrovich, Employer Relations Coordinator, helps employers achieve their hiring goals by identifying the best strategies for educating students about career opportunities and pathways.

503-725-4640/amestrovich@pdx.edu

On-Campus Recruiting
ACS provides space for employers to interview students and alumni on campus. Terri Bennett, Employer Relations Assistant, schedules interviews and confirms logistics for all pre-recruiting activities on campus.

503-725-4614/bennett@pdx.edu

Internships
Jeanne Ellis, Internship Program Coordinator, provides employers with guidance on creating internship opportunities and maintaining internship program best practices.

503-725-4964/jmellis@pdx.edu

Online Postings & Career Events
CareerConnect is a FREE online service for employers to post internship, job, and volunteer opportunities. Employers can also register for career fairs.

Upcoming Events

January

- 26th-29th: Queer Career Week

February

- 11th: Engineering & Technology Career Fair
- 12th: All Majors Career Fair
- 19th: Supply & Logistics Career Fair*

April

- 17th: Finance Career Fair*

May

- 6th: All Majors Career & Internship Fair

*School of Business (SBA) event. Contact DeAnne Preston, Graduate SBA Corporate Outreach Specialist, for more info.

Let Knowledge Serve the City