

- ACTIVITY HIGHLIGHTS -
7/1/07 - 6/30/08
CALS Career Development Office

- The Career Development Office (CDO) staff conducted 2888 individual counseling/advising sessions with 1176 students, alumni, and CALS employees. Following is a breakdown:
 - 263 freshmen had 603 appointments; 222 sophomores had 529 appointments; 269 juniors had 723 appointments; 336 seniors had 850 appointments; 38 graduate students had 95 appointments; 8 non-CALS students had 12 appointments; 35 alumni had 65 appointments; and 5 CALS employees had 11 appointments.
 - 773 were devoted to career counseling, 657 to job search advising, 1082 to resume critiques, 321 to cover letter critiques, and 55 to videotaped practice interviews.
 - Of the 2888 appointments, 1586 were scheduled (up to one-hour duration); the remaining 1302 were unscheduled "drop-ins" (up to 15 minutes duration).
- Our 7 Peer Advisors conducted 430 resume critiques, 55 practice interviews, 67 cover letter critiques, 33 summer job search appointments, and assisted hundreds of students in the use of our career library, job files, internship files, etc.
- In 2004-05, Cornell Career Services initiated a new focus on educational programming to improve relevance as well as efficiency, and workshops dealing with several topics related to preparing for the job search were consolidated across the university. In 2007-08, staff from college offices as well as from Barnes Hall presented these programs to university-wide audiences. CALS Career Development staff presented in the following job search talks for a combined attendance of 175: "CALS Recruiting Orientation Meeting"; "Resumes that Work for Finance and Consulting Careers"; "Career Options & Resources for Biology-Related Majors"; "Searching for Summer Internship/Jobs for CALS Students", and "Summer Job Search for Science Majors". There were an additional 512 viewings of our office-produced DVDs on job search topics.
- 58 tailored presentations were made to different classes and groups with a combined attendance of 3819. Classroom assignments in AEM 220, Animal Science 105, ALS 1100-CALS Career Exploration, Food Science 102, and Nat. Res./SNES 101 introduced approximately 828 students to career services on campus early in their careers.
- The (CDO staff) Director, Sr. Associate Director, and Associate Director co-sponsored or participated in nine special career programs: "CDO Orientation Open House for New Students" (attendance 220); "CCS Ice Cream Social" (518); "Resumaniacs" (98); "CCS Internship Information Fair" (45); "AEM New York City Study Trip" (32); "Boston Networking Trip for Biology Majors" (34); "Mock Interview Madness" (12); "Biology Information Fair" (15); and "Freshmen Career Services Fair" (30).
- The CALS Career Development Office (CDO) and Cornell Career Services (CCS) again utilized CornellTRAK to manage on-campus recruiting during the 2007-08 recruiting season.

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CALS CDO Recruiting Program:

- 344 students (275 CALS and 69 non-CALS) received a total of 607 interviews.
- A total of 44 organizations/divisions made 58 recruiting visits.
- 11 employers interviewed advanced degree candidates; 26 employers interviewed students for summer internships/jobs.

CCS University-wide Recruiting Program:

- 289 CALS students received a total of 1065 interviews.
 - Of those employers who interviewed CALS students, a total of 117 organizations/divisions made 152 recruiting visits.
 - 13 employers interviewed CALS advanced degree candidates; 36 employers interviewed CALS students for summer internships/jobs.
- Approximately 3283 CALS undergraduate students received our weekly electronic publication, “CALS Jobs, Internships, and Events”. We offered two versions of the newsletter--one focused on Social Science/Pre-Professional Studies and one focused on Life Sciences with information relevant for each intended audience. The newsletters were posted weekly on our website, and students had the ability to view both versions and archival editions. Typical content included job and internship opportunities, career-related events, updates on office activities and services, and other relevant information.
 - 293 job openings were listed on our CALS Alumni Job Postings web site and hundreds more were filed in our job notebooks in the CDO library and disseminated to appropriate faculty and staff in CALS academic departments.
 - Our *Select Internship Files*, an on-line resource of over 600 opportunities, offers options for every CALS major. There are a variety of paid and unpaid, regional, national, and international opportunities with internship descriptions and contact information. The database may be searched by major, class year, as well as geographic location. Detailed information about these internships is also available in the CALS Career Development Office, 177 Roberts Hall.
 - The CDO library, a primary resource for students and alumni, offers an up-to-date collection of materials and web links for every major in the College. We currently have 233 books, periodicals and notebooks in the CDO library, as well as 245 web sites which can be searched by keyword or academic major.
 - CALS students pursued a number of networking and career exploration opportunities. 115 CALS students shadowed Cornell alumni in their workplaces during January break. These externships ranged from one day to up to a week in length and were available in various career fields and geographic locations. 48 additional CALS freshmen were placed in externships during Spring break. 30 students attended the President's Council of Cornell Women's Networking Luncheon, and 43 students attend the Senior-Junior Women's Networking Events sponsored by various regional Cornell Alumni Associations.
 - Alumni Career Link (ACL) is a popular resource with CALS students and alumni. The current 495 ACL members assisted with career information gathering as well as networking related to the summer and full-time job search. 291 students and alumni made 331 requests for alumni contact information, including requests from classroom assignments in Animal Science 105 and Food Science 102. This resulted in 301 different alumni being contacted for a total of 1021 contacts being made.

- The CALS CDO staff engaged in a number of professional development activities throughout the year.

- July 2007 – The Director and Senior Associate Director attended the National Career Development Conference in Seattle, WA. During the conference, the Director was a co-presenter for a presentation entitled “Career Development Across the Globe”. The Associate Director attended the Association for Psychological Type conference in Baltimore, MD. The Associate Director also attended a StrengthsQuest Educator Seminar at TC3 in Dryden, NY.
 - August 2007 – The Recruiting Coordinator participated in PowerPoint training.
 - September 2007 – The Director attended the Career Directors’ Summit at The Lodge in Skaneateles, NY
 - October 2007 – The Director, Senior Associate Director, and Recruiting Coordinator participated in the National Association of Colleges and Employers webinar, “Use of Facebook in Recruiting”.
 - November 2007 – The CALS CDO staff hosted Leonard Wang from the Global Reach Institute in Beijing, China. The Director participated in a week-long U.S.-Egypt Education Forum in Cairo, Egypt.
 - April 2008 – The Senior Associate Director and Associate Director attended a MBTI/Strong workshop. The Associate Director also participated in the Harold Craft Leadership Program.
 - May 2008 – The Senior Associate Director, Recruiting Coordinator, and Assistant Office Manager attended the CCS Snack & Yack Series session on the Millennial Generation.
 - June 2008 – The CALS CDO Staff participated in its annual Professional Development Road trip and visited Early Morning Farm, Montezuma Wildlife Refuge, and the Tompkins County SPCA on the east side of Cayuga Lake, NY.
- The CALS CDO staff also participated in a number of professional service activities.
 - The Assistant Office Manager served on the CALS Summer Scoop Committee.
 - The Associate Director served on the CCS Professional Development Committee. She was a presenter for the CCS Snack & Yack series, Building a Strengths-Based Campus for Engagement and Excellence conference, and the CCS all-staff meeting. She also worked with colleagues to launch a career development pilot program for the library staff.
 - The Senior Associate Director served on the CALS Chancellor’s Award for Student Excellence review committee. She was also nominated to serve on the Graduate Community Initiative Career Services Subcommittee.
 - The Director served as Conference Ambassador Chair for the International Committee of the National Career Development Association. She also served on the CCS Employment Services Subcommittee, the GCI Career Services Subcommittee, and the OAP Summer Celebration Committee. The Director was a presenter for the CCS Snack & Yack series and conducted a special job search presentation to staff at the Lab of Ornithology.

8/6/08