

# CAREER SERVICES OUTREACH REQUEST FORM

To request Career Services for your class or campus group, please provide the following information:

Department or campus group	
Your name	
Your role	
Email	
Telephone	

## The nature of your request:

Please select an option from the workshops & services listed on page 2 of this document.	
Additional information or questions	

**Suggest a Date:** This popular service books up well in advance. To best accommodate your needs, please send us three possible options that would work and we will let you know if we have the capacity to meet your request.

Date option #1:	Preferred time of day:
Date option #2:	Preferred time of day:
Date option #3:	Preferred time of day:

## Participants:

We require a minimum of 15 participants. **How many participants do you anticipate?** \_\_\_\_\_

Are there any accessibility requirements for students in your class/group? If so, please provide details.

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## Your role:

- Have a point person available while we are at your event/class
- Promote to students
- Book a location and let us know where to attend (unless you would like to use our location)
- Arrange for data projector & screen (not applicable for career advising on site)

**To book our location:** If your group would like to use one of our workshop rooms in Gordon Hall (one seats up to 24, the other up to 40 people), please book through [mycareer@queensu.ca](mailto:mycareer@queensu.ca)

**Promotion of your event:** We normally post information about events (topic, date/time and intended or restricted audience). If you would prefer NOT to have your event posted, please let us know in your initial request.

**Contact us:** Call Career Services Reception (613-533-2992) or email: [mycareer@queensu.ca](mailto:mycareer@queensu.ca)

*Thank you for your request. Once completed, please save this document and then attach it in an email to [mycareer@queensu.ca](mailto:mycareer@queensu.ca). Someone will respond to your workshop request shortly.*

**Career Programming Options** - please choose from the following available topics:

Special Services	Duration	Intended Audience	Session highlights/goals
Introduction to Career Services	10-15 minutes	All students, parents, incoming students, new graduates	Great for kicking off a career event you have organized! We'll talk briefly about career planning and explain what programs we have that can help.
Career Advising On-Site	1-2 hours	All students, parents, incoming students, new grads	Give your students access to on-site career advising. We'll staff a table in your department or at your event and students can drop by with career questions.
Guided Tour of Career Information Area	20-30 minutes	All students	Join us for a guided tour of key resources in our Career Information Area. This session can be tailored to a relevant topic (e.g. researching healthcare-related employers)

Workshops			
What's Your Story?	80 minutes	All students	Students will understand how stories work, how to use them effectively, and what the key parts of your story are. They will reflect on skills and strengths, and what could be included in their story. We will look at examples of how stories show up in resumes, cover letters and interviews.
Ready, Set, Career!	80 minutes	All students	Student will start uncovering their future possibilities while playing the popular "Who You Are Matters" game. This workshop takes the stress out of thinking about the future by providing easy first steps. Students will begin to develop an action plan and leave energized and confident to take their personalized next step.
Resumes/CVs & Cover Letters	50 minutes	All students	Students will begin to think strategically about and re-organize their resumes/CVs/cover letters and gain insight into maximizing "the match" with their goals.
Interview Strategies	50 minutes	All students	Students will gain interview confidence by interacting with each other and engaging in common interview scenarios. They will also learn how to develop questions to ask.
Summer Job Search 101	30 minutes	Novice job seekers	Students will learn a process for finding summer work in typical student-seeking sectors including retail, camps, hospitality, tourism, etc.
Job Search & Networking	50 minutes	All students	Students will learn how to plan and implement a successful job search and practice skills for effective networking.
Thinking about Grad School?	50 minutes	Undergrad students	Students learn about process, timelines and application pieces for grad school. They will get tips on how to make an informed decision.
Design Your Life - <i>Applying Design Thinking to your career to create a life worth living</i>	2.5 hours	All students (groups of 10-24)	Students will learn how to apply the step-by-step Design Thinking process to find solutions to the problem of "What's Next?". They will leave this interactive session with a clearer sense of where they want to go, and how you can begin taking immediate action to make your dreams a reality.