

CAREER SERVICES OUTREACH REQUEST FORM

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

Your department or campus group name	
Your name	
Your role/title	
Email	
Telephone	

The nature of your request:

Please select an option from the workshops and services listed on pages 2-4 of this document.	
Additional questions or requests?	

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

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

Thank you for your request. Once completed, please save this document, and then attach it in an email to mycareer@queensu.ca. A member of our team will respond to your workshop request shortly (usually within 2-3 business days).

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

Special Services	Duration	Intended Audience	Session highlights/goals
Introduction to Queen's Career Services	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 support.
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.
Resume Clinic	1-2 hours	All students, parents, incoming students, new grads	Give your students access to on-site resume coaching. We'll staff a table in your department or at your event and students can drop by with their resumes.

Workshops			
What's Your Story?	1.5 hours	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!	1.5 hours	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.
Ramp Up Your Resume	1 hour	All students	This session will help you use key strategies in your resume/CV for highlighting your unique skills, knowledge and experience. To get the most benefit from this workshop, it is helpful to have a specific opportunity that you are targeting. Please bring a draft copy of your resume to work on, if you have it.
Conquer the Cover Letter	1 hour	All students	During this workshop you will learn about key components and strategies that make the most difference when writing a cover letter. You will also work on exercises designed to get you started on customizing your cover letter.
Winning Interviews Get ready for an interview	1 hour	All students	Attend your next interview feeling confident and prepared – whether it is remote (by phone, Skype, Zoom, etc.) or in-person. Learn how to handle the "Tell Me About Yourself" opener, typical behavioural questions, difficult questions, and prepare questions for you to ask the interviewer. Come

			prepared to practice and leave feeling more ready for your next interview.
LinkedIn 1 – Building Your Profile	1 hour	All students	Get started with LinkedIn and create your Profile. Are you new or relatively new to LinkedIn? Already have a Profile but not sure how effective it is? This workshop will help you to develop judgement about how to effectively communicate your authentic career story for the LinkedIn community. We will review major components of your profile, brainstorm key elements of your career story, and begin creating content. We will help you to create an account/profile if you don't currently have one. If in person, please bring your own tablet or computer to the session. To learn more about the tools and resources LinkedIn has to offer, consider attending the LinkedIn 2 workshop as well.
LinkedIn 2: Exploring Career Options, Networking, and the Job Search	1 hour	All students	Learn how to effectively engage with the LinkedIn community. Are you looking to establish yourself in a specific field? Need to gather more information about careers of interest? LinkedIn is the largest professional networking social media platform where people collect, collaborate and share information about their field of work. In this workshop, you will learn how to leverage tools and resources on LinkedIn to explore potential careers, communicate and network with other professionals, and search for your next career opportunity. Please ensure you have already created a LinkedIn account. If the workshop is in-person, please bring your own electronic device to access the platform. To learn more about how to effectively communicate your authentic career story with your profile, attend the LinkedIn 1 workshop as well.
Effective Networking	1 hour	All students	Advance your career with authentic relationships. Wondering how to develop the career skill of networking? In this workshop, you will: <ul style="list-style-type: none"> 1) Get strategies for how to approach networking, get organized, and solidify your connections; 2) Be prepared to introduce yourself effectively and ask intelligent questions; 3) Boost your confidence when talking to new people through knowledge and practice.
Summer Job Search	1 hour	All students	Learn how to find "hidden" and advertised summer jobs. If you are looking for a summer job, there are still strategies you can use to increase your chances of success. In this session, a Career Counsellor will guide you through the process of identifying your goals, the sectors and types of organizations that are offering summer opportunities, and concrete action steps you can take to secure those leads.

Preparing for Career Fair and Employer Information Sessions	1 hour	All students	Make a good first impression at Career Fairs and Employer Information Sessions! Wondering how to make a great first impression at the Career Fair, Summer Opportunities Fair or Engineering & Technology Fairs? This 50-minute session will give you an opportunity to ask all the things you're wondering about. Learn how to stand out from the crowd and be successful at these high profile events.
Graduate School – Researching Programs and Writing Applications	1 hour	All students	Gather key info about further education options and stand out with a personal or research statement. Overwhelmed with all the details involved when researching further education programs? Not sure how to make a strong impression with your personal statement or research statement? Researching further education options and deciding which programs will align with your career aspirations can be a daunting. Once you decide which programs to apply to, you'll need to communicate why you should be accepted into it. In this workshop, you will receive an overview of details about further education programs, ways to research them, how to create a short list of programs to apply to, and write a strong personal or research statement that complements the rest of your application.
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.