



## Services for CASNR Alumni

The services described in this reference are provided as an aid to the alumni of the College who may be seeking to obtain or change employment. Please remember that CASNR Career Services is not an employment or personnel agency. However, we do maintain services and resources that may be valuable to many alumni in their career planning and job search processes.

### CAREER SERVICES WEB SITE

[www.casnr.com](http://www.casnr.com)

- View full-time positions posted with CASNR Career Services by clicking on Student Services then Job Postings.
- Explore our page titled "Outside Resources." This page includes links to government agencies, prospective employers, industry news, professional and trade associations, and other resources that might be helpful to you in your job search. Check out these links and bookmark the ones that have positions or information relevant to YOU!
- Find out about upcoming, on-campus career fairs, career development workshops and employer information sessions.
- Search the OSU Career Services Web site to access even more information:  
[www.hireosugrads.com](http://www.hireosugrads.com).

### RÉSUMÉ REFERRALS

Alumni referral is available to those alumni who complete a CASNR Career Services Alumni Registration/Release Form and submit their résumé with the form to CASNR Career Services, 136 Ag Hall. Registrants will have their résumé sent to prospective employers in response to requests for candidates. Employers will then contact individuals who fit their needs.

### **Alumni Referral Process -**

- Complete an Alumni Registration/Release Form.
- Registration becomes effective when the completed Registration/Release Form and a copy of your résumé arrive in our office.
- When employers request résumés, your résumé will be reviewed and, where appropriate, forwarded to the employer for their action. You will not be notified when your résumé has been referred.
- Alumni registration will expire on July 1<sup>st</sup> of each year or upon request by the alum. Registration renewal is available.

**NOTE:** Please let us know if you are placed and no longer want your résumé sent to employers.

### READY REFERENCES

CASNR Career Services publishes information sheets on résumé writing, cover letter development, interviewing and a variety of other job search topics. You may pick up these Ready References in the lobby of Ag Hall, we can e-mail/mail them to you, or the resources are also be available on the CASNR Career Services Web site.

*Our goal is to help you develop job search skills you can use for the rest of your life.*

## EMPLOYER RESOURCES

CASNR Career Services maintains a filing cabinet of employer literature that is updated every year to help you research potential employers. At this time, most of the information is for employers that participate in our on-campus-recruiting program. However, we are on a continual mission to gather career information from additional organizations of interest to our current students and alumni.

We also have a small reserve of employer videos and CDs for you to use as you research potential employers. A TV and VCR are even available for you to use on site!

## INDIVIDUAL ASSISTANCE

Individual help with résumé and cover letter development, planning your job search strategy, interviewing or other career-related questions can be arranged. On-campus, in-person assistance may be scheduled by appointment. If you simply drop in or send an e-mail, we cannot promise that a person will be available to assist you immediately. If you want to meet with someone, you must schedule an appointment at least 24 hours in advance.

If arranging an on-campus appointment is not possible, you may also schedule a phone appointment to receive career guidance. In these situations, CASNR Career Services will work with you, following your initial phone appointment, to assist in your job search tool development via e-mail and/or postal mail.

### ***Seven Steps to Successful Job Searching***

1. Research Yourself.
2. Identify Target Employers/Positions.
3. Research Potential Employers/Positions.
4. Develop Your Job Search Tools.
5. Identify & Use Job Search Resources.
6. Request & Prepare for Interviews.
7. Follow Up.

## OTHER OPPORTUNITIES

### **Career Resource Center**

308 Student Union ♦ (405) 744-6434  
[www.okstate.edu/ucs/cssc5.htm](http://www.okstate.edu/ucs/cssc5.htm)

The Career Resource Center and the Career and Academic Success Counseling Center can provide you with in-depth career counseling as well as access to self-assessment tools. In addition to counseling, a library of information is available. Contact the number above for more information. The office is open to the public and can be used free of charge.

### **OSU Career Services**

360 Student Union ♦ (405) 744-5253  
[www.hireosugrads.com](http://www.hireosugrads.com)

#### **Services include:**

**Registration on 7 of 10** — 7 of 10 is the centralized on-campus interview and résumé referral program. Organizations interested in a variety of majors from several different colleges will schedule interviews through OSU Career Services. This services is free to OSU alumni. Alumni may:

- Interview with employers who interview through OSU Career Services
- Have their résumés referred by OSU Career Services
- Have access to place their résumés on-line for employers to view

To learn more about OSU 7 of 10, call or drop by 360 Student Union; (405) 744-5253 or visit the OSU Career Services Web site at

[www.hireosugrads.com](http://www.hireosugrads.com)