Did You Know?

People make decisions about the people they meet within 6 seconds of meeting?

#HireHighlanders  #UCRCareerReady

(951) 827-3631 • CAREERS.UCR.EDU
Did You Know?

7% of any message is conveyed through words, 38% through certain vocal elements, and 55% through nonverbal elements (facial expressions, gestures, posture, etc).

#HireHighlanders  #UCRCareerReady
Did You Know?

93% of recruiters search for job candidates on social media.

#HireHighlanders #UCRCareerReady
Did You Know?

Having your cell phone out on the table during a meeting suggests you are not 100% focused on your job.

#HireHighlanders  #UCRCareerReady
Like. Follow. Share.

UCRiverside Career Center

CONNECT. INSPIRE. EMPOWER.
careers.ucr.edu | (951) 827-3631
A modern, on-the-go platform designed especially for college-based recruiting for jobs, internships, events and resources.

- Students gain access to job/internship postings from 200,000+ employers around the world, including all Fortune 500 companies!
- Employers enjoy a faster, more user-friendly experience to post jobs and view applicants.

#UCRCareerReady #HireHighlanders
A personalized feed of jobs, internships, events and resources — like Netflix but for careers!

A “Favorite” option to know when top employers are posting jobs and coming to campus.

A seamless experience across all devices: phones, tablets and computers.
Create a Handshake Account

1. Log into [go.ucr.edu/ucrhandshake](go.ucr.edu/ucrhandshake) with your UCR username and password.

2. Complete your UCR Handshake profile by adding your resume, photos, skills and more. Make your profile public to employers.

3. Click “Jobs” in the menu bar and start applying. Save searches and sign up for notifications about future opportunities that match your interests!
BEWARE OF JOB FRAUD

Learn the red flags to look out for in your job search.

- They’re asking you to shop for them.
- You have to send them money.
- The job sounds too good to be true.
- The job they offer isn’t the one you applied for.
- They won’t meet you in person.
- You can’t verify their information.
- They’re asking for personal information.
- You’ll be working from home.

Learn more about job fraud and how to protect yourself at careers.ucr.edu or contact a career counselor today.
How Not to Get Fired: Professional Etiquette
AGENDA

WHAT IS PROFESSIONALISM?
BOUNDARIES
DRESS CODE
COMMUNICATION MINDFULNESS
IN PERSON MEETINGS
SICK/VACATION DAYS
ICE BREAKER

When you think of professional etiquette, what comes to mind?

Why is it important?
It provides a standard framework within which people can operate as they communicate and collaborate.
BOUNDARIES
Do’s

- Establish work relationships
  - BE A SPONGE
  - Find a mentor
  - Makes connections (Professionals & Other Interns)

- Be mindful of your role at work events and parties
  - BECOME AN EXPERT
  - Go the extra mile

- Check in with your supervisor when work is slow

- Clean up after yourself

- Be ethical
Don’t

Bring personal matters

Use social media for personal use

Misuse work resources

Expect an office maid

Take food items that don’t belong to you

Assume doing homework on the job is ok
DRESS CODE

Check with your supervisor to learn the dress code policy!
COMMUNICATION
MINDFULNESS
Hey there,

I would like to talk with you to discuss what we talked about yesterday regarding transportation to the meeting. I don't think I will make it. I am available tomorrow at 12pm to talk. Thank you.

Meeting
Taylor.smith@gmail.com

Dear Taylor,

Thank you for meeting with me yesterday. I wanted to see if you were available sometime this week to discuss plans on how we plan to get to the marketing meeting. My car is getting serviced and I wanted to discuss other transportation options in case my car isn't ready. I am available tomorrow at 12pm but let me know what time works for you this week. Feel free to email or call me at (555) 553 – 2345. Thank you.

Sincerely,

Courtney Highlander
Student Assistant, Athletics Department
Class of 2018, UC Riverside
Phone: (951) 555 – 553 – 2345
Email: courtney01@ucr.edu
PHONE SKIT #1: ANSWERING A CALL

Ring Ring Ring!  
C: Call R: Receiver
R: Hello?
C: Is this XYZ Corporation?
R: Yep.
C: May I please speak with Taylor Smith?
R: Who is calling?
C: This is Courtney Collins with ABC Company.
R: Sorry, Taylor is not in, try calling back later.
C: Do you know when Taylor will be in? Can I leave a message?
R: Ok, I will put you on hold so I can get a pen. (5 minutes pass)
R: What is your name again? Phone number?
C: Courtney Collins with ABC Company, Taylor can reach me at 555-2121.
R: Got it I’ll let Taylor know, bye.
PHONE SKIT#2: ANSWERING A CALL

Ring Ring Ring!

C= Caller R= Receiver

R: Hello this is the XYZ Corporation, my name is Jaimie how can I help you?

C: Hello Jaimie, may I speak with Taylor Smith? This is Courtney Collins.

R: Hi Courtney, let me see if Taylor is in, may I put you on hold for a moment?

C: Sure.

R: Thank you, one moment please, (quick hold), Hi Courtney, thank you for holding, Taylor is unfortunately not available at the moment. Would you like to leave a message or be transferred to Taylor’s voicemail?

C: Sure, I can leave a voicemail.

R: Ok great, before I transfer you, is there anything else I can help you with?

C: No that would be all.

R: Ok Courtney, please hold while I transfer your call and have a wonderful day.
PHONE SKIT: VOICE MAIL

Receiver

R: Hello, you have reached Chris Bell at XYZ Corporation, I am unavailable to take your call, please leave me your name and number and a brief message and I will be sure to get back to you. Thank you.

C: Hey what's up Chris this is Toni. I want to talk to you about tomorrow so get back at me, thanks, bye.

C: Hi Chris this is Toni Madison from ABC Company. My number is (909) 555-1234 and I was calling to confirm our meeting time and location tomorrow. When you have a moment can you please return my call so we can finalize our plans for tomorrow. Again this is Toni Madison with ABC Company and my number is (909) 555-1234. Thank you for your time and I look forward to your call.
Cisco just offered me a job! Now I have to weigh the utility of a fatty paycheck against the daily commute to San Jose and hating the work.
Hi, I found your page on the Rutgers University Career site, can't wait to meet with one of your representatives on May, 30th at the Collegiate Career Day Festival!
IN-PERSON MEETINGS
<table>
<thead>
<tr>
<th>SICK</th>
<th>VACATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good idea to ask your supervisor what s/he prefers (e.g. emails, voice messages, direct calls)</td>
<td>Know your work cycle and plan ahead!</td>
</tr>
<tr>
<td>Who else needs to know? Who takes care of your appointments?</td>
<td>Follow your workplace procedures; put it on your work calendar</td>
</tr>
<tr>
<td>The notorious pattern of Monday/Friday sick days</td>
<td>Remind your supervisor a week in advance</td>
</tr>
</tbody>
</table>
Hours:
Mon. - Fri. 8 am to 5 pm except Wed. 9 am to 5 pm

Drop-In Hours:
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm