

# Career Development and Employment Services

## Student Affairs

**Career Development and Employment Services**  
Joyal Administration, Room 267  
(209) 294-2381  
Acting Director, Caroline Williams



**T**he Career Development and Employment Services Center assists you in formulating a career development program that will permit you to put your education to work in a satisfying and rewarding career field.

The center provides employment services for students seeking part-time work, as well as career counseling and job referrals for alumni needing assistance in furthering career opportunities.

Career Development and Employment Services is a centralized program of education-oriented career development, career environment and employment programs. Its services are free to enrolled students and are available to alumni for a small fee. To receive career counseling assistance, telephone 294-2381 for an appointment.

## Career Exploration

Ideally, the career decision-making process should begin as soon as you enter college. Opportunities are available to talk with career counselors, to join in self exploration and career exploration classes and workshops, and to use the career information resource facilities. Testing, computerized assessment and programmed career exploration are also important tools used by the center to help you evaluate and select possible career goals, and then correlate academic choices with career interest.

The ultimate goal is to help you formulate career plans that will be compatible with your academic pursuits. Well-defined career plans become an important motivation for completing your academic program, as well as establishing a career direction upon graduation. This kind of planning ensures you maximum future employability.

## Career Resource Center

The Career Information Resource Center provides information on career exploration and decision making, on requirements for careers, on specific employers, and on job search and employee selection through books, periodicals and audiovisual materials. Two computer-assisted guidance systems are also available to aid you in making career decisions. The new System of Interactive Guidance and Information (SIGI-PLUS), helps you identify and prioritize work values, suggests occupations that meet those values, gives specific information about occupations of interest, provides an overview of entry-level requirements and aids in weighing the risks of entering an occupation against the satisfactions it would provide.

The computerized California career information system, called EUREKA, can help you learn more about occupations that relate to your interests and abilities. EUREKA's memory banks are filled with information covering more than 400 occupations — including job descriptions and employment outlook — training programs to prepare for specific occupations, and colleges and universities offering desired areas of study.

## Cooperative Education

Beginning with your second year, you should take advantage of the Career Development and Employment Services Center's facilities to further reinforce your career decision through cooperative education classes and work environment experiences. In addition to giving you the opportunity to gain marketable work experience, you are able to test your career decision. To prepare you for the co-op experience — and also for entry into the employment market — the center offers a continuous program of personal job search, career planning development, employment communication skills development, and interview skills and techniques education.

Additionally, the center can provide you with the opportunity to interview with