

---

**University of Maryland Eastern Shore  
Division of Student Life  
&  
Enrollment Management  
Office of Career Services**



**NEW  
ON-LINE  
CAREER SOFTWARE  
&  
ASSESSMENT BOOKLET**

---

**University of Maryland Eastern Shore  
Division of Student Life  
&  
Enrollment Management  
Office of Career Services  
Princess Anne, Maryland 21853  
Funded by Title III**



## NOTES

The Office of Career Services offers several Web-based career related software to assist students with managing their careers. The Office of Career Services has provided UMES students with 24 hour access to the following career related software; Interfolio, HAWK Trac, Creative Jobs Central, Focus II, Detroitinternetwork and Vault Career Insider. These online systems consist of the following;

### INTERFOLIO

Make sure you have the best way to manage your Application Materials! Interfolio, the premier application portfolio management service, is now available to the students of the University of Maryland Eastern Shore! Interfolio is the easiest and most affordable way for students and job applicants to send application materials to further education or to search committees.

Interfolio's online system allows you to build an online career portfolio - a complete file of all your credentials. Nearly any document can be stored, including, but not limited to:

- Confidential letters of recommendation
- Curriculum Vitae
- Writing samples
- Dissertation abstracts
- Teaching Portfolio documents
- Evaluations
- Transcripts



---

### Benefits of using Interfolio:

**Build a portfolio:** of all your important documents. Ask writers for letters of recommendation or add non-confidential documents yourself. 250 MB of storage is included.

**Convenient and customized deliveries:** Interfolio allows you to deliver any document anywhere in the world in one complete, professional package. Interfolio allows you to specify the order in which your materials are packaged so your presentation is powerful and persuasive.

**Self-managed files:** With Interfolio, you have complete control of your portfolio. You don't have to rely on others to make decisions about what documents are delivered on your behalf. Letters electronically uploaded by recommenders become available immediately. Lightning-fast delivery: We send every delivery - paper or electronic- within one business day of your request. If you need to meet a deadline, we can send express deliveries the same day (as long as you make the request by 2 PM EST). **24/7 access:** With our web-based system you can manage your portfolio whenever and wherever you want. You won't have to wait for an administrator to check the status of your file.



## NOTES

Creative Jobs Central. com is a job site like no other! We offer a dedicated website and database to each job industry, and offer thousands of jobs and internships NATIONWIDE! We currently have over 250 industries! With our service, you can connect with employers, gain valuable resume exposure, and avoid searching through tons of pages trying to find an appropriate job within your industry. We put them all in one central location for you, to save you time, and to make your life easier! Our highly trained staff is here to answer any questions you may have and assist you in any way possible.



The **University of Maryland Eastern Shore** in conjunction with Vault.com has arranged for you to have free, unrestricted privileges to the largest most comprehensive online career resource available. Content is updated daily so be sure to visit frequently.

**Vault** is the world's leading source of career information. It will make your efforts at researching employers, industries, and career subjects infinitely easier and more efficient. Whether you are just exploring possible careers or you are ready for your interview, Vault can help!

Here's what you can do once you're inside:

- Download Industry and Employer Guidebooks for FREE
- Research Top Employers
- Explore Industries and Professions
- Gain Career Advice
- Share and Discuss your interests and experiences with other users and much more!

## INTERNSHIP.COM ON-LINE SOFTWARE

[INTERSHIPS.COM](http://INTERSHIPS.COM) The World's largest internship marketplace. 21,720 internship positions from 12,644 corporations located in 1,226 cities across all 50 states. Find *internships* and *internship*-prep tools, like the *Internship* Predictor, which can help match you with the right *internship* program. Use *Internships.com*.



Focus 2, a self-paced planning system, provides students with the ability to remain competitive in today's volatile job market. Its **Self-Assessment** tool effectively analyzes students' abilities/skills, personality type, career planning status, interests, and more along with college majors to help match with over 1200 prospective occupations. Focus 2 also contains a wide array of powerful tools:

- **Refine Matching Options by Education Level Perform Powerful Searches** ("What can I do with a major in ....")
- Incorporate precise, **decision-making search options**

## OFFICE OF CAREER SERVICES PROFESSIONAL STAFF

Ms. Theresa V. Queenan, Director  
Mrs. Bettye Hoskins-Knox, Career Specialist  
Ms. Annette Colson, Administrative Assistant

## STUDENT WORKER

Miss Alyese Justis, Junior  
Miss Alexis Cottman, Senior  
Mr. Lamar Clark, Senior

## HOURS OF OPERATION

8:00 a.m.-5:00 p.m. Monday-Friday

## LOCATION

Student Services Center, Suite ~ 2158

## CONTACT INFORMATION

**Telephone :** (410) 651-6447  
**Fax Number :** (410) 651-8048  
**Email:** [careers@mail.umes.edu](mailto:careers@mail.umes.edu)  
**Website:** [www.umes.edu/careers](http://www.umes.edu/careers)



## SERVICES AT A GLANCE

Thinking about your future? Get started early in making a positive decision about your career! The services offered by the Office of Career Services & Cooperative Education consist of specified key outcomes for students and is also a supporting process that must be in place if the delivery of important outcomes is to be assured. Either in a group or in one-on-one sessions the following services are available:

- Career Counseling
- Career Assessment
- Exploring and Defining Career Interests, Goals and Objectives
- Resume Writing/Critique Clinic
- Developing Interview Skills and Mock Interviews
- Credential Portfolio Services
- Recruitment
- Annual Career Fairs
- Graduate School Entrance Exams Graduate School Preparation
- On and Off Campus Interviews
- Internships
- Cooperative Education Program
- Career Development Workshops
- Computerized Job Search-HAWK TRAK
- Career Computerized Software
- Job Vacancy Publications
- Job Referrals
- Career Resource Library
- On-line Career Related Software

- **Compare Occupations Side-by-Side**
- **Automated Portfolio Builder**
  - Summary of Students' Results
  - Choices & Preferences
  - Achievements
  - Experience
  - Notes
- Connect to **Job Board Network** and provide **Career Readiness Tools.**



[www.detroitinternnetwork.com](http://www.detroitinternnetwork.com)) - The DI Network features thousands of jobs and internships available for viewing, and a national network of regional participating web sites. You can choose from the following regions: Atlanta, Chicago, Denver, Detroit, Houston, Los Angeles, New York , San Francisco, Washington, D.C. and Philadelphia.

## GRADUATE INTO YOUR CAREER



**MONSTER COLLEGE™? HAWK Trac (Monster College)-** Welcome to Monster College™, chances are you're either a recent college grad or a college student thinking about life after graduation. Either way, you're in the right place. There are many ways to be interactive and learn from this site for jobs and career resources. College students and recent graduates have the entire world before them. What they don't have is a map, a starting place, a trusted advisor, a friendly mentor. Monster College™ helps recent grads and college students find their first career. Whether graduates pursue careers in government, non-profits, service vocations, start-ups, or the corporate sphere – Monster College™ will help you navigate the job-hunting process. As a member you will enjoy interview tips and tricks, resume templates and skill-building quizzes. Finding a job is hard- but it doesn't have to be lonely- join your fellow classmates and get started.

## **OFFICE OF CAREER SERVICES**

**“HELPING TODAY’S STUDENTS MAKE THE**

**CONNECTION WITH TOMMOROWS’ CAREERS**

In keeping with the university's commitment to provide quality education to individuals who demonstrate the potential to become quality students, the Director of Career Services and Cooperative Education oversees an office whose mission is to serve as a very integral component in the student's academic environment and training. The Career Services staff assists with the developing, evaluating and implementation of career goals and objectives. The University Career Center recognizes its place as a leading example of excellence by acknowledging the unique needs of our students.

This office is the linkage between the workforce and academic environment to students. The University Career Center continues to provide comprehensive services and collaborates with academic departments to help students succeed in their pursuit of academic and career goals. Students are provided with the opportunity to have; a career plan related to their academic goals, career experiences prior to graduation and also assistance with the development of employment opportunities. Students are encouraged to develop their maximum potential through numerous career-related activities. We serve as a major catalyst within this process by assisting students with developing a strategic career plan.

This process also encompasses assisting students with acquiring the skills necessary to enter the workforce, while also acquiring the ability to make an efficient career choice. Career Services professionals are available to provide excellent customer service, while maintaining the highest level of professionalism. They also assist with choosing a major, career counseling, career research and exploration, job search strategies, resume, cover letters, interviewing assistance, finding internship opportunities and career assessments. They also help to ensure a successful transition from academic life to the world of work. This office must continue to provide cutting edge career programs and experiences for students to remain competitive in a global workforce. It should be understood that each student's academic training not only intellectually stimulates them, but also prepares them to be a professional, while further enhancing the skills necessary to be competitive in the workforce.

~ CHECK OUT ~

THE NEW ON-LINE CAREER SOFTWARE PROGRAMS AT  
Website: [www.umes.edu/careers/](http://www.umes.edu/careers/)