



UNIVERSITY OF NOTRE DAME

THE CAREER CENTER

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Quick Facts & Frequently Asked Questions

Quick Facts

- 98% of the class of 2010 obtained successful career outcomes
- Ranked #1 Best Undergraduate Business School – *BusinessWeek* (2010 & 2011)
- The Career Center received an A+ rating on job placement - *BusinessWeek* (2006, 2007, 2009-2011)
- #1 undergraduate college producing CEOs of the 100 largest US financial firms -*Bloomberg News*
- Hosted 7,000+ on-campus interviews
- 1,500+ internships obtained by undergraduate students
- The Career Center is a featured member of the NACE Global Resource Team
- Conducted 7,218 Counseling appointments for the 2010-2011 academic year
- The Career Center is now on Facebook and Twitter
- Awarded \$307,744 in internship funding for the 2010-2011 academic year

Summary of Future Plans Data for the Class of 2010

College	Full-time Employment	Graduate/ Professional School	Service Programs	Military	Seeking Emp.	Other Plans
Architecture	91%	6%	3%	0%	0%	0%
Arts and Letters	36%	35%	21%	3%	3%	2%
Business	75%	18%	3%	1%	2%	1%
Engineering	60%	28%	2%	4%	4%	2%
Science	20%	65%	11%	0%	2%	2%
Total	49%	34%	11%	2%	2%	2%

College	# Reporting Salary	Average Salary
Architecture	17	\$39,647
Arts and Letters	142	\$43,129
Business	310	\$55,585
Engineering	105	\$60,553
Science	34	\$49,988
Total	598	\$52,729

Frequently Asked Questions

When should students first visit the Career Center?

Students can begin to use the Career Center in their first year. The Career Center provides many services and resources through our Career Counselors to help students begin exploring career options, developing skills, and gaining experience. Four-year planning guides, job and internship seminars, career interest inventories and individual career counseling are just some of the services and resources that students can (and should) utilize beginning in their freshman year.

What is a Career Counselor and what do they do?

A Career Counselor is a staff member at The Career Center who assists students with the career decision-making process. Career Counselors are able to:

- Provide individual counseling on choosing and using a major
- Administer and interpret career-related interest inventories and personality assessments
- Inform students about internships and full-time job opportunities
- Discuss graduate school opportunities and application procedures
- Offer current information about availability of jobs, salary statistics and industry trends
- Review resumes and cover letters
- Educate students about networking
- Conduct mock interviews
- Connect with employers who recruit students in their assigned academic area
- Present career-related workshops

How can my son/daughter use The Career Center to plan their future over the course of the Notre Dame experience?

First Year

- Explore resources and services in First Year of Studies
 - Identify values, interests and skills with their First Year Advisor
 - Meet with their advisor to discuss the process of choosing a major
- Explore resources and services in The Career Center
- Target faculty to discuss selecting a major, making career choices, and participating in job shadowing
- Attend the “All Majors Fair” during the spring semester.
- If they feel confused about their career, consider enrolling in the Career Development Seminar Course
- Become actively involved with extracurricular activities for personal and professional development
- Create a preliminary resume

Sophomore Year

- Make an appointment with a Career Counselor at The Career Center
- Register for Go IRISH – our online on-campus recruiting program
- Update, refine, and upload their resume to Go IRISH
- Compose a cover letter which compliments their resume
- Conduct research and solicit information from professionals and upper classmen students to finalize decision on their major
- If still undecided with their major, attend the “All Majors Fair” during the spring semester.
- Utilize job shadowing as a way to learn about careers of interest
- Attend career fairs and employer information sessions listed in the events section of Go IRISH
- Participate in career development workshops including self-assessment, resume writing, and interviewing techniques
- Explore career fields/industries of interest
- Develop career-related skills (computer, writing, foreign language)
- Identify potential paid and unpaid internships
- Explore study-abroad programs
- Consider participating in the Career Externship Program

Junior Year

- Participate in mock interviews
- Review the information found in the Internships section to plan their search
- Continue to update their resume
- Decide on which industries/internships they would like to pursue. If they need more information on industries, refer to the Vault.
- Attend Fall Career Expo, Engineering Industry Day, and the Winter Career and Internship Fair
- Continue to attend employer information sessions
- Schedule interviews through Go IRISH to obtain an internship (paid or unpaid)
- Identify internships with companies that do not recruit on campus. Use CareerSearch, CareerShift, and UCAN.
- Seek positions of leadership in campus organizations and/or volunteer services
- Explore the option of attending graduate or professional school

Senior Year

- Refer to the Job Search section of our website
- Organize job search strategies for obtaining full-time employment
 - Target desired industries and determine geographical preference(s)
 - Complete resume consistent with industry preference(s)
 - Research and gather information on companies in chosen industries
 - Attend spring and fall career fairs
 - Identify companies interviewing on-campus and schedule interviews through Go IRISH
 - Pursue interviews with employers not scheduled to visit campus
- Participate in mock interviews
- Continue to attend various career-related workshops and employer information sessions
- Attend career fairs and employer information sessions listed in the events section of Go IRISH
- Enroll in Career Planning Strategies and Tactics
- Attend the Graduate School Forum in the fall and complete graduate school applications to meet established deadlines

How can I help my son/daughter find out what they can do with different majors?

Encourage **them** to:

- Make an appointment to talk with our Early Outreach Career Counselor
- Check out our "What can I do with this Major?" web site to begin this process.
<http://nd.edu/~ndtcc/default.html>
- Read books and web resources about careers relating to majors - many are linked from our web site.
careercenter.nd.edu

How can I help my son/daughter to become more employable with the major they choose?

Encourage **them** to:

- Visit our office often and meet with their Career Counselor to get help with their career development
- Attend Career Center workshops on topics like resumes, interviewing skills, networking, & job search strategies
- Gain skills and experience through internships and our Job Shadow and Externship programs
- Build networking contacts by utilizing *MyNotreDame* (alumni networking site), LinkedIn and joining on and off campus professional organizations
- Attend Career Fairs on and off campus (Notre Dame, Boston, New York, Washington D.C., Los Angeles)

Where can students look for jobs?

Students can find full-time and internship opportunities on our online job and internship database called Go IRISH.

Do Career Center services end once a student graduates?

No, Career Center services do not stop upon graduation. The Career Center has a wide variety of services and resources for alumni free of charge.



Where is The Career Center located:

248 Flanner Hall
Phone: (574)631-5200
Email: ndcps@nd.edu
Website: careercenter@nd.edu

Office Hours

Monday – Friday
8:00 a.m. to 5:00 p.m.
Scheduled Appointments Available Monday – Friday

Walk-in Hours (**Available when regular classes are in session**)
15-minute sessions – no appointment necessary
Monday – Friday: 1:00 p.m. to 4:30 p.m.

Summer Office Hours (**May 23- August 12**)
Monday – Friday
8:00 a.m. to 4:30 p.m.

