

TYPES OF PRESENTATIONS AVAILABLE FOR REQUEST

All presentations take approximately 50 minutes.

» CAREER ASSESSMENT WORKSHOP

In this workshop, an Office of Career Education representative will guide students through a career assessment survey and answer student questions. Students will learn how to explore careers related to their assessment results.

» CAREER EXPLORATION WORKSHOP

An Office of Career Education representative will sit down with the students and answer any questions they have about how to choose the right major/minor, changing majors, going to grad school, and finding employment.

» CAREER READINESS PRESENTATION (NACE COMPETENCIES)

A presentation on how students can strengthen the eight most sought-after competencies for career readiness (according to employers). These categories include Critical Thinking, Communication, Teamwork, Technology, Professionalism, Leadership, Equity & Inclusion, and Career & Self Development.

» DIGITAL PRESENCE WORKSHOP

A guided presentation on how to build online profiles for highest visibility/impact. Platforms covered include Handshake, LinkedIn, and Indeed.

» FULL PROFESSIONAL DOCUMENT OVERVIEW (PRESENTATION ONLY)

A presentation on how to write/format a professional resume, cover letter, and reference page.

» FULL PROFESSIONAL DOCUMENT OVERVIEW (PRESENTATION AND CLASS ASSIGNMENT)

A presentation on how to write/format a professional resume, cover letter, and reference page followed by an assignment where the students submit their documents for review from the Office of Career Education.

» INTERVIEWING WORKSHOP (WITH MOCK INTERVIEW CLASS ASSIGNMENT)

A presentation on how to prepare for a professional interview, along with best practices, attire, and things to avoid, followed by a class assignment where students are given a set date (chosen by their instructor) to schedule/participate in a mock interview with the Office of Career Education. Takes approximately 50 minutes. Students are typically given 2-4 weeks after the presentation to complete their mock interviews.

» INTERVIEWING WORKSHOP (PRESENTATION ONLY)

A presentation on how to prepare for a professional interview. Includes best practices, attire, common questions, and things to avoid.

» LINKEDIN/NETWORKING WORKSHOP

A presentation that walks students step-by-step through building/refining their LinkedIn profiles, how to optimize for best results, and how to find networking connections for future internships/jobs.

» OFFICE OF CAREER EDUCATION SERVICES PRESENTATION

A presentation about the services provided by the Office of Career Education, including upcoming events and how to schedule an appointment.

» RESUME WORKSHOP (PRESENTATION ONLY)

Presentation on how to build/organize a professional resume.

» RESUME WORKSHOP (WITH CLASS ASSIGNMENT)

Presentation on how to build a professional resume, plus students turn their resumes into the OCE for review and a class grade.

career@marshall.edu www.marshall.edu/careereducation/



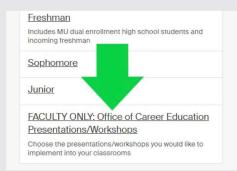


REQUESTING YOUR OCE PRESENTATION

Visit MyMU and select **Handshake** from the Services menu

If logging in for the first time, please activate your account

- 1. Click "Career Center", then "Appointments".
- 2. Select the "Schedule A New Appointment" box.
- Select the "FACULTY ONLY: Office of Career Education Presentations/Workshops" category.

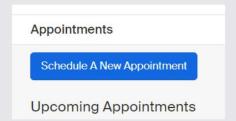


4. Choose which Presentation Type you would like to request. Please read the description carefully to determine which type is best for your group. Note: If you would like more than one presentation, you must request them separately as different appointments.

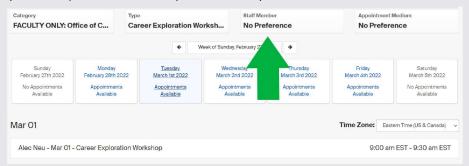
Questions?

We're here to help!

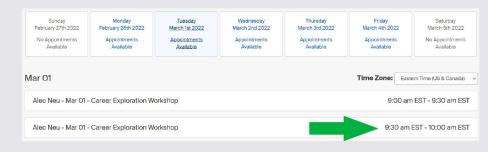
Contact Office of Career Education 304-696-2370



5. Under "Staff Member", select the name of your desingated contact person. If you do not know your contact, please check the OCE website.



6. You can now navigate to the day you would like your presentation to take place. Please select the time slot that begins with your class start time (Example: A class meeting from 9:30-10:20 would select the time slot 9:30-10:00). Your presentation will be adjusted to your actual class time when it is approved.



7. Answer the required questions and select "Request".

Your request will be reviewed, and you will receive a confirmation email to add the event to your calendar. We look forward to seeing you!

