



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.
3. Select the "**FACULTY ONLY: Office of Career Education Presentations/Workshops**" category.

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|---|
| <u>Freshman</u> Includes MU dual enrollment high school students and incoming freshman |
| <u>Sophomore</u> |
| <u>Junior</u> |
| <u>FACULTY ONLY: Office of Career Education Presentations/Workshops</u> Choose the presentations/workshops you would like to implement into your classrooms |

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| Appointments |
| Schedule A New Appointment |
| Upcoming Appointments |

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

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|---|--|---|---|--|--|---|
| Category FACULTY ONLY: Office of C... | Type Career Exploration Worksh... | Staff Member No Preference | Appointment Medium No Preference | | | |
| Week of Sunday, February 27 | | | | | | |
| Sunday February 27th 2022 No Appointments Available | Monday February 28th 2022 Appointments Available | Tuesday March 1st 2022 Appointments Available | Wednesday March 2nd 2022 Appointments Available | Thursday March 3rd 2022 Appointments Available | Friday March 4th 2022 Appointments Available | Saturday March 5th 2022 No Appointments Available |
| Mar 01 | | | | Time Zone: Eastern Time (US & Canada) | | |
| Alec Neu - Mar 01 - Career Exploration Workshop | | | | 9:00 am EST - 9:30 am EST | | |

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.**

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.**

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| Alec Neu - Mar 01 - Career Exploration Workshop | | | | 9:30 am EST - 10:00 am EST | | |

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

Questions?
We're here to help!
Contact Office of Career Education
304-696-2370

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!

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

