

# The Career Centre

The Career Centre offers these services to graduates of Sheridan's certificate, diploma and applied degree programs. Those marked ❶ are available up to one year from grad date. Otherwise there is no time limit.

## ❶ I am looking for work

☑ Register on one or both of our preferred job posting systems. These password-access sites contain job listings, employment events, recruitment campaigns, and other information, not accessible to the general public:

**jobs.Sheridan** Access our exclusive database of full-time, part-time, contract, volunteer opportunities from employers specifically wanting to hire Sheridan students & grads. Go to <http://jobs.sheridaninstitute.ca>, click on **Students** and then **Career Centre Register**. Enter student number & birth date; your profile will be set up automatically, and a password will be sent to your Sheridan email address.

**workopolisCampus.com** Many Canadian post-secondary schools, including Sheridan, participate in this site offering a wide range of employment opportunities as well as: cross-posting with other schools, national hiring campaigns, and career alerts. Go to [www.workopoliscampus.com](http://www.workopoliscampus.com), then register as a new job seeker to set-up your profile and view job postings. Access code = **colanshe**.

☑ Check out the **Find Work & Get Hired > Online Resources** page on our web site. It lists most of the main public access job posting sites as well as government jobs, agencies, and portals to corporate job sites. This page also has links to business databases to help you find and research potential employers.

☑ The **News & Events** page on our site lists on-campus career fairs & employer visits, as well as many off-campus employment events. Alumni are welcome to attend. You will also find links to labour market news.

☑ Consult with an Employment Advisor to develop a job search strategy and to learn how to network your way to unadvertised opportunities. ❶ (See web site for drop-in times.)

## ❶ I want to better market myself to employers

☑ The **Online Resources** section of the **Find Work & Get Hired** section on our web site has links to information on developing resumés & cover letters, interview preparation, career portfolios and more.

☑ Drop-in to the Career Centre to access our collection of reference books on a wide range of employment topics, including catalogues of sample resumés, cover letters, sample interview questions and much more.

☑ Consult with an Employment Advisor, who can help you assess your job search skills, critique your resumé, cover letter or career portfolio, and help you prepare for interviews. ❶ (See web site for drop-in times.)

## ❶ I am confused about my career direction

☑ The **Explore Career Options > Online Resources** page on our site has great resources to help you assess yourself, generate possibilities, research careers, and understand labour market trends.

☑ Consult with a Career Counsellor, who can help you explore your options and determine career goals suited to your unique qualities.

❶ (See web site for drop-in times.)

## ❶ I am considering further education

☑ The **Plan Further Education > Online Resources** page on our site has many immediately useful resources for researching and applying to university and college programs, as well as other training options.

☑ Consult with a Career Counsellor to map out the educational route to your goal and to discuss application procedures, transfer credits, and more. ❶ (See web site for drop-in times.)



ALUMNI SERVICES



<http://careercentre.sheridaninstitute.ca>  
Traf-D103 Davis-B219 · Traf x2533 Davis x5328

