FIRST YEAR LOEB SEMINAR: FINDING YOUR FOUNDATION

FALL 2017
“I learned what kind of life I want for myself and how my future job fits into that life.”

— Genevieve Lucas-Narcisse ’19

“I was reminded to think through career paths from many different perspectives.”

— Yixin (Arthur) Xiao ’19

“They encouraged me to think more holistically about my options.”

— Candice Jackson ’17

“I feel like I’ll make smarter decisions about my future career and now have a very low risk in getting stuck in a career that is not fulfilling to me.”

— Abi Hernandez ’19

“I learned about some of the resources that are available through the Loeb Center.”

— Robert Zielinski ’19
DEAR FIRST YEAR STUDENTS,

Welcome to one of your first experiences with the Loeb Center for Career Exploration and Planning! I hope that this seminar is just the beginning, and that there will be many more opportunities to get to know you during your journey of learning and discovery at Amherst College.

Year after year, Amherst students have told us that the act of reflecting on their values, skills, interests, and personality has helped them think more holistically about a career. So whether a career is something you contemplate on a daily basis, or it is nothing more than a seed of an idea, attending this seminar is an essential first step toward finding valuable summer opportunities and, later, jobs and a lifestyle that are a good fit for who you are. This seminar will help you peel back the layers of influence from your family and culture to start discovering what has shaped your thoughts about work and careers thus far.

We have so many resources for you to take advantage of during your time at Amherst, and this is a great place to start. We are here to help you, one step at a time, launch into a career of your choosing - one that you have carefully considered and can anticipate with excitement. Thank you for joining us and we look forward to working with you in the years to come!

Sincerely,

Emily Griffen, Director of the Loeb Center
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VALUES

Rank your top five values, with #1 being the most important to you. Then put an “X” next to the five values that are least important to you.

___ Good health
___ Many close friendships
___ A fulfilling career
___ A financially comfortable life
___ Independence
___ Creativity/innovativeness
___ Having children
___ A variety of interests and activities
___ Owning a house
___ A happy love relationship
___ Contributing to my community
___ Abundance of leisure time
___ A stable life
___ A life without stress
___ A chance to make social changes
___ Dedication to religious/spiritual development
___ Being a part of a team
___ Pursuing truth and knowledge
___ To be remembered and recognized for my accomplishments
___ Helping those in distress
___ Flexibility in choosing where I live
___ Time to myself
___ Enjoyment of arts, entertainment, and cultural activities
___ A life with many challenges
___ A life with many changes
___ Opportunity to be a leader
___ To make a major discovery that would save lives or make a big impact
___ Opportunity to establish roots in one place
___ Opportunity for physical activities
___ An exciting life
___ A chance to get into politics
___ To live according to strong moral values
___ Opportunity to teach others
___ To write something memorable
___ A chance to become famous
___ To help others solve problems
___ To make lots of money
___ An intellectually stimulating life
___ Aesthetic appreciation
___ Influencing others
EXPLORING FAMILY AND CULTURAL INFLUENCES

1. Do any family members want you to pursue (or not pursue) a specific career? Are you interested in pursuing this career?

2. Did your family members or close friends/mentors choose their careers or jobs, or did external circumstances affect their choices?

3. What messages about work or careers have you received from your family, home communities, identity groups (gender, race, etc.), or institutions around you? How have these messages influenced your thoughts about career choices?

4. How important to you are the desires and opinions of others in your life as you make career decisions? Are you comfortable with their level of influence?
TYPES OF SUMMER EXPERIENCES

- Internship
- Research
- Summer Study Abroad
- Part-Time or Full-Time Job
- Volunteer Work
- Job Shadowing

NEXT STEPS

CONTINUE THE ASSESSMENT PROCESS

- Self-Assessment for Career Planning workbook
- Myers-Briggs Type Indicator (MBTI)
- StrengthsFinder

MEET WITH YOUR PEER CAREER ADVISOR (PCA)

- Talk about starting your resume
- Learn how to explore possible career paths

LEARN ABOUT HOW ELSE THE LOEB CENTER CAN SUPPORT YOU

- Build relationships to learn from alumni
- Prepare application materials for internships, jobs, and other summer opportunities
Quest is an information platform that gives you an inside track to internships, jobs, career events, and other opportunities and information targeted to Amherst College students. You can access it from the Loeb Center’s website, and you will use your student login information to enter the site.

**FILL OUT YOUR PROFILE**

Before you can do anything in Quest, you need to fill out your online account information. This only take a few minutes and helps the Loeb Center send you targeted information about opportunities in fields or industries that interest you. It also ensures that you do not end up applying for positions for which you are not qualified because of your class year (or work authorization for international students).

**SCHEDULE AN APPOINTMENT WITH A CAREER ADVISOR**

Our career advisors are here to meet with you about anything related to your career exploration and planning or graduate school. If you’re not sure what you should talk to them about or how they would be helpful, set up an appointment and come find out!

1. Log in to Quest. You must complete your account information to proceed.
2. Once in Quest, look for the link along the right hand side of the home page that says “Request a Career Advising Appointment.”
3. Select an Advisor. If you hover your cursor over the advisor’s name you will see their specialties. (Except for Richard Aronson, Robert Siudzinski and Stephanie Hockman, all advisors can work with you on cover letters and resumes, as can the PCAs.)
4. Click on Check Availability.
5. Click on the Advisor’s name for the time slot you want.
6. Select a reason for the appointment and add any notes that will help the advisor to prepare for your appointment.
7. Click on “Submit Request.”
8. You will receive an email that your request has been received.
9. You will then receive another email to confirm your appointment or be asked to choose another time.
10. To change or cancel your appointment you must call the Loeb Center at 413-542-2265 or stop by to let us know.
SEARCH FOR JOBS AND INTERNSHIPS

The opportunities in Quest are either posted by employers or by Loeb Center staff. The employers that are particularly interested in Amherst students post positions through Amherst Advantage, our recruiting program. **Quest is not an exhaustive list of all jobs and internships, and so we recommend that you also use other resources when seeking the type of opportunity you desire.** You can meet with a career advisor to find out which other resources might be helpful for your search. One other resource located directly on the homepage of Quest is the Liberal Arts Career Network (LACN).

When you search for opportunities in Quest, you can search by keyword or use the Advanced Search function to search by industry, location, and/or position type. You can also create a Saved Search (the link is located right next to the Advanced Search function) and indicate how often you would like to receive emails about opportunities that match your specific search criteria.

APPLY FOR JOBS AND INTERNSHIPS

The Quest posting will indicate the application instructions for each particular opportunity. You may need to apply through the Quest system but you also may be given other instructions. Typically the employer will request some or all of the following materials:

- **Resume.** If you are required to apply through Quest, you MUST first have your resume reviewed and eventually approved by a Peer Career Advisor (PCA) or career advisor. You will not be able to apply otherwise.
- **Cover letter.** Both PCAs and career advisors are happy to review your cover letters.
- **Unofficial Transcript.** Create your unofficial transcript by logging onto ACData. Copy the transcript data on the screen and paste it into a Microsoft Word document.
- **Writing Sample.**
- **Other documents** such as essay responses, etc.

You can upload your application materials through the “Documents” tab on the Quest navigation bar. You will not be able to see this tab until your resume has been approved. You can store up to 35 documents at a time.

**Convert all Microsoft Word documents into PDF files to before uploading to Quest. If you leave it in Word, the format can shift when the employer opens it on his/her end. Converting it to a PDF freezes the formatting.**

MONITOR LOEB CENTER EVENTS

The Loeb Center hosts many events, including information sessions, panels, workshops, and programs. You can check out these events through the Info Sessions/Workshops tab or the Calendar.