



Faculty Guide to the Career Development Center

225 LAWRENCE CENTER • 610-436-2501 • WWW.WCUPA.EDU/CDC • CDC@WCUPA.EDU

We are the bridge connecting students and alumni to the professional world, introducing them to who they can become.

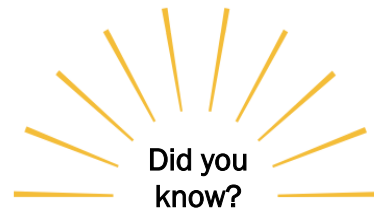
Encouraging Utilization of CDC Resources

Faculty are invaluable influencers for our students' career development process. Encourage students to connect with the CDC in-person or online for assistance with:

- Exploring (or changing) majors at WCU
- Researching and discovering career options
- Searching for jobs and internships
- Connecting with employers and alumni
- Interviewing Techniques (in-person mock interviews available)
- Resume and cover letter creation and development
- Graduate school application process

We connect with students through:

- 30 minute, one-on-one appointments
- Drop-in hours, no appointment needed for 15-minute assistance. Check [website](#) for days/times.
- CDC website which hosts a large variety of resources (for both students and faculty)
- Classroom presentations, faculty can request these through our online form



Each academic college has a designated liaison in the office. Contact the appropriate liaison by visiting the faculty section of our [website](#).

**** The career center is ready and prepared for virtual appointments, drop-ins and presentations (both synchronous and asynchronous).***

Handshake: One-Stop Career Management Platform



Faculty are welcome to join [Handshake](#) and see how students can access an array of resources including:

- Scheduling appointments
- Uploading resumes for review
- Searching & applying for jobs or internships
- Learning about upcoming events

Fostering Employer Connections

Spring 2020 Job & Internship Fair connected 139 employers with over 800 students!

Alumni & Employer Career Events

We collaborate with academic departments to:

- Coordinate career panels to explore options within majors
- Create networking events tailored toward specific industry clusters
- Market the Job & Internship Fair (held Fall & Spring)

Career Information & Employment Trends

We are happy to share data and resources for use when advising students. Our staff stays up to date with current information related to:

- Skills employers seek from new hires, graduating students and interns
- Hiring trends, salary information, and more

Strengthening Employer Relations & Sharing Opportunities

Our office is a central location for employers to promote opportunities and connect with students. We have worked with departments to:

- Engage employers in meetings with faculty or departmental presentations.
- Develop relationships with organizations of interest to students.
- Meet with employers interested in recruiting at WCU and discuss how to promote their organization and opportunities on-campus.

First Destination Survey

The First Destination Survey captures information from graduating students regarding their primary status upon completing their journey at West Chester University. Explore the data from this survey through the Career Outcomes Dashboard (wcupa.edu/careeroutcomes) an interactive site that allows you to filter information by year, level, college, and major. This tool is great for:

- Exploring career-based outcomes with students during advising appointments
- Sharing with parents and families interested in understanding post-graduation outcomes
- Gathering data points that can be used in grant proposals, accreditations, marketing campaigns and other departmental needs

Please note that the survey coordinators can collaborate faculty who are seeking data beyond what is reported on the dashboard. Please email study coordinator Kate Shellaway, Associate Director of Career Development Center with additional data requests or questions,

Questions? Contact us at cdc@wcupa.edu or 610-436-2501. Visit us at wcupa.edu/cdc