



University of Delaware  
**MBNA Career Services Center**  
**Career News for Faculty**

**401 Academy Street  
Newark, DE 19716  
302-831-2392**

**September, 2003**

**Volu**

**Achieve Their  
Career Goals"**

**Career Services  
professionals can**

- **Advise students.**
- **Provide resumes.**
- **Offer classes.**
- **Present programs at**  
**meetings.**

## **Job Jamboree Celebrates 35 Years!**

On Tuesday, September 30 from 1-4:30 at the Bob Carpenter Center, nearly 200 employers from regional organizations will be on hand to meet with University of Delaware Students. Though the job market is tight, there are many excellent job opportunities for students who start their search early. Job Jamboree is also a great venue for underclass students in search of internships. Attendance at Job Jamboree has boosted the career of many U.D. graduates!

This year's Jamboree has attracted recruiters from for profit, nonprofit, and governmental organizations. A continuously updated list of employers is available at [www.udel.edu/csc/jamboree.html](http://www.udel.edu/csc/jamboree.html). Students should research the participating organizations to determine which tables to visit. A visit to the workshop "Getting Ready for the Job Fair," will help students put their best foot forward when interacting with employers.

Job Jamboree is the premier Job Fair of the 2003-04 recruiting season. It is the culminating event of nearly two weeks of career related programs including workshops, panel discussions, and the Volunteer and Law School Fairs.

Faculty are welcome at these events – interact with employers, bring your students.

For information on Job Jamboree and other career programs:  
[www.udel.edu/csc/whats happening.html](http://www.udel.edu/csc/whats happening.html)

## **Where is the Class of 2002?**

Each year the Career Services Center, in conjunction with the Office of Institutional Research, surveys students regarding career and educational plans following graduation. Graduates receive the Career Plans Survey in October following their graduation.

A new sampling technique was utilized for the class of 2002 in order to have a more accurate picture of our graduates' success. Although there were fewer actual respondents, the response rate was the highest in many years -- 48%. The following highlights the experiences of the Class of 2002.

### Employment Rate

The employment rate for college graduates has been directly affected by continuing declines in the economy. Most majors found greater difficulty in obtaining a position than in previous years. Most likely to be employed in full-time positions were: human services and education (86%), business and economics (83%), health and nursing (70%), and engineering (69%). Overall, those still seeking employment represented 6.7% of the class. Those experiencing the most difficulty were in humanities (8.6%) and social sciences (7.7%).

### Educational Pursuits

Eighteen (18%) percent of respondents are pursuing additional education as full-time students. Full-time post-baccalaureate education was highest among the physical sciences (42%), life and health sciences (39%), and the social sciences (31%). An additional 23% of the students indicated that they planned to attend graduate school within one year.

Of those students pursuing full-time graduate education, 33% sought degrees in education, 12% in the social sciences, and 10% in law.

### Geographic Location

Twenty-nine (29%) percent of the respondents obtained employment in Delaware. This percentage has remained consistent for the past several years. Delaware employment is highest for successful job seekers in agriculture and natural resources (38%), arts and sciences (37%), and business and economics (33%). Least likely to remain Delaware were in engineering (9%), and health and nursing sciences (9%). Other geographic areas represented include New Jersey/New York (31%), Pennsylvania (15%), and Maryland (9%). Only 15% began their employment outside of the mid-Atlantic region.

### Average Salaries

For the Class of 2002, the average starting salary was reported at \$33,549 - a 4% decrease over 2001 - a trend consistent with national data. The highest average salary was in engineering (\$47,801), followed by health and nursing sciences (\$36,429) and business and economics (\$34,562).

If you would like more information regarding the Class of 2002 Career Plans Survey, contact the MBNA Career Services Center or view the survey at the **Office of Institutional Research Web site** (<http://www.irp.udel.edu/IR/cplan/2002>).

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## **eRecruiting = Internships + Jobs**

Did you know that Career Services uses eRecruiting, an online system, to help students find jobs and internships 24/7? In 2002-03, there were over 600 internships and 900 jobs listed in the system. Registration is free for matriculated students, but attendance at a Jobs Orientation workshop is required to learn how to activate eRecruiting and use the system most effectively.

What are some of the benefits of eRecruiting?

- Put resumes on line
- Access internships and jobs
- Apply for interviews with companies taking part in the Campus Interview Program
- Research companies and career fields
- Make resumes available to organizations given permission to search the student data base.

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## Volunteer “Works” for Faculty and Students

The entire University of Delaware community is invited to participate in community service. Finding opportunities to exercise your conscience is easy! Go to [www.udel.edu/csc/volunteerpage.html](http://www.udel.edu/csc/volunteerpage.html). Group projects, individual opportunities, local non profit agencies, and a United Way data base are available to help you choose your volunteer position. In addition, Career Services will sponsor an annual Volunteer Fair on Wednesday, September 17 in the multipurpose room of the Trabant University Center from 3:30 to 5:30. Representatives will be on hand to answer questions and sign you up.

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## Caveats for References

- Be factual; do not editorialize. Avoid vague statements.
- Respond to the specific inquiry about the student or job applicant. Direct the response to the particular person who requested information
- Relate references to the specific position for which the person has applied
- Be able to document all information you release.
- If you give an opinion, explain the incident or circumstances

### Sample Reference Letter

Dear-----:

This reference letter is provided at the written request of (name of student) who has asked me to serve as a reference on (his/her) behalf. It is my understanding that (name of student) is being considered by your organization for the purpose of (job title).

I have known (name of student) for the past (number of months, semesters, years) as (he/she) has taken the following courses I teach: (list courses, give brief description of content of course). As (his/her) professor, I have had an opportunity to observe the student’s participation and interaction in class and to evaluate the student’s knowledge of the subject matter. I would rate the student’s overall performance in these subjects as (average, above average, etc.) This is evidenced by (his/her) grades.

As part of (his/her) grade in (name of course), the student was required to prepare a paper. The paper was designed to measure the student's ability to research, to analyze the results of the research, and to write. (Discuss how the paper submitted by the student indicated to you the student's skills in these areas.) Based upon this, I rate the student's skills as competent but not excelling.

The one area in which the student performed above average was in oral communications. (Give a specific example to support this.)

I believe the student would perform competently with your organization and has potential if challenged.

If you would like to discuss this further, please feel free to contact me.

Sincerely,

## **Spotlight on Resumes**

All students need an up-to-date resume even if their graduation date is years away. Resumes have become an important marketing tool, required for summer jobs, internships, grant applications, and graduate school, as well as for professional employment. Career Services can help your students create a resume that effectively reflects their academic background, work history, activities, and skills.

\*Attend a Resume Preparation workshop at 401 Academy Street  
[www.udel.edu/csc/happening.html](http://www.udel.edu/csc/happening.html)

\*Watch a web stream presentation of the Resume Preparation workshop  
[www.udel.edu/UMS/itv/csc/resume/](http://www.udel.edu/UMS/itv/csc/resume/)

\*Visit the career library at 401 Academy to scan the numerous books on resume writing.

\*Make an appointment to have a resume critiqued by career services' staff.

\*Stop in on "Walk in Wednesdays" to have a resume checked...right on the spot!

\*Pick up a hand-out on resume preparation at Career Services.

Point your students in the direction of Career Services to get their resumes and cover letters in shape for internship search and beyond.

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# Major Contacts at Career Services

**Jack Townsend**, Director ([tri@udel.edu](mailto:tri@udel.edu))-College of Business and Economics

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**Marianne Green** ([megreen@udel.edu](mailto:megreen@udel.edu)) -English; History; Communications; Psychology; Political Science; Criminal Justice; Women's Studies; Anthropology, Nutrition and Dietetics

**Cindy Holland** ([clh@udel.edu](mailto:clh@udel.edu))-College of Human Services, Education and Public Policy

**Joyce Henderson**- ([Joyceh@udel.edu](mailto:Joyceh@udel.edu))-Philosophy; Art; Art History; Music; Foreign Language; Museum Studies

**Lynn Jacobson**- ([lindy@udel.edu](mailto:lindy@udel.edu))-Campus Interview Program and eRecruiting

Please direct any comments or questions about the newsletter to:

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