

CSUN Career Center
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Looking Forward...

Senior Year Experience Newsletter

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Technology in the Workplace

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Looking Forward

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Internet games. Blackberries. MySpace.

Technology plays an undeniably important role in the majority of workplaces ... but what about the unintended consequences? While we have technology that allows us to do our jobs effectively and quickly, there are also gadgets and applications that may distract us from other duties and interests.

What about technology in the workplace? We don't have the luxury of switching off our telephones or computers in the office, but we can reduce distractions to maximize output during the day - if you avoid web surfing, online shopping, and social networking sites, you will have much more time to complete your assigned tasks during standard working hours. It is also important to remember that many companies have banned use of certain websites, and most organizations include a computer use agreement for all new employees. Take the time to read this agree-

ment carefully and ask any questions you may have before you sign it and begin working - no one wants to get in trouble during the first week of work for surfing the web during working hours!

In short, use your common sense in the workplace - if you're doing something that you would hide from your boss or co-worker ... *don't do it.*

This dilemma may face some employees at home as well as in the office - many organizations now boast an excellent 'work-life balance', which often means that you can have a laptop computer to take home with you. If you feel under the weather, are caring for a sick child, or need to take your car to the mechanic, you have the opportunity to work from home. This offers obvious benefits - with rising fuel prices, it may save hundreds of dollars a year to stay at home just one day a week! At the same time, many who work from home find themselves quickly tied to their home computer, even late in the evening or on off days.

The same is true of BlackBerrys or other 'smartphones' - such devices are traditionally purchased to ease workplace pressures. Make phone calls while on your commute; quickly learn of workplace issues; receive emails when computers aren't handy - they sound like a timesaver. Unfortunately, many business professionals, particularly in high-pressure fields such as law and finance, find themselves constantly barraged by questions and emails, whether in the dentist's chair or at a child's birthday party.

How should a new employee deal with these issues? *Balance.* If your work follows you home, you must make boundaries on how it will impact your personal schedule. Unless a specific event is planned during evening or weekend hours, plan to switch off your work phone and computer when you are not working. Remember, if you never experience the 'life' part of 'work-life balance', you risk burnout.

Senioritis, Anyone??

Sonya Manjikian

Is Senioritis something that you are facing now that you are about to graduate? Many seniors imagine their last year of college to be an opportunity to relax, go to their final parties, and procrastinate more than ever. In most cases, this is not the reality. For many, senior year happens to be one of the toughest years. With internships, fieldwork hours, capstone requirements, and final projects, senior year is a challenge and requires effort, work, time, and determination. Battling with the idea of wanting to hang out and relax with the reality of having to actually pull through and do lots of work can be disconcerting to seniors. This conflicting reality which can shatter the images of "senior year" as a partying year, can lead to more procrastination, feelings of Senioritis, and a care-free attitude. Partying hard or relaxing before working hard to finish assignments can lead to that dreaded extra semester or year which can add more stress. Remember to balance the joy of having one more year or semester with an equal amount of hard work and fun. That just might be the secret to finishing up successfully.



Hang in there seniors, you're almost done!

For more info, check out collegeseniors.net

You've seen the job title, now what does it mean?

Sonya Manjikian

Sales Manager

NOT SURE IF YOUR PRESENT OR FUTURE JOB IS PAYING WHAT IT SHOULD?



Glassdoor.com
CHECK OUT THIS SITE AND SEE 'WHAT YOUR PEERS ARE EARNING...'

A strong, positive self-image is the best possible preparation for success.

Dr Joyce Brothers

It has been called the oldest profession: sales. Like it or not, most aspects of our life require sales.

We either sell a product or a service to a customer, sell our parents on letting us do something that is against their better judgment, sell a potential employer on hiring us, or even sell a spouse or a parent on agreeing to purchase something that is 'on sale'. So, what is a Sales Manager? What would make a successful Sales Manager?

Sales managers generally work for a company, yet have control of their own team and staff. If you like to work for a company as well as assist and lead people in achieving a goal, then this

may be a job to investigate.

Sales managers need leadership skills to manage a team of people to work together to make the best sales and obtain goals. They are usually responsible for acting as liaisons between senior managers and customers/clients.

Understanding budgets, target sales, trading, record keeping and consulting are examples of some of the requirements of sales managers. Knowledge in sales and marketing, customer and personal service, and administration and management contribute to the success of sales managers.

Communication skills, comprehension, problem solving

skills, deductive and inductive reasoning, originality and yes, creativity, along with the ability to travel and connect with distributors and buyers are some of the abilities and characteristics a successful sales manager must have.

Because sales managers have the important role of directing the success of a product or service, they are well compensated for their hard work. According to the *Occupational Handbook*, Sales Managers in California earn over \$100,000 a year. Opportunities for sales managers can be found in most industries: pharmaceuticals, finance, and fast moving consumer goods in particular.

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***Our ratings guide is based on entry level to fully successful salaries in the featured profession**

- \$ = under 30,000
- \$\$ = 31,000-40,000
- \$\$\$ = 41,000-50,000
- \$\$\$\$ = 51,000-75,000



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Sticky Situation

This column will feature a situation that could arise at your new job and will give suggestions as to how to deal with it. If you would like to see a situation addressed, send it to

Lookingforward@csun.edu

Situation

Your friend heard about a position in your company and asked if you could help him get an interview. You are frenzied about this request as you have worked with him in the past and although your friendship is important to you, you don't agree with his work habits and you would not feel comfortable recommending him to your organization.

Suggestion

If the position is in your immediate department and you believe you could not work with him, then you must tell him so, (with kindness, of course!!). Obviously, he is unaware of your feelings or he would not have asked. Start by saying how much you value your friendship, and that you are always there for him as a friend, however, your experience of working with him in the past was not exactly one that you wish to repeat and that you truly don't want to do anything to endanger your relationship. You could give a few 'constructive' examples if you feel inclined to do so (he will probably ask).

And/or

If your company is large, you could agree to 'seek out' as much information as you can about the position and in the interim, inform him of the website and where he could find out more about the company and the job. When you do obtain the information, give it to your friend and tell him how to contact the Human Resource Department. That way, you have assisted him without getting unduly involved.

What if.....

YOU INTERVIEWED FOR A JOB
THAT YOU WANT, WANT, WANT!!
YOU 'RE ON THE FREEWAY
DRIVING HOME AND SUDDENLY IT
HITS YOU... " OH MY GOSH, I
DIDN 'T ANSWER THAT
QUESTION RIGHT!!." YOU ' RE
NOW STUCK IN TRAFFIC AND " I
SHOULD HAVE SAIDS " ARE
RUNNING THROUGH YOUR HEAD.
YOU ARE FEELING
MISERABLE...WHAT SHOULD YOU
AND COULD YOU, DO?

???

Not only is there an easy answer to this one...it may very well be the opportunity to make you stand out when

your interview outfit and take a deep breath, you probably know what you should have said.

Now it is time to sit down and write your thank you note(s) either by email, snail mail or both.

You will follow the proper business form (if you need examples, check the Career Center website). After your opening paragraph that will include the niceties of thanking them for meeting with you and how much you appreciated their time with

you, in the body of the note, include a paragraph that will reference the question that is bothering you: *I was thinking about the question that Mr. Brown asked regarding travel...and this is what I believe I would do...*

Nice save!! Not only did you get to give the answer that you would like, but you have given the person(s) an extra jolt of remembering 'which interviewee' you were while making it quite evident that you were fully engaged in the meeting.

Goings On At the Career Center

Marjorie Housley

Fall Job Fairs 2008

Each semester, the CSUN Career Center presents several Career Fairs to our students, and this fall semester is no different!

This fall the Career Center will present three major Career Fairs, beginning with Fall Tech Fest in September and ending with the Graduate & Professional School Info Day in November. All upcoming Fall Career Fairs will take place in the USU, Northridge Center.

CSUN Career Fairs typically host 40-130 employers—a full list of

registered attendees is posted on *My Career Center*.

Remember, these employers have come to the Career Fair to meet CSUN students, so please take the time to present yourself well: dress professionally and bring several copies of your résumé to give to interested employers.

Don't forget that the Career Center has online and office workshops to help prepare you for job fair success!

Fall Tech Fest 2008

23 September
10:00 am—3:00 pm

Fall Job Fair 2008

21 October
10:00 am—1:00 pm

Graduate & Professional School Info Day

3 November
10:00 am—2:00 pm

ATTEND

RESUMANIA

10/07/08 AND

BE PREPARED FOR

ALL JOB FAIRS!

Senior Bootcamp at the Career Center

Graduating Seniors: are you ready to leave CSUN and go out into the 'real world'?

Share with us your thoughts, suggestions and comments about *Looking Forward....* Let us know if there is a situation, problem, question or topic that you would like to see addressed in a future edition.

E-mail us at:
Lookingforward@csun.edu

Last spring the Career Center presented a new workshop: Senior Bootcamp!

Our inaugural event, held in March 2008, was an all-day Saturday event created to provide graduating seniors with information about job search strategies.

Representatives from diverse fields discussed a variety of topics, such as the following:

- Interview Tips
- Dress for Success
- Networking Skills
- Salary Negotiation
- Any many more!

This event runs all day, with snacks available morning and afternoon and a lunch provided as well. Guest presenters are invited to stay during the breaks and answer questions one-on-one with interested students.

Spring 2009 Senior Bootcamp

The Spring event will be announced near the end of the fall semester; this event will take

place after the Real Life 101 Workshop.

All graduating seniors are welcome to sign up by logging in to My Career Center—students MUST make a reservation online to attend this workshop!

This workshop was a smashing success—here are some comments from previous attendees:

“Excellent event! Should be mandatory for all graduation seniors.”

“Helpful and interesting ... I feel more confident and relaxed about looking for a job.”

“Everything [I needed to know] was covered. I learned a lot and I'm grateful this was offered.”