Dear Students:

The Fall Recruiting season is approaching and we have many wonderful opportunities for you to gain experience and further your Geology career. If you are interested in looking for a job or internship, the enclosed information will be a great deal of help to you.

This year we have fifteen companies confirmed to participate in the on-campus interviewing process. We encourage both graduate students (M.S. and Ph.D) and undergraduate students (juniors and seniors in standing) to take part in the interview process. If you are interested in participating in the recruiting process, the registration form, your resume, and transcript(s) are due in to me no later than **Friday, August 28th at 4:30pm**. Failure to meet this deadline will result in the forfeit of your participation. There will be NO EXCEPTIONS to this deadline, so be sure to mark it on your calendar. There will be two on-campus interviewing tutorial sessions (Tuesday, August 25th and Wednesday, August 26th at 3:30pm). These sessions will acquaint you with the on-campus interviewing program, as well as discuss in detail the new Careers2Geaux interview scheduling system. If you plan on going through the recruiting process, you must attend one of these two sessions. If you have a class conflict, you need to speak with me immediately to make other arrangements.

I strongly encourage you to take advantage of the opportunities offered through this process. I look forward to assisting you with your on-campus interviewing needs. Please don’t hesitate to contact me if you have any questions or need assistance.

Sincerely,

Stacey L. Halphen
Coordinator of Alumni & Corporate Relations

**GEAUX TIGERS!!!**
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Overview

Our Corporate Recruiting Services in the Department of Geology & Geophysics are a wonderful opportunity for you to gain experience and further your education and your Geology career. If you are interested in looking for a job or internship, our department has the resources you need to be successful.

There are two different services companies utilize to recruit students for jobs and internships: 1) On-Campus Interviewing and 2) Job Postings.

On-Campus Interviewing
The on-campus interviewing program typically takes place in the Fall semester between the months of September and November. Employers will usually visit campus over a two or three day period, where they will give a company presentation/info session one evening and conduct interviews the following day(s). All students who wish to participate in this process must be a graduate student, a junior, or a senior admitted to the LSU College of Basic Sciences Department of Geology & Geophysics.

Job Postings
If a company is unable to visit campus, they will often create a job posting through the LSU Career Services office for their full-time employment or internships opportunities.

LSU Career Services works to ensure that positions posted on Careers2Geaux reflect opportunities that are appropriate for LSU students and alumni, but the office neither endorses nor is responsible for the safety, wages, working conditions, or other aspects of employment for posted positions. Careers2Geaux users should exercise responsible job searching by taking precautions when interviewing for positions and/or accepting offers of employment.

Career Services abides by the National Association of Colleges and Employers’ Principles of Professional Conduct for Career Services & Employment Professionals and expects employers who use its services to adhere to EEO guidelines by offering employment without regard to race, color, religion, sex, national origin or disability.
The Career Services Web site contains links to other Web sites as a convenience for users and is not responsible for the contents of any linked site.

Please report inappropriate recruiting activity by calling 225-578-2162, e-mailing career@lsu.edu or visiting us in 1502 Patrick F. Taylor Hall (weekdays from 8 a.m. to 4:30 p.m.).

Registering for On-Campus Interviewing

To participate in the on-campus interviewing process, all students must fill out the registration form which can be obtained in E-235 Howe-Russell or at www.geol.lsu.edu/recruitinginfo/students.html. All students are required to submit their resume and one official transcript from each university they have attended.

Resume Submissions
All resumes must be turned in no later than Friday, August 28th at 4:30pm. You will need to submit your resume in Microsoft Word format, saved as YourLastName.YourFirstName and then e-mail it to me at slebl23@lsu.edu. Resumes must be received by this deadline, in order to confirm your participation in the on-campus interviewing process. If you fail to meet this deadline, you will not be allowed to participate in the interview process, NO EXCEPTIONS.

I will be available for resume assistance from Monday, August 3rd-Friday, August 28th from 8am-4:30pm. You can schedule an appointment by e-mailing me at slebl23@lsu.edu. My office is located in E-235C Howe-Russell in the main department office. You must bring a draft resume to receive assistance.

Requesting a Transcript
All companies participating in the on-campus interviewing process require a copy of each student’s transcript(s). You must submit one official transcript from each university you have attended no later than Friday, August 28th.

To send an LSU transcript, from your Paws account: go to Student Services, Transcript Request, choose LSU-Baton Rouge, click Continue, choose Request Now, click process, Type in my name and address (see below), and click Request.

If you have attended another university, besides LSU, you should contact their registrar’s office to obtain a copy of your transcript. Please have them mail it to the address below.

Stacey L. Halphen
LSU Department of Geology & Geophysics
E-235 Howe-Russell
Baton Rouge, LA 70803
Creating a Careers2Geaux Profile
In order to search for jobs and submit your resume for company interviews, you will need to create a student profile in our online scheduling system Careers2Geaux. To learn more about creating a Careers2Geaux profile, please visit http://appl003.lsu.edu/slas/career/careerweb.nsf/$Content/Help+Using+Careers2Geaux.

Interview Process

Signing Up for Interviews
Once you have submitted all registration materials to the recruiting coordinator and created a profile in Careers2Geaux, then you are all set to participate in the on-campus interviewing program. This year you will directly submit your resume in Careers2Geaux to the various interview schedules. Most companies will pre-select certain students, who meet their company criteria, to interview. If you are pre-selected, you will be notified of your selection by e-mail or you will be able to check in Careers2Geaux. All interview sign-up will be done utilizing Careers2Geaux.

NOTE: If you are not pre-selected to interview with a company and wish to interview, bring a copy of your resume to the infosession and ask the recruiter if they have any open interviews slots. Some companies do allow fill-ins from the infosession.

To learn more about submitting resumes and signing up for interviews through Careers2Geaux, please visit http://appl003.lsu.edu/slas/career/careerweb.nsf/$Content/Help+Using+Careers2Geaux, as well as attend one of the tutorial sessions.

Tutorial Session 1: Tuesday, August 25th from 3:30-4:30pm; E-130 Howe-Russell
Tutorial Session 2: Wednesday, August 26th from 3:30-4:30pm; E-207 Howe-Russell

Accepting an Offer and Withdrawing from the Process
You must notify employers of acceptance or rejection of a job offer in a timely manner. Once an offer has been accepted please notify Stacey Halphen at slesl23@lsu.edu or (225) 578-3426. At this time, your resume will be removed from the pool of applicants and you will no longer be allowed to interview with other companies. If at anytime you wish to withdraw from the recruiting process, please notify Stacey Halphen IMMEDIATELY.

NOTE: The department strongly encourages all students to not accept an internship or full-time offer until the student has interviewed with all companies of interest. If you are having difficulty with a recruiter in regards to acceptance deadlines, please discuss the issue with Stacey Halphen.
Student Guidelines

It is of utmost importance that all students participating in the recruiting process hold themselves to the highest of standards. You are not only representing yourself, but also the Department of Geology & Geophysics and LSU. These standards include, but are not limited to: providing accurate information to the department and employers; dressing in professional interview attire; adhering to interview schedules and cancellation policies; withdrawing from the recruiting process after accepting an offer of employment; and conducting yourself in a manner that is representative of LSU.

Providing Accurate Information
A student must provide accurate information to university staff and potential employers during the recruiting process. If a student intentionally provides false information on their resume or at any time during the recruiting process they will immediately be dismissed from their recruiting privileges until the next academic year and depending on the extent of the situation a student can be dismissed indefinitely.

Skipping Classes
You may not and will not schedule interviews during your class time. If a faculty member suspects that you have missed class due to an interview, they will notify me immediately. Potential employers will be notified that you skipped class for their interview.

If you fail to show up for class as a result of a scheduled interview, you must set up a meeting with Stacey Halphen by calling (225) 578-3426. You will need to write an apology letter to both the faculty member and employer. You will provide three copies of this letter, along with a preaddressed, unsealed stamped envelope at your appointment with Stacey. The department will send one copy of the letter to the faculty member and one to the employer and keep the other on file. If this is not taken care of in a timely fashion, your recruiting privileges will be revoked until the next academic year. If this occurs a second time, you will no longer be allowed to participate in the recruiting process.

Interview No-Shows
Interview no-shows will not be tolerated. Strong relationships between LSU and employers are built upon successful recruiting efforts. When a student fails to show up for a scheduled interview time, this damages our relationship with employers. This damaged relationship causes a loss of future opportunities for the university and its students.

Interview Cancellations
If you must cancel your scheduled interview time, please do so as early as possible. This will allow employers to fill your time slot with another student. If for any reason your interview must be cancelled, please contact Stacey Halphen immediately by both phone (225) 578-3426 and e-mail at slebl23@lsu.edu.
If you fail to show up for a scheduled interview time, you must set up a meeting with Stacey Halphen by calling (225) 578-3426. You will need to write an apology letter to the employer and provide two copies of this letter, along with a preaddressed, unsealed stamped envelope at your appointment with Stacey. The department will send one copy of the letter to the employer and keep the other on file. If this is not taken care of in a timely fashion, your recruiting privileges will be revoked until the next academic year. If you fail to show up for a scheduled interview a second time, you will no longer be allowed to participate in the recruiting process.

**After the Recruiting Process**
If you accept a job offer with a company through the LSU Geology Recruiting Process, the same standards listed above apply. If an employer notifies LSU of any misconduct of its students while they are still enrolled at LSU, the student will not be allowed to take part in future recruiting events.

**LSU Career Services**

Students and alumni are often surprised to learn about the varied services LSU Career Services offers. The mission of LSU Career Services is to assist students and alumni in choosing careers, obtaining career-related work experiences while in school, developing job search skills, and securing employment or admission to graduate or professional schools. It is a one-stop shop for career planning.

The following is a list of the many ways Career Services can assist in enhancing your career search:

**CONTACT INFORMATION**
Career Services is open 8 a.m. to 4:30 p.m., Monday through Friday, and evenings upon request. They are closed on University holidays.

So, how can you get the career planning help you need?
- Call us: 225-578-1548 (Coates Hall) or 225-578-2162 (CEBA)
- E-mail us: career@lsu.edu
- Visit us online: www.lsu.edu/career
- Drop by: B-4 Coates Hall (Student Services Office) or 1502 CEBA (Employment Services Office)

**CAREER DECISION MAKING**
B-4 Coates Hall - 225-578-1548
*What?* Information gathering and self-assessment to plan a career
*How?*
  - Individual appointments for career direction, career counseling and assessment interpretation
  - Career Assessments: Career Occupational Preference System (COPS), Myers-Briggs Type Indicator (MBTI), Strong Interest Inventory
  - Computer-based interactive career exploration: Career Discovery, SIGI3
• Career Information Center (B-1 Coates Hall)
• Graduate school decision making
• Careers2Geaux, LSU’s online system for job postings and scheduling on-campus interviews
• Tiger Network, LSU’s online mentoring system

EXPERIENTIAL EDUCATION
B-4 Coates Hall - 225-578-1548
What? Part-time, internship, cooperative education, summer and volunteer experiences in your field
How?
• Individual counseling appointments
• Job opportunities on Careers2Geaux
• Specialized fairs: Internship & Co-op Fair, Student Volunteer Fair, Summer Jobs Fair
• Recruitment programs
• Career Panels
• Walt Disney World College Recruiting Program

JOB SEARCH
B-4 Coates Hall - 225-578-1548
What? Lifetime job search skills, including résumé and cover letter writing and interviewing
How?
• Individual appointments for résumé reviews and job search coaching
• Workshops
• Online Job Search Tutorials (www.lsu.edu/career/tutorials)
• Mock interviews
• Career & Graduate School Expo
• Business Etiquette Dinner
• Job search links online (www.lsu.edu/career)
• Graduate school application information and personal statement review

EMPLOYMENT SERVICES
1502 CEBA - 225-578-2162
What? Connecting with employers
How?
• Individual coaching appointments
• On-Campus Interviewing Program
• Recruitment Days: Art & Design, Construction, Teacher
• Career Cafés
• Job opportunities on Careers2Geaux
• Résumé referrals
• Full-time employment links online (www.lsu.edu/career)
• Credentials Service through Interfolio

WEB SITE - WWW.LSU.EDU/CAREER
Visit Career Services online for additional details about our services, frequently asked questions and links for each of the service areas (above). Why visit? Throughout the year, the web site is updated with information you can use, such as details about employers participating in the On-Campus Interviewing Program and our various informational fairs (e.g., Career & Graduate School Expo). There are even specialized pages for each college, so you can quickly review upcoming events, announcements and career planning links of interest to students in your field. Visit the student section of our site (www.lsu.edu/career/students) to stay in the loop.

LIAISON PROGRAM
Each senior college (and a variety of special populations) is assigned a liaison, a Career Services staff member who is responsible for making sure we meet the career planning needs of that population of students. Find out who your liaison is online at http://www.lsu.edu/career> “About Us.”