

# Career Management FAQ's for Robinson Faculty & Staff

Robinson Faculty & Staff often field career-related questions from students, alumni and employers. Our goal in developing these FAQ's is to help Robinson Faculty & Staff efficiently and effectively provide students, alumni and employers with the most accurate information possible regarding our services. We hope you find the following information helpful and if you have additional questions please don't hesitate to contact us.

**Q1 – Does Robinson have a Career Management Center, where is it located, and who do they serve?**

A – The Robinson Career Management Center is located in Suite 635 and we serve as a “one-stop shop” for all ROBINSON Undergraduates, Graduate Students & Alumni. In addition, we support employers and alumni interested in recruiting ROBINSON Students. Our direct phone is 404-413-7155 and website [www.robinsongsu.edu/career](http://www.robinsongsu.edu/career).

**Q2 – How do I help students who say they need help with resumes, interviewing and job search skills?**

A – Encourage them to utilize our **Walk-In Career Advice** held every Monday & Wednesday from 12 noon-2 p.m., and Thursdays 3 p.m.-5 p.m.

**Q3 – If a company or alum calls about posting a job or internship, how should I refer them?**

A – To post for ROBINSON undergraduates, graduates or alumni, please refer them to Pam Herbik, Associate Director, [pherbik@gsu.edu](mailto:pherbik@gsu.edu)

**Q4 – What systems does the CMC use to store resumes, post jobs, internships and manage campus interviews?**

A – We utilize **RCC – Robinson Career Connection and Robinson MBA Focus**.

**RCC** is where we post all of the jobs, internships and campus interview opportunities we receive from Employers and Alumni who are seeking Robinson Undergraduate Students and Alumni.

**Robinson MBA Focus** is a state-of-the-art system that provides students and alumni from our graduate business programs with the ability to connect with employers. This will be the system Robinson's Career Management Center (CMC) utilizes to connect employers with students and alumni from our graduate business programs.

Students, Alumni and Employers seeking access to these systems should contact Pam Herbik, Associate Director, [pherbik@gsu.edu](mailto:pherbik@gsu.edu)

**Q5 – How can I help students who ask “When should I start looking for an internship or a job?”**

A – Students should begin at least one full semester before they want to start the internship and two full semesters before they're seeking full-time employment. However, it's never too early!

**Q6 – How can I help a company who says they want to “get more involved in recruiting at Robinson?”**

A – Please refer them to Jason Aldrich, Director, Robinson Career Management Center. Jason can be reached via email [jaldrich@gsu.edu](mailto:jaldrich@gsu.edu) and he will coordinate Robinson's efforts to support them.

**Q7 – How can I help students who say “I don’t know what to do with my major?”**

A – In addition to offering individual career counseling, we help students assess their skills by offering CareerLeader, an excellent assessment tool created at the Harvard Business School specifically to help Business students identify their abilities and interests as they related to the workplace. These referrals are best handled as one-on-one appointments in person and you can encourage students to call us at 404-413-7155.

**Q8– What services does Robinson’s CMC offer undergraduates vs. graduate students?**

A – We work with all Robinson undergraduates and graduate students. Our services include Walk-Ins Service Mondays & Wednesdays from 12noon – 2pm and Thursdays from 3-5pm, Individual Appointments with our Career Advising staff, a Weekly Career E-Newsletter, access to RCC-Robinson Career Connection, and Robinson MBA Focus the systems we use to post job and internship opportunities. In addition, we also offer programs, panel discussions and career fairs. Graduate students have access to more Individual Career Coaching, specialized resources, and programs specifically tailored to their needs.

**Q9– How can I help Robinson’s CMC engage more Students, Alumni, and Employers?**

A – The best way to help is to regularly refer students, alumni and employers to our office. In addition, it is very helpful when faculty & staff highlight our upcoming programs and events by displaying the posters and flyers we distribute. We also appreciate the opportunity to speak in class, with student organizations and at any other meeting Robinson Faculty & Staff think might be a good opportunity. Please contact Jason Aldrich, Director, Career Management Center via email at [jaldrich@gsu.edu](mailto:jaldrich@gsu.edu) or directly at 404-413-7155 if you have an opportunity you’d like to share with us.

**Q10– What services does Robinson’s CMC offer vs. UCS—University Career Services?**

A – The Robinson CMC is the primary point of contact for all Robinson students and alumni seeking Jobs, Internships, Campus Interviews and participation in upcoming Career Fairs & Events. UCS also hosts campus interviews for employers interested in schedules consisting of non-business and business students. As a result, we strongly encourage Robinson students to check the UCS website and login to PCN-Panther Career Net to review the campus interviews they host.

**Q11– What services does Robinson’s CMC provide vs. ACS (Alumni Career Services)?**

A – We offer Robinson Alumni who are less than one year past graduation the same level of support we offer current students. Once students have been out of school for more than a year, we refer them to GSU’s Alumni Career Services office where they can continue to access to our job listings and receive additional support by joining GSU’s Alumni Association.

**Q12– How does your office help students make one-on-one appointments?**

A – We encourage students seeking individual assistance to contact our staff directly via email to schedule individual appointments. Follow the link on our webpage to “*About the CMC*” for individual contact information which students and alumni can use to make individual appointments. <http://robinson.gsu.edu/career>