



# CareerStreet

A Publication of the Career Development Center Macalester College

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*The secret of greatness is simple: do better work than any other man in your field - and keep on doing it."*

- (Author - Wilfred A. Peterson)

## Did You Miss An Issue?

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## Hot Jobs



Find details on these opportunities on our web site under [Grand Avenues](#).

### Litigation Assistant Gay & Lesbian Advocates & Defenders Boston, MA

**Full-time**  
**Deadline: 4/30/06**  
Position will provide administrative support for seven attorneys in its Civil Rights and AIDS Law Projects. Also perform litigation-related research, and prepares attorney correspondence and court pleadings.

### Market Development Medtronic Inc. – Latin America Operations Fridley, Mn

**Internship (Summer) –**  
**Deadline: May 1, 2006**  
The global leader in medical technology will be hiring a student intern to help in the Latin America Group with market development, clinical research and customer educational projects for the summer of 2006. Candidate should be an engineering,

## Featured Article

### TOO MUCH INFORMATION? WHAT EMPLOYERS CAN FIND OUT ABOUT YOU ONLINE

by Deanna Langton  
Graduate Intern  
Career Development Center

Technology has taken its place at the forefront of almost every area of our daily lives. The wildly increasing popularity of networking sites such as MySpace and Facebook where the most personal details of our lives are put in the view of almost anyone who wants to see them and knows where to look has opened a whole new realm of challenges and opportunities for students today.

One of the concerns that is most commonly raised is whether the information that can be found out about a person by a potential employer through these sites can affect their chances of being hired for a job. What anyone who is planning to apply for a job needs to know is that some employers run a Google search of an applicant's name during the hiring or interviewing process. What they find could have an impact. Highly personal information could turn off a prospective employer. According to Lewis Maltby, President of the National Workrights Institute in Princeton, N.J., there are no legal limitations to this practice by employers. Google searches often can lead to personal Web pages, blogs and content about you that you might not even know exists on the Web. It is a good idea to do a Google

## Macalester at Work by Eileen Fitzpatrick, '06 CDC Student Staff



**Felecia Bartow**  
Macalester Class of 1993

Felecia Bartow '93, currently works for [Idealist.org/Action Without Borders](#) in Philadelphia. She shared with us her thoughts on the job search experience, finding a job after graduation, the value of a Spanish major, and the importance of networking.

### CDC: Where are you from originally and how did you find your way to Macalester?

**FB:** I'm originally from the Boston area and I had a high school guidance counselor who steered me toward Mac. She knew I was interested in international relations, community service and social justice issues, so it

mathematics or biology major (or similar) with strong analytical skills and advanced skills in Excel spreadsheets and/or Access databases. Person must be flexible, able to work and problem-solve independently, and be able to write and communicate clearly and professionally. Spanish or Portuguese language skills preferred, but not required.

**Office/Personal Assistant Sarah's Mile New York , New York Full-time**

**Deadline: 5/1/06**

'92 Mac grad (Stephen Colman) and wife are Broadway performers and playwrights. They will be hiring an office/personal assistant.

**HRC Youth College for Campaign Training Washington , DC Full-time (3 months)**

**Deadline: 5/1/06**

30 participants will take part in a program that trains young people in political skills and places them with political and ballot campaigns across the country. Includes: week-long training (August 14-20,'06), full time position (August 21-November 7,'06) with daily stipend on a congressional, ballot or statewide campaign and follow up retreat for guidance focusing on future jobs possibilities.

**Data Analyst for Capital One**

**Capital One Richmond , VA Full-time**

**Deadline: 5/1/06**

Work on challenging and rewarding projects using Information-based Strategy (IBS) and technological tools to convert data into usable information that drives major corporate initiatives. Positions

search on yourself to see what pops up before you begin the job search. If you find something that you would be uncomfortable with a perspective employer seeing, you can contact the sites creator to have the content removed. There are ways to have more control over the information that can be accessed about you via the Web.

**ADDRESS:** Avoid postings that could enable a stranger to locate you. That includes your last name, the name of your school or sports teams, the town you live in and where you hang out.

**CONTROL BLOG OR PAGE:** Check to see if your blogging service has a "friends" list that allows you to control who can visit your blog or page. If so, be sure to allow only people you know and trust. Be very careful before adding strangers to your list and be extremely careful about the information you post that can be accessed by people outside your friends list.

**PHOTOS:** Be careful about photographs you put on your blog. It's best to avoid photos that can make it easy for people to recognize you. It's a bad idea to post photos that are suggestive or sexual in nature. Before uploading a photo, ask how you would feel if that picture were seen by the person who will decide if you get your dream job or who determines your annual raise. What if you were to run for office someday? What you post on the Internet can be downloaded by others and can hang around forever.

**WATCH POSTINGS:** Avoid postings that could embarrass you, your friends or family members now or later. Remember, what you post on your blog can be copied and stored and could come back to haunt you years later.

**CHECK COMMENTS:** If you allow non-friends or strangers to post comments to your blog, check the

was a natural fit.

**CDC: How did you get your first job out of college?**

**FB:** I got my first job out of college in a pretty traditional way—I saw the position advertised and I sent an application by mail. However, I did try to do some networking/informational interviewing with peer organizations so I would have a sense of what to expect in the interview...and if I got the job.

**CDC: How do you think a liberal arts education, or perhaps your majors in particular, have helped you in the work force?**

**FB:** I was a Spanish major at Macalester, which has been helpful in my work with immigrants and refugees. The ability to communicate directly in Spanish has brought me closer both to the issues that I've dealt with and to the communities with which I've worked. However, I did take a lot of other classes while at Mac and I think that a liberal arts education gives you some important basic skills for almost any job or career. Foremost among them is that it really opens you up to having a conversation with just about anyone because you don't just have a single point of reference. Having that kind of background allows you to be curious about a wider breadth of issues.

**CDC: How did you find your current position?**

**FB:** On Idealist.org!

**CDC: Can you tell us a little about the type of work you do in your current position?**

**FB:** Currently, I am the Director of Campus Programs for Action Without Borders/Idealist.org, an international nonprofit organization that seeks to build a better world by connecting

are offered in: Marketing and Analysis, Operations and others. Responsibilities: Leveraging data and conducting analyses, Extracting and analyzing data from existing data stores, Performing ad hoc queries consulting on the design and implementation of new production and data storage systems, Developing and implementing new strategic tests, Developing and executing departmental data for monitoring programs and tests.

**Internship-Summer  
Colle McVoy  
Twin Cities , MN  
Full-time (Summer)  
Deadline: 5/3/06**

This position is for a graduating senior. Assist with new business and account planning. Anyone interested in the planning discipline would be very valuable. Academic background could be in anthropology, Economics, Sociology, Psychology, etc.

**Assistant Director of Admissions  
Cape Town, South Africa  
(July & August 2006)  
70-80% travel in the US  
(August 06 – March 07).  
After March 07, based in the East Coast  
Full-time**

**Deadline: May 5, 2006**  
The position is an opportunity for a recent college graduate (0-3 years) who seeks to have significant impact in an international setting. The Summer Academy at Cape Town is a three week leadership program in South Africa for high school students from around the world. The Academy implements its mission of developing future leaders with a global perspective through a unique integrated program that

comments regularly to make sure they're appropriate and, if not, remove them. Never allow messages that are mean, threatening or embarrassing to you or others. Never respond to such messages either. Just delete them and, if possible, block that person from visiting your blog.

**BE HONEST ABOUT AGE:** Do not lie about your age when you sign up for a blog. Age limitations are there for a reason. Claiming that you are older than you are could get you into trouble and put you at risk. (Adapted from [www.BlogSafety.com](http://www.BlogSafety.com)).

Many students see blogs and networking sites simply as places to have fun, not as the area of their life where they are trying to be professional. But, this attitude underestimates the potential long-term consequences of what they decide to post.

In an article published in the Pensacola News Journal, Nathan Ford, assistant director of career services at the University of West Florida, said the content may seem innocent now, but smart students should treat their online sites as an extension of their resume. "I tell students that you always need to be on your guard," he said. "Networking is how people find their jobs. You never know when you're networking?" (Pensacola News Journal; March 5, 2006).

Andrea Kay, a career consultant, author and Gannett syndicated newspaper columnist, said that the Internet is simply an additional way for employers to screen employees. The most important thing to remember is that you are in fact posting your reputation online. Although many students feel that the information that they post on the Web shouldn't be held against them, it is a matter of common sense that while applying for a job, you avoid exposing any information about things that you may have done that

people, organizations and resources in every possible way. The Idealist On Campus program supports students, administrators, alumni and community members who want to affect positive social and environmental change through service, activism, advocacy, political engagement and socially responsible work. We fulfill this mission by developing on and off-line resources, conducting campus trainings and organizing the C.O.O.L. Idealist National Conference, the largest convening in the country of students and other campus/community members who want to help build a better world in a range of different ways.

**CDC: What interests do you have outside of work?**

**FB:** Outside of work I enjoy traveling (most recently to Suriname and Argentina), cooking, and spending time with friends and family.

**CDC: Do you have any general words of advice for Macalester students entering the work force?**

This is a tough question because it really depends on an individual's interests and experience, but I think that there are a few general things that hold true for everyone. First, slow down! A lot of students feel extremely pressured to have the "perfect" job lined up by the time they walk across the stage at commencement. Be sure to take all the time you need to fully explore your options and don't feel rushed to take the first offer that comes your way. Second, network! I can't stress the importance of developing a good professional network enough. This means doing *lots* of informational interviewing while you are job-searching, and taking every opportunity to get to know a range of different people in your chosen field (or related fields). Be sure to write timely thank you notes, hang onto business cards, and do what you can when someone asks you for help or information. You never know where your career path will lead you and

combines academic seminars, guest speakers who can speak about Africa, field trips to experience Africa, and community service to develop a sense of global partnership and responsibility among our students. This position was posted to Macalester by Mac alum, Frederick Swaniker '99. He is the Founder & CEO.

**Associate  
Towers Perrin  
The Executive  
Compensation and  
Rewards Practice  
St. Louis , MO  
Full-time  
Deadline: 5/31/06**

Towers Perrin is a global professional services firm that helps organizations around the world optimize performance through effective people, risk and financial management. As an Associate, you will begin to develop consulting and design skills in base, incentive and equity pay programs for a broad range of industries and clients. You will also work in the areas of board compensation and governance, as well as in the areas of performance management and measurement.



## On-Campus Recruiting

To access a list of the most current on-campus employer presentations, information tables, resume deadlines and interview dates go to:

<http://www.macalester.edu/cdc/recruitcurrent.pdf>

were against your better judgment and that may not accurately reflect who you are when you are at your best. You wouldn't go into a job interview and tell the employer all about what you did at the wild party you went to the night before, so why would you put that information somewhere where it is just as easily accessible to them? The good news is that employers have by no means made online searches their exclusive deciding factor in hiring processes.

Charles Bockwith, owner of Express Personnel in Pensacola, said online sleuthing doesn't take the place of a thorough candidate interview and reference checks. "It's out of the scope of the degree that we would go to find something out about an employee," he said. "People are putting more and more information out on the Web, so I'd be suspect as to how credible that is and who has access to that page." (Pensacola News Journal; March, 5, 2006).

Of the companies that are using online networking sites, not all are on there just to dig up dirt. Some employers actively recruit through the Internet. Employers surveyed in the article said that it would be highly unlikely for recruiting to take place on networking sites which are purely social. Employers would be more inclined to utilize sites such as Ryze.com, LinkedIn.com, Plaxo.com and ZeroDegrees.com which provide Web users with a place to create a page for professional networking. The results have proved successful for some employers.

Although both students and employers remain somewhat divided on the issue concerning the level of credence that should be given to Internet resources by employers attempting to find out more about perspective employees; the ever increasing accessibility of personal information can only serve to encourage job seekers to be more aware of projecting themselves in a positive light.

good contacts always come in handy. Third and most importantly, find the right balance! It's easy to throw yourself into a new job completely, especially when you are just entering the workforce, but you also need to find time to do things that you enjoy and that help you to de-stress. You may not always have supervisors who model this for you, but it's important that you learn how to strike this balance for yourself as it will help you to avoid burnout in the long run.



## Web Watch

[Idealist.org](http://www.idealists.org)

PC magazine, in naming its Top Ten websites says this about [Idealist.org](http://www.idealists.org): "Here you'll find everything dot.org. If you're looking for a worthy cause to get involved in, make Idealist your first stop. This site helps potential employees, volunteers, and interns find meaningful work at more than 40,000 organizations worldwide. In addition, it provides resources for job hunters, non-profit managers, and anyone interested in the range of services and initiatives these organizations represent."

There truly is something for everyone on this site. Students with a specific focus will find information to help get their job/internship search process rolling. "Undecideds" conducting occupational research will get ideas about positions and organizations that enlarge and enrich their knowledge of the world of nonprofit opportunities, causes, and locations.

[Idealist.org](http://www.idealists.org) also tracks news and legislation from various newspaper and wire services, allowing you to follow issues of interest to you. Job fairs, including online registration, are posted across the country. "My Idealist" is your online profile which allows you to receive emails about new nonprofit opportunities (jobs, volunteering, events and more), design a personal calendar, join online discussion groups, post your

## Upcoming CDC Events

### JOB SEEKER'S GROUP for Seniors

**Wednesdays, April 5-26  
4:30 to 5:30 pm  
Winton Health Services**

Co-facilitated by Mary Emanuelson) Career Development Center – x6393) and Linda Schmid (Health Services)

### Careers in Consulting Tuesday, April 22

12-1 pm  
CDC, Kagin 1st Floor



### Beyond the Piggy Bank

The Career Development Center and Financial Aid Office have teamed up to provide you with information on managing your personal finances. We hope you find the information useful. This newsletter's topic is:

### ["How to Choose a Mutual Fund"](#)

### Suggestion Box



### FOCUS ON YOUR GOALS

Self-discipline is the concentration of time, energy, effort and resources on what you want to accomplish in life, to the exclusion of anything that stands in your way. Focus on what you want. If you can see, feel and believe the

The best advice for increasing your chances for a successful job search is to always make sure that what you decide to tell others about yourself online works for you, not against you. Use it to build your reputation. Many employers' decisions about who to hire ultimately come down to who the candidate is, not just what they can do.

The CDC can help you answer any further questions regarding this topic. Make an appointment today by calling 651 696-6384 or stop by our office on the 1st floor of Kagin Commons.

### Counselor's Corner



### NO SUMMER JOB/INTERNSHIP YET? THERE'S STILL TIME by John Mountain, Assistant Director, Employer Relationships Career Development Center

With the end of the school year less than a month away, there can be growing anxiety if you haven't secured a job/internship for the summer. Many students think that they have missed the window of opportunity for a summer position, but instead of spending your energy focusing on what you haven't done, concentrate on what you can do, which is a lot.

Many organizations are just starting to think about their needs for summer, so it still can be the perfect time to be looking. The key is for you to be able to articulate what skills you could bring to the position and what you are hoping to get out of your summer experience. A lot of times an organization may be able to have some flexibility in the details of the position to help better meet your interests.

To get started on your search it is

volunteer interests to potential sites and find others on Idealist who share your interests. One of Idealist's greatest assets: It's all free! Take a look at it today. <http://idealist.org/>

## The Bookshelf



**"Becoming a Chef" by Andrew Dornenburg and Karen Page; Van Nostrand Reinhold; New York, NY, 1995.**

**"Peterson's Guide to Culinary Schools - 1999"; Peterson's, Princeton, NJ, 1999.**



If students at Macalester have one thing in common, it's that so far, everyone seems to have chosen college over culinary school. But considering the exciting things to be learned in the comprehensive manual *Becoming A Chef*, it's hard to see why. A book that for most Macalester readers would be a handbook for completely changing the gameplan to work at or run a restaurant, it gives valuable insight into the complicated culture of cuisine and the people who fuel it.

*Becoming A Chef* focuses on the long journey required to become a professional chef. The process is, in most cases, complex, difficult, and involves going to culinary school or being apprenticed at an early age — unfortunately, not attending a liberal arts college. Even for people uninterested in the culinary arts as a career, however, this book is an amazing resource. It compiles dozens of interviews with famous chefs that detail exactly how and why they became the successes they are today.

benefits of reaching your goals and realizing your priorities, self-discipline becomes easier. And, it also becomes easier to drop old habits and actions that stand in the way of your plan.

(Source: Tim O'Brien, writing for Knight Ridder News Service.)

## What is the CDC?

The [Career Development Center](#) is here to assist students in planning, articulating and applying their educational experience to meet their future goals. The office is located on the first floor in Kagin Commons, and offers [individual counseling sessions](#) with a career counselor, an extensive [career resource library](#), [job/internship listings](#) and opportunities from around the globe. The CDC resource library features: Information about Fellowships, [Internships](#) and [Job Postings](#); information on Companies and [Government Opportunities](#); pamphlets and materials on [resume](#) and [cover letter](#) writing; books on etiquette, [interviewing](#), [grad school](#) and the [job search process](#); and an extensive [alumni directory](#), sorted by career.

**Hours: 8 a.m.-4:30 p.m.  
Monday through Friday  
(Daily Drop-ins: 2-4 p.m.)**

**Macalester College  
Career Development  
Center  
Kagin Commons  
1600 Grand Avenue  
Saint Paul, MN 55105  
(651) 696-6384  
Fax: 651-696-6131  
E-mail:  
cdc@macalester.edu**

critical that you utilize all the resources available to you. That includes networking with a wide variety of people/groups:

- Family/Friends
- Alumni
- Former/Current employers
- Professors
- National/Regional associations related to your interests
- CDC online research tools

The CDC has access to the alumni directory which can be a great tool in finding people that are currently working in the field you are pursuing. In addition, you can narrow your alumni search to one city or numerous cities, depending on your interests. The other groups listed above can also be a great way to not only find a summer job/internship, but to also gather additional information that can be helpful in determining what area/field might be most interesting to you. You never know where the right opportunity will come from, so it is critical that you network extensively to maximize your chances of finding the right fit. Many positions are never advertised, so unless you have people looking out for you, you might miss some really interesting opportunities.

The CDC can help you develop networking options and discuss additional alternatives as well. Call the CDC today at 696-6384 to make an appointment. We also have drop in hours from 2-4 p.m. Monday through Friday.

## First Year Focus

### HOMESTRETCH

FIRST YEAR STUDENTS - Here you are in the homestretch. May 2006 probably seemed light years away when you arrived on campus last fall.

It includes a timeline history of food, restaurants, and chefs, as well as a large collection of recipes that the chefs who were interviewed say helped form their cooking style and philosophy. The tireless, almost fanatical mindset required to own your own restaurant and serve your own food is captured in this book, which explains the entire process in the form of stories and recollections from people who have done it themselves.

If reading *Becoming A Chef* inspires the kind of passion described within its pages, then a next step might be a look through *Peterson's Guide to Culinary Schools*, which includes information about every major culinary school in the United States and abroad. Admissions requirements, costs, scholarship information, and other statistics are neatly organized by state and country.

This pair of books provides a complete guide to becoming a chef, provided you're more interested in what goes on at Café Mac than in Macalester's decidedly non-culinary curriculum. As they both point out, starting a little late on the path to chefhood is better than never.

(Book reviewed by Katie Harger, CDC Student Staff. )

(This book can be found in the Kagin Resource Center, Other Careers School Section of the CDC resource library.)

## Junior Jumpstart

### WHAT DO EMPLOYERS LOOK FOR?

If you know that you will be involved in the job search process next year as a senior, you might find the following information helpful. The top 10 qualities employers seek in job candidates are as follows:

1. Communication Skills
2. Motivation/Initiative

[www.macalester.edu/cdc](http://www.macalester.edu/cdc)

You made it. Congratulations!

We have two simple suggestions that will help you hit the ground running when you come back for the 2006-07 academic year.

Make a quick visit to the Career Development Center. Do it in April or May! You have two options for visiting us:

- Call 6384 to set up an appointment to meet individually with a counselor to talk about your career plans, or lack thereof!
- Stop by during our walk-in hours, which are offered each day from 2:00 to 4:00 p.m.

This time can be used to give you ideas about activities or information that may be helpful to you during the summer months. We can address your questions and recommend resources to assist you in finding pertinent information during your time away from Macalester this summer.

Visit our website: [www.macalester.edu/cdc](http://www.macalester.edu/cdc)

- This comprehensive site has information including: occupational information, "What Can I Do with a Major in?", graduate schools, resume development and much more. Continue your career exploration from anywhere in the world during the summer.

### Sophomore Syllabus

**MAKE THE MOST OF YOUR SUMMER JOB!**

#### Tips about Becoming Successful in Your Summer Job

- Identify the decision-makers

3. Teamwork
4. Leadership
5. Academic Achievement/GPA
6. Interpersonal Skills
7. Flexibility/Adaptability
8. Technical Skills
9. Honest & Integrity
10. Analytical/Problem Solving Skills

Take some time this summer to look at your resume and begin to think about preparing for interviews. Perhaps the above qualities can be highlighted on your resume. Do you have examples prepared to discuss in an interview related to any of these items? Obviously, the degree of importance for any of these items may vary depending upon the types of positions you are interested in. But it would be value-added to address these 10 items as a part of a general preparation.

If you need some help addressing these, contact the CDC staff!!

*(Source: National Association of Colleges and Employers)*

### Senior S.L.A.M.

#### Announcing the JOB SEEKER'S GROUP!!

**SENIORS!** Stuck in the job search? Dreading the question, "What are you going to do after graduation? Come to the **Job Seeker's Group** and learn ways to identify your dream job and maximize your job search results. Don't know what to do? We can work with that too! Group meets **Wednesdays, April 5th – 26th, from 4:30 to 5:30 p.m., Health Services.** Co-facilitated by Mary Emanuelson) Career Development Center – x6393) and Linda Schmid (Health Services).

The questions below may help you determine if you are a good candidate for the group. If reading through these sample questions makes you

and approach one as a possible mentor.

- Learn the organization's culture.
- Learn about your position by reviewing previous employee's memos, files, etc.
- Meet your colleagues and remember that your support/administrative staff are crucial members of your team.
- If you don't know, ask.
- Thank people for their assistance.
- Keep up with current news, especially that which effects your organization.
- As you become acclimated to your position, seek new and diverse responsibilities.
- Do more than the minimum, and let your supervisor know that you aspire to move up in the organization.
- Refrain from gossip; you could hurt yourself and others.
- Communicate, communicate, communicate.
- Keep your sense of humor.

feel panicky, the Job Seeker's Group is just the place for you! Give us a call.

**WHERE ARE YOU IN THE CAREER PLANNING PROCESS?**

*What do you know about yourself? (self assessment)*

- Can you clearly state what you have gained from your education?
- Can you list at least five marketable skills and abilities you possess?

*Do you have information about the world of work?*

- Can you name at least three fields of employment in which you are interested?
- Can you describe the characteristics of the work environment in which you feel you would be happiest and most productive?

*Can you state your short-term and long-term goals?*

- Can you clearly and confidently state your career goals?
- Can you distinguish your more immediate job objectives from your long-range career goals?

*Are you ready to begin your job search?*

- Can you name at least five employers whom you plan to contact regarding employment in the near future?
- Do you know the questions employers are likely to ask you in an interview?

(Source: Questions from The Berkeley Guide to Employment of New College Graduates.)

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April 19, 2006