

JOB PLACEMENT SERVICES

Towson University's Human Resource Development Degree Program offers a number of services to help its graduates find jobs in the HR field. Many of these services are provided through the University's Career Center. Those services are available at no cost to HRD Degree students and alumni. These services are listed below, along with appropriate links to various sites.

I. Increasing your marketability and exposure to employers

There are four primary ways by which the HRD degree program increases your appeal to prospective employers:

A. Field work experience requirement

Students without recent exempt-level working experiences in Human Resources or who are not working in HR now must complete a Field Work Experience requirement for the degree. This can be done by taking a three-credit course, either HRD 696, Internship or HRD 697, Practicum. This would be done near the end of the student's degree work.

Notices of Internship openings or requests are regularly distributed to all HRD students. Students may also seek out Internship or Practicum opportunities on their own by contacting potential employers or searching for internship opportunities in Hire@TU

www.myinterfase.com/towson/student/secure

B. Mentor relationships

Mentors are working professionals in the field who are willing to take a special interest in student development. The Career Center maintains an active database of individuals who are willing to be mentors

<http://www.towson.edu/careercenter/students/explore/mentor.asp>

C. PHR preparation

The Society for Human Resource Management offers a professional credential for individuals in this field. Details about this credential and related ones can be found in the Student Resources drawer of the HRD webpage. Taking classes in the HRD degree program is a solid preparation for taking and passing the PHR certification.

D. Graduation class yearbook to top employers

Every semester, we assemble a digital class yearbook for this graduating students that is then sent to the major employers in this area. Participation in this yearbook is by choice.

In addition, the Career Center maintains a database of resumes at HireTU (www.myinterface.com/towson/student/secure). Simply upload your resume under the My Account tab and become visible to employers seeking HRD students for internships or full-time positions.

II. Resume and portfolio preparation

A. If you need assistance in putting together the best resume for your job search, the Career Center has a set of resources on this at:

<http://www.towson.edu/careercenter/students/skills/resume.asp>

The Career Center also provides resources on writing effective cover letters at:

www.towson.edu/careercenter/students/skills/coverletters.asp

You can also request individualized assistance from a Career Center professional in reviewing and developing your resume and related materials. Stop by 7800 York Rd., Ste. 206 during Express Hours (Monday-Thursday, 1-3pm) or call 410.704.2233 to schedule a one-on-one appointment.

B. The Field Work Experience requires that you produce a portfolio of your experience (either as an Internship or as a Practicum). While this Portfolio is necessary to receive a grade, it can also be a valuable document to use during the job interviewing process.

III. Job Search strategies

To help you in planning your job search, the Career Center has a set of resources, including Hire@TU, career fairs, employer information sessions, and one-on-one appointments to discuss your individual job search. Details on these and more are available at

<http://www.towson.edu/careercenter/students/job/index.asp>.

IV. Interviewing skills development

It's always important to make sure you use good interviewing skills and communication practices. The Career Center provides individual mock interviews and a set of resources on interviewing practices and guidelines at:

<http://www.towson.edu/careercenter/students/skills/interviewing.asp>

V. Job notices and announcements

There are at least two sources of information about job openings:

A. As they become known to the Program Director, notices of job openings in HR are distributed to all HRD students.

B. Hire@TU

The Career Center maintains a digital bulletin board of job openings at its Hire@TU site:

<http://www.towson.edu/careercenter/hiretu/index.asp>

General contact information for the Towson University Career Center:

The Career Center

7800 York Road Building, Suite 206

Hours: Monday - Friday, 8 a.m. - 5 p.m. or by appointment

Express Hours: Monday – Thursday, 1 - 3 p.m. (No appointment needed for 15-minute consultation)

Phone: 410-704-2233

Fax: 410-704-3459

E-mail: careercenter@towson.edu

Facebook: <https://www.facebook.com/careercentertu>

Twitter: <https://twitter.com/tucareer>