



Career Development Services Policy

PSC Career Development Services expects that any employer, or third-party organization representing an employer, who uses the service for the purpose of recruiting full-time, part-time, temporary employees, or interns comply with federal and state equal opportunity laws in its recruiting and hiring. For policy specifics, visit prairiestate.edu. From the Choose a Link menu, click on Career Development Services.

Information provided to Career Development Services by students is to be kept in strict confidence and only issued to an employer with that student's written permission.

Requests made relating to the identification of race, age, sex, nationality, disability, or religion will not be honored. In cases where employer affirmative action plans are involved, an appointment should be made with Career Development Services to discuss these concerns.

For More Information
Career Development Services
Located in the Counseling and Advising Center

Fall & Spring Hours:
Monday through Thursday, 8 a.m. to 7 p.m.
Friday 8 a.m. to 4:30 p.m.

careerdevelopment@prairiestate.edu

Tanya Norfleet
Coordinator, Career Development Services
(708) 709-3755

Ramien Manson
Career Advisor
(708) 709-3922

Tamika Montgomery
Counselor/Career Programs
(708) 709-3512



 **Prairie State College**

202 South Halsted Street
Chicago Heights, IL 60411
(708) 709-3500 | prairiestate.edu
Start near. Go far.

Career Development Services



Providing services to
students, alumni, and employers

 **Prairie State College**

Employer Services

Employers can use Career Development Services as a recruiting tool to find qualified employees.

Job Fairs: Prairie State College (PSC) holds two job fairs per year. Employers who list with Career Development Services are offered the opportunity to participate in the job fair. Call (708) 709-3755 for more information.

Job Posting on Campus: Employers interested in advertising open positions on campus can e-mail information to careerdevelopment@prairiestate.edu or fax (708) 709-3799.

College Central Network (CCN): A free online job listing source for employment opportunities. CCN offers employers a chance to post job openings and search job seekers' résumés. Register online at collegcentral.com/prairiestate.

Employer Recruitment Visits: Employers with multiple job openings are encouraged to recruit on campus in a high-traffic area. Recruiting times are 10 a.m. to 1 p.m. and 4 to 7 p.m. Call (708) 709-3922 to schedule a visit.

Day & Evening Workshops: Free professional development workshops are held periodically on a variety of topics. Employers are encouraged to lend their expertise as guest speakers.



Career Development Services provides students and PSC graduates with a wide-range of services to make successful career choices.

Services include:

College Central Network (CCN): A free online job listing source where job seekers can register online and have 24-hour access to search for positions or internships by location, category, or company name.

Job Fairs: Bi-annual event held in October and April.

One-on-One Consultation: By appointment, a career advisor is available for consultation to provide job search techniques, critique résumés, and develop a job search plan.

Employer Recruitment Visits: Meet with employers during their on-campus recruitment visits.

Day & Evening Workshops: Several times a year, free professional development workshops are held on a variety of topics:

- How to Choose a Major
- Résumé Writing
- Interviewing Skills
- Job Search and Techniques
- How to Attend a Job Fair

Check our Web site at prairiestate.edu for an updated list of dates and times.

Career Speech Project: Career Development Services collaborates with Communication faculty to ensure that students have adequate information about their career choices.

