

Career and Professional Development

Workshops and Events Schedule for Spring 2026

Resume Review

Schedule Resume Review in Microsoft Booking (<https://csuloch.link/3ey3Ri3>)

2:00 p.m. - 4:00 p.m. Every Tuesday
10:00 a.m. - 2:00 p.m. Every Wednesday

On Campus Employment Information Fair

University Center, Main Street

Students have the opportunity to learn about on campus job opportunities, and how to apply for them through Laker CareerZone!

Thursday, January 22nd

11:00 a.m. – 1:00 p.m.

Career Boot Camp Workshops

Monday – Thursday February 2nd- February 5th

This four-day series covers workshops on resume-development, interviewing, conducting a job search, and making the most of a job fair. Students must pre-register for Career Boot Camp and will receive a certificate for successful completion via email. Each topic will be offered during the evening. **RSVP is required through Laker CareerZone by Friday, January 30th**

Workshops will be on Microsoft Teams & In-person Lecture Hall Room 11 (Link will be provided when you RSVP for workshop.)


Resume Writing – Monday, February 2nd 5:00 p.m. - 6:00 p.m.	Interview - Wednesday, February 4th 5:00 p.m. - 6:00 p.m.
Job Search - Tuesday, February 3rd 5:00 p.m. - 6:00 p.m.	Preparing for a Career Fair - Thursday, February 5th 5:00 p.m. - 6:00 p.m.

Internship Week

Monday - Friday, February 9th-13th

Internships play an integral role in helping students land their first full-time career after graduation. This week is designed to educate students on the importance of completing internships during their college years. During the week, students will learn how to obtain an internship, understand academic credit requirements, dress appropriately for an internship, have their resume reviewed and network with employers. Each event you participate in, you will have the chance to enter into a drawing for a **\$25 Amazon gift card to be given away on Friday.**

Internship Week Kick-Off Event Meet us at the University Center, Mainstreet as we kick off Internship Week with everything you need to know to land a great internship. We will have games and prizes! Current interns can stop by to pick up a FREE CSU intern T-shirt while supplies last.	Monday, February 9th University Center Mainstreet 11:00am – 1:00pm
Internship Job Search Strategies Workshop This workshop will be on Microsoft Teams & In-person Lecture Hall, Room 12 Interested students must RSVP through Laker CareerZone to attend this session. (Link will be provided when you RSVP for workshop.) This workshop educates students about the advantages that internships provide in a career search. Topics covered include credit and non-credit internship eligibility, how and when to begin your search, best places to search for internships, deadlines to complete your required Internship Learning Agreement form.	Tuesday, February 10th Microsoft Teams 5:00 p.m. – 6:00 p.m. (Lecture Hall Room 12) 5:00 p.m. – 6:00 p.m.
Internship Networking Breakfast Come network with students who have completed internships and employers/alumni who hire interns. Interested students must rsvp in Laker CareerZone by Friday, January 30th. Open to ALL majors and classifications. Business Professional Attire required. See Career and Professional Development for FREE attire if needed.	Wednesday, February 11th 8:00 a.m. – 9:30 University Center, Dining Hall
Internship Résumania!!! Schedule a resume review through bookings in Microsoft Teams or join us in person and have your résumé critiqued by one of our staff members. This is encouraged in preparation for the Job and Graduate School Fair. Intern employers will be present offering summer & fall opportunities.	Wednesday, February 11th 10:00 a.m. – 2:00 p.m. Microsoft Teams Booking Or Edgewater Hall, Suite 228
Virtual Internship Meet-Up Come meet and network with employers who recruit for interns, alumni, current and previous interns as they discuss the value of internships and how their internship	Thursday, February 12th 12:00pm – 1:00pm Microsoft Teams

influenced their career path. Students will also learn how to leverage their internship into a potential full-time opportunity. Students must RSVP through Laker CareerZone to attend. (Link will be provided when you RSVP for workshop.)	
Drawing for the \$25 Amazon Gift Card! The winner of the \$25 Amazon gift card will be drawn and announced on our social media platforms. Facebook: Clayton State University Career and Professional Development Instagram Live: claytonstatecareers Twitter: @CSUCareers	Friday, February 13th Career and Professional Development Social Media 

Social Intelligence Workshop
In-person Lecture Hall Room 12

Thursday, February 19th
11:30 a.m.-1:00 pm

The passion for texting, emailing and social media has dulled our “ability” for face-to-face conversations. Understanding the intricacies of networking takes effort and practice. When we increase our knowledge of SOCIAL INTELLIGENCE, our confidence and comfort levels grow to better establish a rapport and connect with others. This is an interactive training you don't want to miss! Boxed lunch provided at the conclusion of the workshop.

LinkedIn and Personal Branding Workshop
Microsoft Teams
In-person Lecture Hall Room 12

Tuesday, February 24th
5:00 p.m. - 6:00 p.m.
5:00 p.m. - 6:00 p.m.

Professional networks matter! LinkedIn is the number one professional networking site utilized by hiring managers today. Students will learn how to create a strong, professional presence on LinkedIn, how to make connections, search for jobs and understand how your personal brand can help or hurt your professional online presence. **Interested students must RSVP through Laker Career Zone to attend this session.** This workshop will be on Microsoft Teams & In-person Lecture Hall, Room 12 (Link will be provided when you RSVP for workshop.)

So, you want to be an Entrepreneur?
Microsoft Teams
In-person Lecture Hall Room 12

Wednesday, February 25th
5:00 p.m. – 6:00 p.m.
5:00 p.m. – 6:00 p.m.

Having a business idea is the first step. This workshop will focus on how to start up your business and will feature guest speakers with entrepreneurial experience. Panelists will share tips for starting your business, writing a business plan, and financial support options. Interested students should RSVP through Laker CareerZone to attend this session. This workshop will be on Microsoft Teams & In-person Lecture Hall, Room 12 (Link will be provided when you RSVP for workshop).

Virtual Senior Career Academy Workshop
Microsoft Teams

Friday, February 27th
10:00 a.m.-12:00-noon

The Senior Career Academy is a professional development program designed to help graduating seniors focus their career searches and develop skills needed for career success. Seniors receive individualized assistance and have opportunities to network with a select group of employers. Limited number of spaces available. **Interested students must RSVP through Laker Career Zone to attend this session by January 23rd.** This workshop will be on Microsoft Teams.

Job and Graduate School Fair (Full time, Part-time, & Internship opportunities)
Student Activities Center Ballrooms

Thursday, March 19th
12:00 p.m. – 3:00 p.m.

The Job and Graduate School Fair bring multiple organizations and graduate schools to campus for the opportunity to network with Clayton State current students and graduates. Students and graduates make contacts that lead to greater understanding of job and career opportunities and may lead to interviews. Participants are required to wear professional attire and are encouraged to bring copies of resumes to share. **No RSVP required. (Participants must wear professional attire and bring copies of resumes to share. No RSVP required.)** (Contact Office of Career and Professional Development if you need professional attire).

Practice Interview Week via Big Interview

Monday – Friday, March 23rd -March 28th

Students gain valuable experience by having a practice interview. Practice interviews will be conducted through our interview platform Big Interview. Students will go to www.clayton.edu/career and look for the Big Interview Tile, log-in or create an account. Search for Practice Interview Week Assignment or enter **assignment Code a2cc9b Student** will complete an interview recording (make sure you submit your answer after each recording).

Once you have recorded and submitted your answers, your process is complete. **All recordings must be completed no later than March 6th.** Critiques will be completed during Practice Interview Week. You will receive a message from support@biginterview.com once we have completed your critique.

Professionalism 101 Workshop
Microsoft Teams
In-person Lecture Hall Room 12

Tuesday, March 24th
5:00 p.m. - 6:00 p.m.
5:00 p.m. - 6:00 p.m.

Professionalism in the workplace is one of the many competencies that employers say students need to improve upon. This workshop will focus on information related to effective communication skills, enhancing your self-image, developing a business-savvy wardrobe, appropriate work ethic, and how improving these competencies will greatly enhance your ability to receive and maintain internships and jobs. **Interested students must RSVP through Laker CareerZone to attend this session.**

This workshop will be on Microsoft Teams & In-person Lecture Hall Room 12 (Link will be provided when you RSVP for workshop.)

Employer Networking Mixer Event
Microsoft Teams

Thursday, April 9th
12:00 p.m. - 1:00 p.m.

Join us for this networking event to learn about part-time, internship and full-time jobs that employers still have available. Selected employers will share their opportunities as well as take questions from students. **Interested students must RSVP through Laker CareerZone to attend this session.** This workshop will be on Microsoft Teams (Link will be provided when you RSVP for workshop.)

National Student Employment Appreciation Week
A week of celebrating student employment on and off campus

Monday-Friday
April 13th -17th

Join us for a week of celebrating student employment on and off campus. The week will conclude with the announcement of the Student Employee of the Year Award on **Friday, April 14** via Career and Professional Development's social media platforms.

Department Door Decorating Day	Monday, April 13th
Each department will decorate office doors or bulletin boards with posters expressing appreciation for their student employees and listing their names. Include pictures and short bios to help staff and others to get to know them better. Make sure you complete the Door Decorating Qualtrics survey by April 3 rd , 2026, to ensure The Office of Career and Professional Development stops by to take a photo of your door to share on our social media and campus email. Please contact The Office of Career and Professional Development at 678-466-5400 if you have any questions.	
Frankly you're Poppin Celebration	Tuesday, April 14th The Quad Rain location will be University Center, Main Street 12:00 p.m. – 2:00 p.m.
The Office of Career and Professional Development will collaborate with campus partners to host a fun and festive appreciation event dedicated to recognizing all the efforts of our student workers. Student workers can pop by, grab a snack, play games and feel appreciated.	
Appreciation Day	Wednesday, April 15th
Supervisors will show appreciation for their student employees. They can share a card, gift, or some unique way of saying “thank you.” They can also give their student workers a certification of appreciation, buy them lunch or breakfast, make a care package, or give them flowers. Be sure to take pictures, list the wonderful things they do for your office and post employee pictures on your social media website! Do not forget to tag The Office of Career and Professional Development social media information.	
We Love Our Boss!	Thursday, April 16th
Students will show appreciation for their supervisor. Student employees can make a card to show appreciation for the great guidance or overall gratitude for their supervisor. Student employees can buy their supervisor breakfast or lunch, deliver coffee to their desk, or buy them flowers. Please take photos of your student employees showing appreciation for you. Do not forget to tag the Office of Career and Professional Development social media and email photos to career@clayton.edu .	
National Student Employee Award	Friday, April 17th
The winner of the National Student Employee of the year award will be presented via our Social Media platforms.	

Individuals requiring disability related accommodations for participation in any Clayton State University sponsored event or to obtain print materials in an alternative format for such events, please contact the Disability Resource Center at (678) 466-5445 or DisabilityResourceCenter@clayton.edu.