HIATT CAREER CENTER

Reflect • Explore • Connect

Tools for reflection:
Consider possible career paths based on your values, interests, personality and skills using one of these self-assessment tools located in the B.hired resources tab.

- **TypeFocus** helps you reflect on your values, interests, personality and skills. This assessment tool also provides typical career paths pursued by individuals with similar traits and results. Take the assessment and meet with a counselor to debrief.
- **Worksheets** including: “Clarifying Your Work Values,” “Functional Skills,” “Interests Clarification,” “Personal Traits and Qualities,” and “Preferred Work Style”

Tools for exploration:
Research careers that alumni with your major have pursued by checking out Hiatt’s website.

- **Major Pages**

Conduct research on possible careers.
- **Spotlight on Careers** and **O*Net** – log on to B.hired and click on the “Resources” tab to access these tools

Create a list of companies you would be interested in working for.
- **Reference USA** – log on to B.hired and click on the “Resources” tab to access this tool or visit the Brandeis Library
- **Going Global** – resources for job search, companies that typically sponsor H1B visas, cultural advice for international jobs as well as advice for targeting specific cities in the US.

Learn inside information about a company and/or a career field.
- **Vault/Career Insider** – log on to B.Hired and click on the “Resources” tab to access this tool

Tools for making connections:
Network with alumni and people in your network.

- Submit a **Wisdom Wanted** ad to connect with alumni in your field of interest.
- Utilize the **LinkedIn Alumni dashboard**
- Join **Brandeis University Career Connections** on LinkedIn
- Conduct informational interviews with people in your network
- Make sure your resume is up-to-date for networking by utilizing resources on the **Hiatt website**: Sample Resumes, Resume Webinars, Resume Action Verbs and Resume Rubric
- Gain **#EmployerReady** resume approval

Meet with employers on campus.

- Attend **Industry Nights** and **Career Fairs** (events in bold on the following page)
- Participate in **Campus Recruiting**

Get advice from the Hiatt Career Center team.

- **Drop-in Appointments**: 15 minute appointments (See below)
- **HiattChat**: Remote appointments using Gchat with a Hiatt Advisor Mon. – Thurs.: 8:00 – 10:00 PM
- **One-on-One Appointments**
- **Mock Interviews** in person, or through **InterviewStream** (B.hired “Resources” tab)

Contact Us:
**Phone:** (781) 736-3618
**Email:** hiattcenter@brandeis.edu
**Facebook:** HiattCareerCenter
**Twitter:** @HiattAtBrandeis

**Drop-in Hours (in-person):**
**Mon. – Fri.:** 11:00 AM - 4:00 PM
**Tues.:** 5:00 – 7:00 PM

**Drop-in Hours (via HiattChat):**
**Mon. – Thurs.:** 8:00 – 10:00 PM