

## University of Louisiana System

**Title: POST-GRADUATION  
OPPORTUNITIES  
*MINIMUM STANDARDS/  
BEST PRACTICES***

**Effective Date: January 1, 2000**

**Cancellation: None**

**Chapter: Students**

### **Policy and Procedures Memorandum**

At a minimum, the following standards *shall* be practiced consistently among System institutions.

- Provide copies of and/or access to the System's *Guide to Post-Graduation Opportunities* to students
- Provide copies of and/or access to university opportunities (scholarships, internships, work-study, jobs) to students
- Provide an easily recognizable "one-stop shop" where students and alumni can obtain information on post-graduation opportunities (may refer students to other offices, faculty, etc.)
- Provide networking opportunities and frequent opportunities for alumni and students to get together in informal settings
- Conduct seminars for first-year students to encourage them to think about post-graduation opportunities
- Provide workshops and seminars on résumé writing, cover letters, professional etiquette and dress, professional attitude and self-confidence, job search, career planning, etc.
- Provide workshops on interviewing skills conducted by alumni and/or staff
- Provide mock interviews conducted on campus
- Provide opportunities for students to shadow alumni in the workplace
- Make available sample successful applications for students to access

- Make available sample résumés for students to review – “Résumés That Work”
- Provide opportunities for career exploration
- Provide opportunities for career testing
- Offer “Career Days” for students to meet with prospective employers
- Provide means for notifying unemployed recent graduates of the counseling and placement services available to them
- Direct students to departments where faculty can advise on specific graduate school or scholarship opportunities
- Graduate schools provide information on assistantships, fellowships, and other campus graduate programs
- Provide information on graduate admissions and undergraduate and graduate scholarships at career centers
- Contact freshmen and sophomores with high grade point averages to offer guidance on specific opportunities
- Prepare students on the transition from school to work
- Allow students to use career services for at least six months after graduation
- Invite various alumni to campus to answer students’ questions and provide students with list of alumni willing to offer guidance
- Provide list of internship opportunities to introduce students to various professions
- Proactively encourage students to consider post-graduation opportunities and to use career service resources
- Publicize campus resources available to students

The following are best practices that *may* be adopted by System universities provided resources are available.

1. Provide job sites on the internet
2. Provide a follow-up survey of campus services for graduates on-line
3. Offer university course for credit on “Career Decision Making”
4. Departments provide lists of alumni so that students can contact them directly (Alumni can turn themselves on or off during busy seasons, etc.)
5. Provide connection between Federal Work Study Program and career center to increase “one-stop-shopping” options
6. Freshman Studies (orientation) classes take a tour of career center
7. Instead of canceling a class, professors may ask career services to make a presentation if the professor cannot be there
8. Enhance library holdings for graduate school research
9. Provide at least one initial one-on-one consultation with career counselor to ensure knowledge of all services available through center

10. Offer one-day career conference with different sessions on specific topics
11. Distribute lists of best internet job sites
12. Develop a brochure of steps students can follow at different levels to prepare them for future careers

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*Policy References:*

Career Development Guides  
Institutional Practices

*Review Process:*

Chief Officers for Student Affairs  
Vice Presidents for Academic Affairs  
Directors of Career Services  
Directors of Scholarships  
Legal Counsel

*Distribution:*

University Presidents