Alumni Career Notes

career information for bucknell alumni

Finding someone whose sole mission is to find you the perfect job has been the fantasy of almost anyone who has conducted a job search. However, not everyone should use headhunters – especially if they want you to pay for their services! We have collected some resources that will help you decide whether using a headhunter/recruiter is right for you.

We want feedback - how are we doing? Take this quick survey and let us know!

Know someone who would like to receive this newsletter? Feel free to pass it on or have them subscribe. Requests to receive Alumni Career Notes or for personal career assistance can be made at acs@bucknell.edu, (570) 577-1238 or through IM at bualumnicareer (Tuesdays and Thursdays from noon-2pm and Wednesdays from 4-6pm). We look forward to hearing from you!

Note: To access the resources located in myBucknell, the university’s portal, use the username and password that all alums were given in January 2005. If you don’t remember or can’t find yours, don’t worry – just contact the Alumni Office (570) 577-ALUM (2586) or mybucknell@bucknell.edu for help.

Alumni Career Services Staff

In This Issue:
- Career Tip
- Additional Resources
- What’s Available on the Career Services tab on myBucknell
- Job Leads from Bucknell Community
- Job Leads from Outside Bucknell
- Alumni Career Services Can Help You
- Programs/Events

Career Tip:
Working with Third Party Recruiters (Headhunters)
by Michele Groutage
Headhunters sound great in concept. Rather than reading the classifieds and applying for jobs directly, you just sit back and await calls from headhunters who will tell you of elite openings, right? Not quite. Here are a few things you should know about when deciding to work with a Headhunter as well as some answers to frequently asked questions: Read More
**Additional Resources:**

- [http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/0000/what_are_headhunters_and_how_do_they_work](http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/0000/what_are_headhunters_and_how_do_they_work) - Some specific advice geared toward scientists and engineers (e.g. advice about how to present a CV to a recruiter), but a good overview of who headhunters are and what they can do for you.
- [http://jobsearch.about.com/od/searchfirms/a/headhunter.htm](http://jobsearch.about.com/od/searchfirms/a/headhunter.htm) - 1 of 3 articles about using a headhunter as part of your job search.
  - [http://jobsearch.about.com/od/searchfirms/a/headhunter_2.htm](http://jobsearch.about.com/od/searchfirms/a/headhunter_2.htm) - 2 of 3
  - [http://jobsearch.about.com/od/searchfirms/a/headhunter_3.htm](http://jobsearch.about.com/od/searchfirms/a/headhunter_3.htm) - 3 of 3
- [http://jobsearch.about.com/od/jobsearchhelp/a/recruiter.htm](http://jobsearch.about.com/od/jobsearchhelp/a/recruiter.htm) - Building a relationship with a recruiter (if you decide to use one).

**Quintessential Careers:**

- [http://www.quintcareers.com/recruiter_directories.html](http://www.quintcareers.com/recruiter_directories.html) - List (below) of resources for people seeking information on using recruiters/headhunters
  - [http://www.quintcareers.com/understanding_headhunters.html](http://www.quintcareers.com/understanding_headhunters.html)
  - [http://www.quintcareers.com/tips/recruiter_tips.html](http://www.quintcareers.com/tips/recruiter_tips.html)

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**What’s Available on the Career Services tab on myBucknell:**

- CareerNet – Networking database of Bucknell alumni and parents.
- Access to The Vault – referred to by Fortune as “The best place on the Web to prepare for a job search.”
- PDF pamphlets - research a variety of career topics
- Career Assessments – learn how to pair your skills, interest, and experience with career choice
- Career Search – same tool available to students to research employers is also available to alumni
- Bucknell Alumni Clubs – network informally!

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**Job Leads from the Bucknell Community:**

The following are job leads that have been presented to alumni by members of the **Bucknell community** - alumni, parents and friends of Bucknell. New leads since the last issue of NOTES are in **bold**.

To view entire description, please log onto [Beyond the BRIDGE](mailto:acs@bucknell.edu). **NOTE:** For best search results, type (bucknell) in the keyword field. Contact us if you have any questions (acs@bucknell.edu).

- Sparta Systems (bucknell) - Entry level software developer, web master
- **Oxygen Media (bucknell)** - Assistant, Business & Legal Affairs

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**Job Leads from Outside Bucknell:**
The following are job leads that have been presented to alumni by members outside the Bucknell community. New leads since the last issue of NOTES are in bold. To view entire description, please log onto Beyond the BRIDGE. NOTE: For best search results, write the job title in the keyword field. Contact us if you have any questions (acs@bucknell.edu).

American Income Life - Entry Level Management and Sales Associates
Contech Bridge Solutions - Project Consultants/Sales Engineering
Cathedral Foundation - Development Associate
Catholic Health and Human Services - Communications Manager
Covington & Burling LLP - Entry Level Paralegal
Extreme Entrepreneurship Tour (EET) - Best Practice Report Editor, Director of Educational Outreach, Tour Manager
Flinchbaugh Engineering, Inc. - Manufacturing Project Engineer
Frito Lay - Operations Resource
Grant-Peters Associates (Recruiters) - web developer
Hardesty & Hanover, LLP - Structural Engineer I
Imagine Schools-MO – principals
JCJ, LLC - Manager, Corporate Finance
JobPlex (recruiter) - Process Engineer II
Leggette, Brashears & Graham, Inc. – geologist/hydrologist/environmental scientist
Milton Hershey School - 8th Grade Science Teacher, Culinary Arts Instructor, Graphics Communication Technologies Instructor, Health Occupation Teacher, Math Teacher, Natural Resources Instructor, Reading Teacher, 8th
Mountain Top Technologies - software developers and software engineers
North Penn Legal Services - Central Intake Screener/AmeriCorps Position
Springfield Township High School - Spanish Teacher
The CIB Group – consultive sales

Alumni Career Services Can Help You:

- Think through a career change and making career decisions
- Network effectively
- Search for a job
- Effectively use the Internet in job and career exploration
- Transition into a new career
- Assist you in improving and targeting your resumes and cover letters
- Identify your interests, values, goals, and preferences
- Plan for graduate or professional school

Programs/Events:

March 1st, 2007, 5:00 - 7:00 pm in DC.
The purpose of this event is to offer students and alumni an environment to network with alumni and parent representatives from the Government, Nonprofit & Public affairs worlds about their career paths, their organizations and any volunteer, internship and full-time positions they presently have or plan to have available in the future. This event is opened to Bucknell students only.
Webinar: Behavioral and Case Interviews
March 28th from 7-8pm EST
Past performance is a great predictor of what you will do in the future. Employers want examples of your abilities, not just pat answers. Learn to market yourself confidently:
• Identify concrete examples to use in any type of interview
• Become familiar with behavioral questions and what interviewers seek
• Develop thoughtful questions to ask during your interview

Find out what other Bucknellians are doing in your area!
http://www.bucknell.edu/x719.xml

Experienced Hire Career Fair Hosted by Vault and Business Week
March 20th, New York, NY
Go online for more details… http://www.vault.com/experiencedhire/