

Below are the 5 REQUIRED STEPS to reserve a seat at the Career Networking Lunch on February 9, 2017:

- ☐ Log into Career Beam or create a free account as a student or alumnus.
- ☐ Complete the "Skills Verification Exercise" and identify my top 3-5 skills on Career Beam.
- ☐ Create my resume (can use Career Beam Resume Builder) and email to epate@swu.edu for approval.
- ☐ Research [employers attending Networking Lunch](#) and email epate@swu.edu with your top 3 employers of choice to sit with at the lunch.
- ☐ Complete a virtual mock interview in Career Beam and send link to epate@swu.edu for feedback.

Further Career Beam instructions are listed below. Your reservation will not be confirmed until all five steps are completed. Space is limited and will be reserved on "first come, first serve" basis.

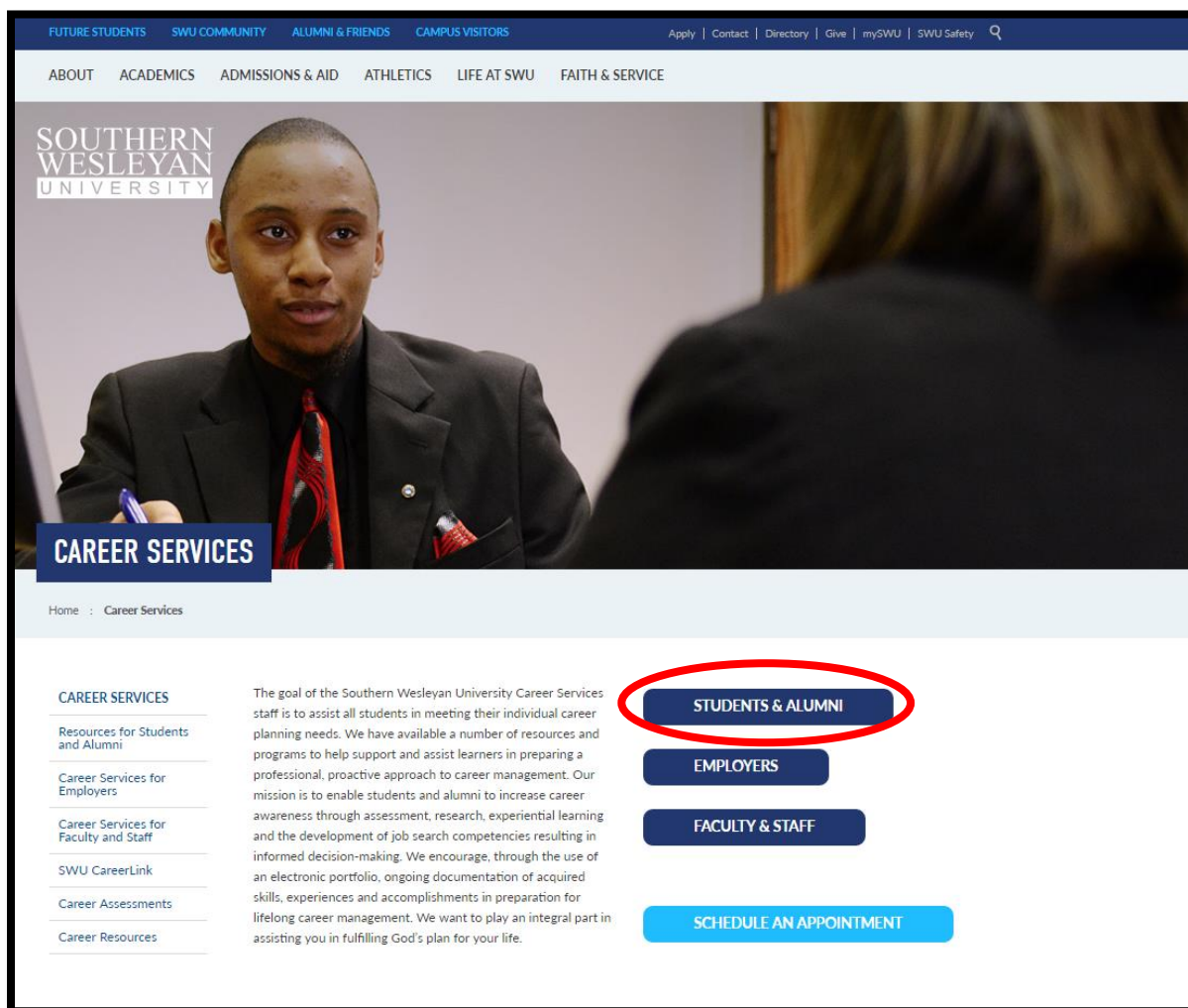
Once you have completed all five required steps on Career Beam please email epate@swu.edu to confirm your registration for a table for the Networking Lunch on February 9, 2017 at The Founders, University Dining Commons, [Childs St., Central, SC US 29630](#)

To review the instructions on how to register with Career Beam you can go back and watch the video and instructions on the SWU Career Services YouTube page.

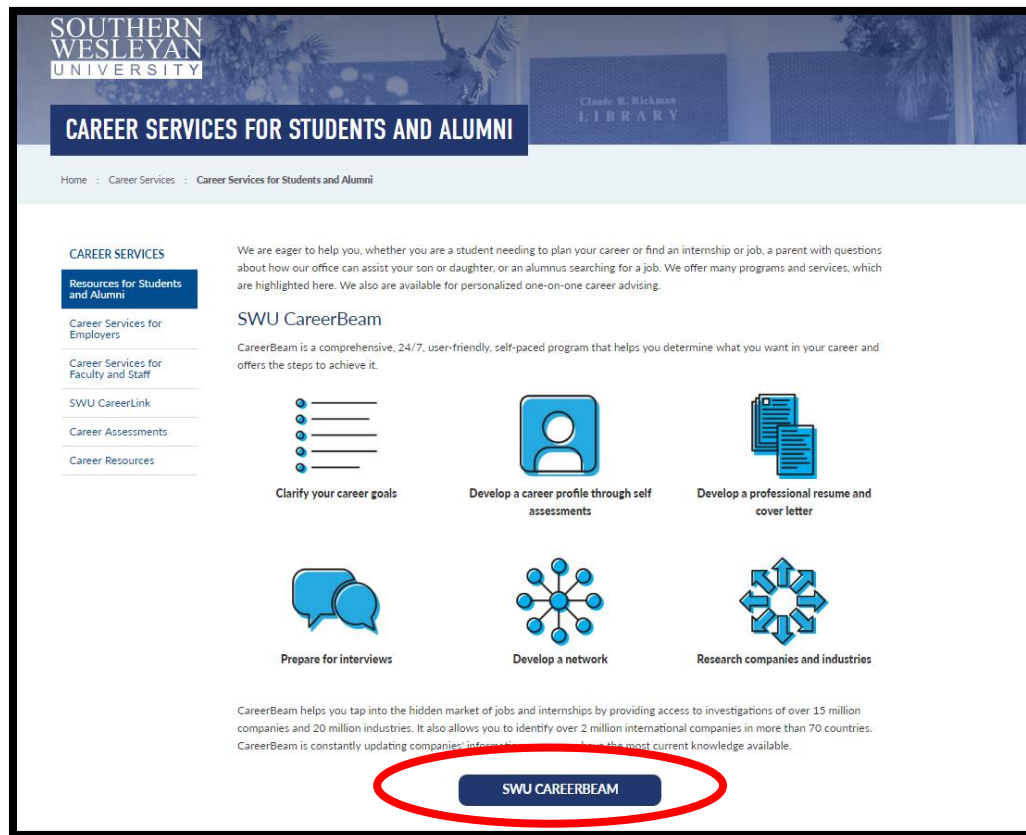
Career Beam Introduction and Overview Video- http://youtu.be/IXn_13P0Byo (length: 6:41)

REQUIREMENT 1- Log into Career Beam or create a free account as a student or alumnus

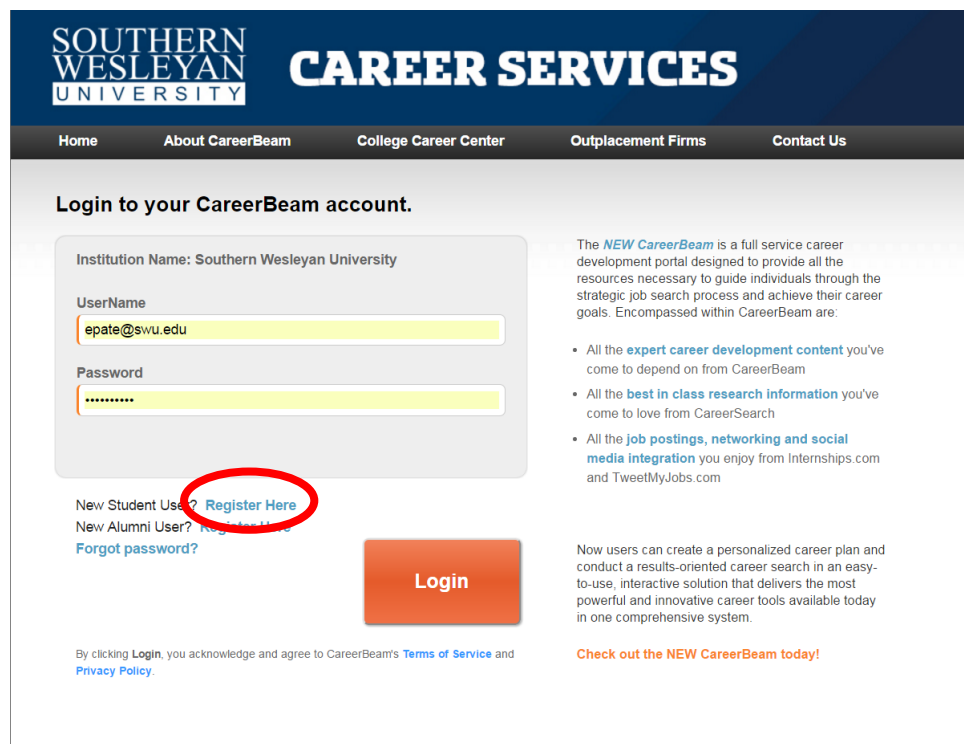
1. To begin using Career Beam you must first create your account by linking to the Career Beam website. Go to the Career Services website at www.swu.edu/careerservices.



2. Click "Students and Alumni" or "Faculty and Staff" buttons to find the icon for SWU Career Beam.



3. Students will create accounts by using their SWU email address.



- Students can select their College and major using the dropdown box and reviewing the list of SWU majors provided. I requested that students copy and paste the majors from the list of SWU majors in the appropriate field in order to keep the wording of the majors consistent.

- After selecting a campus location and creating a password, the final step is to confirm your email address to activate your account.
- After filling in all the fields click “create my account”, make sure to go back into your SWU email account to find the Career Beam email which was automatically sent to you upon registration. Typically students will need to click a hyperlink or open the link in the email to a new tab to confirm that they are a real person with a real SWU email address.

7. After you have confirmed your email you should be able to log in at the [Career Beam homepage](#). Your username will be your entire SWU email address and the password will be whatever you created when you registered.

SOUTHERN WESLEYAN UNIVERSITY CAREER SERVICES

Home About CareerBeam College Career Center Outplacement Firms Contact Us

Login to your CareerBeam account.

Institution Name: Southern Wesleyan University

UserName
epate@swu.edu

Password

New Student User? [Register Here](#)
New Alumni User? [Register Here](#)
[Forgot password?](#)

Login

The **NEW CareerBeam** is a full service career development portal designed to provide all the resources necessary to guide individuals through the strategic job search process and achieve their career goals. Encompassed within CareerBeam are:

- All the **expert career development content** you've come to depend on from CareerBeam
- All the **best in class research information** you've come to love from CareerSearch
- All the **job postings, networking and social media integration** you enjoy from Internships.com and TweetMyJobs.com

Now users can create a personalized career plan and conduct a results-oriented career search in an easy-to-use, interactive solution that delivers the most powerful and innovative career tools available today in one comprehensive system.

By clicking **Login**, you acknowledge and agree to CareerBeam's [Terms of Service](#) and [Privacy Policy](#).

[Check out the NEW CareerBeam today!](#)

8. If a student will be graduating soon, or an alumni wants to use the system they can register as an alumni using an alternative email address. After registering the Career Services office will confirm the alumna's registration and they will be able to log into the system. After being confirmed, alumni will be able to log in at the [Career Beam homepage](#). Your username will be your entire email address and the password will be whatever you created when you registered.

SOUTHERN WESLEYAN UNIVERSITY CAREER SERVICES

Home About CareerBeam College Career Center Outplacement Firms Contact Us

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Institution Name: Southern Wesleyan University

UserName
epate@swu.edu

Password

New Student User? [Register Here](#)
New Alumni User? [Register Here](#)
[Forgot password?](#)

Login

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[Check out the NEW CareerBeam today!](#)

REQUIREMENT 2- Complete the "Skills Verification Exercise" and identify my top 3-5 skills on Career Beam**Career Exploration Section**

This section can help you identify key characteristics about yourself by assessing your values, temperament, personality, interests, skills, and talents. This will help you make fulfilling career choices. You can also analyze your preferences for aspects of your work environment such as Industry, Location, and Company Culture.


1. Click "Career Exploration" on the main homepage

The screenshot shows the Southern Wesleyan University Career Services homepage. The navigation bar at the top includes links for Home, Messages (328), Help, Logout, and social media icons. The main navigation bar features several dropdown menus: **Career Exploration** (highlighted with a red circle), Career Planning, Getting The Job, Research Tools, and Account. Below the navigation bar, a welcome message reads "Welcome, Ellen Pate Student".





The main content area is divided into several sections:

- Left Sidebar:** Contains links for Quick Profile, Resume Prep, Interview Prep, and Get Started.
- Center Banner:** Features a large image of a resume with the word "RESUME" in bold. Below the image, it says "Get Noticed by Employers - Use Our Professional Resume Builders" and includes a "Start Now" button.
- Find A Job Or Internship:** A section with search filters. It includes input fields for "Type A Keyword" and "Type City, State or ZIP", an "Advanced Search" button, and a "Search" button. Below the search filters, it mentions "Powered by CareerArc Social Recruiting" and provides links to download the app from the App Store and Google Play.
- Where Do I Start?:** A section titled "Need help figuring out where to start in your career search?". It provides instructions on how to review results from the "Where Do I Start? Exercise" and includes a search box labeled "Type A Keyword".
- Tools & Builders:** A section with two main tools: "Chronological Resume Builder" and "Custom Resume Builder". Each tool has a brief description of its features.
- Current Job Postings:** A section listing several job openings, including "Brand Marketing Director - Bay Area", "RN Health Educator/ Relief Community Health Nurse- Senior Focus (Per Diem)", and "Staff Nurse II - Medical/Surgical, 6N (Part Time - Night Shift)".

2. Click the blue “Start” button next to the “Skills and Talents”





CAREER SERVICES

Home | Messages (328) | Help | Logout |    

Career Exploration ▼ Career Planning ▼ Getting The Job ▼ Research Tools ▼ Account ▼

Career Exploration - Ellen Pate Student

 [View Career Profile](#)



Quick Profile

The Quick Profile is a brief interactive assessment in three sections that will analyze your values, interests and personality. Once completed, your quick profile will identify careers that may be a good fit for your personal preferences.

Completing the Quick Profile is a great way to quickly get some insight into your personal preferences, but for a more detailed look into what careers are a good fit, continue with the exercises in the sections below.

Completed

Assessing Yourself

Where Do I Start? <small>NEW</small>	+	Completed
Values	+	Completed
Temperament	+	Completed
Personality	+	Completed
Interests	+	In Progress
Skills & Talents	+	Completed

Defining Your Options/Preferences

Industry	+	In Progress
Location	+	Completed

- Click the "Skills Verification" tab and select a link for the "Skills Verification Exercise" to determine your top 3-5 skills.

The screenshot displays the Southern Wesleyan University Career Services website. The header includes the university logo and the text "CAREER SERVICES". Navigation links at the top include Home, Messages (1397), Help, Logout, and social media icons. A secondary navigation bar lists Career Exploration, Career Planning, Getting The Job, Research Tools, and Account. The main content area is titled "Career Exploration > Skills & Talents". It features three tabs: "Today's Professionals", "Skill Verification" (highlighted with a red circle), and "Talents". Below the "Skill Verification" tab, there is a section titled "Skill Verification" with a paragraph explaining its purpose. A link for "Skill Verification Exercise" is highlighted with a red circle. A blue "Continue" button is located at the bottom right of this section. On the right sidebar, there is a "Resources" section with a link to "Betsy's Story" and an "Exercises" section with links for "Professional Skills", "Skill Verification" (highlighted with a red circle), and "Talents".

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Career Exploration ▼ Career Planning ▼ Getting The Job ▼ Research Tools ▼ Account ▼

Career Exploration > Skills & Talents

Today's Professionals **Skill Verification** Talents

Skill Verification


In career planning, it is essential that you receive some verification about your present skills. One way to access skills is to see if your successes in your work contain a common element. For example, have you proven yourself to be an effective leader? Are your writing skills frequently praised? Have you come up with innovative ideas that have been put into practice? Are you considered to be an "expert" in a particular area?

Another way to generate skills that you can own as "Tried and True", is to complete the [Skill Verification Exercise](#) which helps distinguish between skills we think we possess and would enjoy, to those we actually do extremely well.




[Continue](#)

[Back to Career Exploration](#)

Resources


Betsy's Story 
Betsy is a great example of how we can totally overlook our greatest talents in the career search process. Betsy had a background in healthcare and nursing. She had moved from the East Coast to the Midwest when her husband was ...
[Read More](#)

Exercises





[Professional Skills](#) 
[Skill Verification](#) 
[Talents](#) 

Career Research Links

4. Complete the exercise and click “Save Selections” until you arrive at the summary page with your top 3-5 skills.



CAREER SERVICES

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Career Exploration ▼ Career Planning ▼ Getting The Job ▼ Research Tools ▼ Account ▼

Exercises > Skill Verification


Skill Verification Exercise

Select all the Skills you believe you possess.

Adapting	Administering	Advising
Analyzing	Arbitrating	Arranging
Ascertaining	Assessing	Auditing
Budgeting	Charting	Checking
Classifying	Coaching	Communicating
Compiling	Composing	Computing
Conceptualizing	Conducting	Consolidating

[Back to Skills & Talents](#)

Resources





Betsy's Story


Betsy is a great example of how we can totally overlook our greatest talents in the career search process. Betsy had a background in healthcare and nursing. She had moved from the East Coast to the Midwest when her husband was ...

[Read More](#)

Exercises

Professional Skills 

Skill Verification 

Talents 

The screenshot displays the Southern Wesleyan University Career Services portal. At the top, the university logo and 'CAREER SERVICES' header are visible. A navigation bar includes links for Home, Messages (1397), Help, Logout, and social media icons. Below this, a menu bar offers options: Career Exploration, Career Planning, Getting The Job, Research Tools, and Account. The main content area is titled 'Exercises > Skill Verification'. A sub-header 'Skill Verification Exercise' is present. The central section, 'Your Strongest Skills', lists four skills: Administering, Arbitrating, Communicating, and Composing. This list is circled in red. A 'PDF' button is located to the right of the list. Below the list, a note advises users to highlight these skills in their resume, pitch, and interview stories. A 'Retake This Exercise' link and a 'Return to Skills' button are at the bottom. On the right sidebar, there is a 'Back to Skills & Talents' button, a 'Resources' section featuring 'Betsy's Story', and an 'Exercises' section with links to Professional Skills, Skill Verification, and Talents.

SOUTHERN WESLEYAN UNIVERSITY **CAREER SERVICES**

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Career Exploration ▼ Career Planning ▼ Getting The Job ▼ Research Tools ▼ Account ▼

Exercises > Skill Verification

Skill Verification Exercise

Your Strongest Skills [PDF](#)

You have identified the following skills as your strongest skills:

- Administering
- Arbitrating
- Communicating
- Composing

As you prepare your [resume](#), [pitch](#) and [interview stories](#), be sure to highlight these skills.

[Retake This Exercise](#) [Return to Skills](#)

Back to Skills & Talents

Resources

Betsy's Story

Betsy is a great example of how we can totally overlook our greatest talents in the career search process. Betsy had a background in healthcare and nursing. She had moved from the East Coast to the Midwest when her husband was ... [Read More](#)

Exercises

[Professional Skills](#)

[Skill Verification](#)

[Talents](#)

Career Research Links

Career Beam combines and summarizes all of your assessment and exercise results into your own customized Career Profile Report that can be found in the Career Exploration Section.

Each time you open one of the assessments you'll be given an overview with some content for you to read and a link to the exercises you will need to complete. After you have completed any of the assessments and exercises click the "Career Exploration" tab at the top of the menu and then click the "View Career Profile" button to see all the assessment that have been completed or to review the ones that you have not yet started. Next we move on to the Career Planning Section.

Career Planning Section

I would like to make a special note for our AGS students or any students coming back to school after multiple years of working or experience. The “Managing your Career” section is a great place for graduate students or AGS students who are in the process of assessing their current career path and are planning to make changes. This module allows students to evaluate their current career path and determine what parts of their career history meets their needs or may need to have a strategic change.

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Career Exploration ▼ **Career Planning ▼** Getting The Job ▼ Research Tools ▼ Account ▼

Career Planning - Ellen Pate Student

[View Career Profile](#)

Create A Career Plan

In order to successfully manage your career, you've got to focus on those elements of the career campaign process that are in your control. Otherwise, you run the risk of getting frustrated early and often. The best way to conduct an effective career campaign is to set goals, constantly check your career plan for feasibility and reasonable expectations, and manage your productivity so that you execute in a timeframe that is desirable to you.

Start creating your career plan now.

[Get Started](#)

Identifying Your Ideal Work Environment

Industry	+	In Progress
Location	+	Completed
Corporate Culture	+	In Progress
Entrepreneurial Aptitude <small>NEW</small>	+	Completed
Leadership	+	Completed
International <small>NEW</small>	+	Start
Government <small>NEW</small>	+	Start

Networking for Your Career

Open Market Strategies	+	Start
Understanding the Hidden Market	+	Start
Creating Your Network	+	Start
Using Social Media <small>NEW</small>	+	Start

Managing Your Career

Your Current Career Path	+	Start
Paths to Consider	+	Start
Summary & Action Plan	+	Start

REQUIREMENT 3- Create my resume (can use Career Beam Resume Builder) and email to epate@swu.edu for approval

*****If you already have a copy of a resume you can simply email to epate@swu.edu for approval. You are not required to use the Career Beam resume builder—it is an additional tool if needed.**

Getting the Job Section

This section contains the guts of what is needed to create your marketing materials (Pitch, Resume, Cover Letter, and Follow-up materials) for your career search. Each section walks you through a step-by-step process to create effective, accomplishment-based materials with easy to use builders. There are also great resources to help you practice and prepare for successful interviews including sample questions with tips on answering, tip videos and the ability to record and share practice interview responses. Finally, the Job Postings section can connect you with thousands of employers. You can set alerts to notify you when new positions become available that match your specific job criteria.

1. Click the “Getting the Job” link on the main homepage and select “Resumes”

The screenshot shows the Southern Wesleyan University Career Services homepage. The navigation bar includes links for Home, Messages (1397), Help, Logout, and social media icons. The main menu has categories: Career Exploration, Career Planning, Getting The Job, Research Tools, and Account. The 'Getting The Job' dropdown menu is open, showing options: Pitch, Resumes (highlighted with a red circle), Cover Letters, Interview Preparation, Follow - Up, and Job Postings. The 'What Is Your Pitch?' section is visible, containing text about the importance of a pitch and a 'Read More ...' button. The 'Create Your Positioning Statement' section is also visible, with a 'Create Your Positioning Statement' button.

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Career Exploration ▼ Career Planning ▼ **Getting The Job ▼** Research Tools ▼ Account ▼

Getting the Job > Pitch

- Pitch
- Resumes**
- Cover Letters
- Interview Preparation
- Follow - Up
- Job Postings

What Is Your Pitch?

The last time you met somebody, there was a point where you had to explain who you are and what you do. We call this a "pitch." In a pitch, you have an initial seconds to hook the listener. If you are successful, the listener will give a positive cue for you to continue. The difference between a successful pitch and an unsuccessful one can mean winning or losing an opportunity for yourself.

In a career search, this means you've just won or lost a chance at a potential job.

The content and exercises in this module will help you identify your strengths, construct your positioning statement and prepare your pitch so you can win at each opportunity.

[Read More ...](#)

Create Your Positioning Statement

Developing your pitch, or positioning statement, starts with first, assessing your key attributes and second, developing statements that illustrate your ownership of these qualities.

Use your [Career Profile Report](#) to help identify your strengths and key points as you create your positioning statement.

[Create Your Positioning Statement](#)

Write three statements that communicate your key strengths, then substantiate the strengths with specifics and close with your current actions.

s/pitch/

2. Click “Read More” to learn tips about writing an effective resume or click “Custom Resume Builder” to get started on building a resume from scratch
3. If you already have a copy of a resume you can simply email to epate@swu.edu for approval. You are not required to use the Career Beam resume builder—it is an additional tool if needed.


Additional Resource Note* For a more extensive list of sample resumes by industry (including Entry Level, Mid-Career, and Experienced Professionals) please see the links below for our most extensive Resume resource, **Optimal Resume:*

You can also look at sample resumes here and search for samples by industry:

<https://swu.optimalresume.com/modules/resume/showSamples.php?section=loadSamples#.VnR3eCchQns.facebook>

<https://swu.optimalresume.com/> (register an account with your SWU email Address)

Once you are inside Optimal Resume, create a new letter and you can see a wide range of cover letter examples. See samples here <https://swu.optimalresume.com/modules/letter/showSamples.php?section=loadSamples>



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Career Exploration ▼

Career Planning ▼

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Getting the Job > Resumes


Preparing Your Resume

Most resumes only describe what you have done and where you have been. These resumes are focused on the past, not your future. It is absolutely essential that you recognize your talents and that you have enormous value to contribute to an organization. Once you can embrace your strengths and feel excited about your accomplishments, you are ready to begin building a powerful resume.

Before you begin developing your resume, ask yourself the following questions:


- Who are my ideal employers?
- What do they value?
- What motivates them?
- What skills and experiences do they value?
- What roles are critical within the organization?

Read More ...




Create Your Resume Now

Creating your custom resume is easy using the builders below.


[Chronological Resume Builder](#)

Customize resume sections including summary of qualifications, education, experience and additional information. When complete, save your resume in Word, PDF or TXT format for easy sharing.


[Custom Resume Builder](#)

Choose your ideal career job area of interest and customize your resume sections accordingly. Suggested sections are provided for each job area. For example, if preparing a Non-Profit resume, you will be prompted for content in sections such as community service and campus leadership in addition to your education and work experience.

4. Select an resume type by industry and click “Create a Resume” to launch the builder
5. Once you have filled in sections of your resume click “Download to Word” to save a copy and email to epate@swu.edu for approval

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Career Tools > Custom Resume Builder

Build A Custom Resume

Select A Resume Type

Accounting	Administration
Advertising	Architectural Design
Artist	Banking Investment
Banking Mortgage	Chronological
Communications	Computer Programmer
Computer Systems Analyst	Consultant
Criminal Justice	Culinary Arts
Curriculum Vitae	Data Entry
Education	Editorial
Engineering	

Resume Sections

- Objective
- Educational Background
- Teaching Experience
- Training & Certifications
- Fellowships and Grants
- Key Accomplishments
- Community Activities

* Drag to reorder resume sections.

Create Resume

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Getting the Job > Resumes

Ellen Student Pate [Edit](#)

1 Wesleyan Way • Central, SC 29630 • 555-555-5555 • epate@swu.edu
<https://www.linkedin.com/in/ellenpate> • <http://re.vu/EllenPate>

OBJECTIVE [Edit](#)

[Objective]

CLEAR SECTION REMOVE SECTION

SUMMARY [Edit](#)

[Summary]

CLEAR SECTION REMOVE SECTION

PROFESSIONAL EXPERIENCE [Edit](#)

[Company / Organization Name] [City / State]
[Position Title] [Date Range]

[Back to Resumes](#)

This resume is: **Private**

Resume Name
Auto_2016-Jan-12_09:24 [Rename](#)

Resume Type: Social Work

Download to ...

Current Job Openings

[Resource Navigator](#)
Greenville, SC

[Administrative Officer \(Community Based Care Services\)](#)
Greenville, SC

[DENTAL ASSISTANT](#)
Greenville, SC

[DENTAL ASSISTANT](#)
Greenville, SC

[SOCIAL WORKER MSW Job](#)
GREENVILLE, SC

REQUIREMENT 4- Complete a virtual mock interview in Career Beam and send link to epate@swu.edu for feedback.

Getting the Job Section

1. Click the “Getting the Job” link on the main homepage and select “Interview Preparation”

The screenshot displays the Southern Wesleyan University Career Services homepage. The top navigation bar includes links for Home, Messages (1397), Help, Logout, and social media icons. The main navigation menu features categories: Career Exploration, Career Planning, Getting The Job, Research Tools, and Account. The 'Getting The Job' dropdown menu is open, showing options: Pitch, Resumes, Cover Letters, Interview Preparation (highlighted with a red circle), Follow - Up, and Job Postings. The 'What Is Your Pitch?' section on the left contains text about the importance of a pitch and a 'Read More ...' button. The 'Create Your Positioning Statement' section on the right provides instructions on how to develop a positioning statement.

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Career Exploration ▼ Career Planning ▼ **Getting The Job ▼** Research Tools ▼ Account ▼

Getting the Job > Pitch

What Is Your Pitch?

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[Read More ...](#)

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[Create Your Positioning Statement](#)

Write three statements that communicate your key strengths, then substantiate the strengths with specifics and close with your current actions.

s/pitch/

2. Click the orange “Get Started” button to learn tips about effective interviewing
3. Click the blue “Get Started” button on the right to launch the Practice Interview module

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Getting the Job > Interview Preparation

The Employer Perspective

Employers want to hire candidates who understand their organization's goals and objectives. They want to hire people who offer solutions and contributions. They want you to listen to them, understand them and commit to acting in their best interest. They want you to be focused on the company and its needs, not on yourself.

You may not know that more offers are extended in an interview when the interviewer talks more than the interviewee. Yes, that's right. More offers are extended when you get interviewers to share about themselves and the company rather than when they spend their time listening to you talk about yourself.

How do you get the interviewer to talk about the company rather than drill you with endless questions?




Record a Practice Interview


Quick and Easy Interview Practice

- ✓ Begin by selecting the number of practice questions you would like
- ✓ Next select the types of questions - HR, technical, sales, tough
- ✓ Last, select the industry or position for which you are interviewing

The only required field is the number of questions. When you have finished recording your practice interview, you can share the video with your career counselor and friends for feedback.



4. After reading the instructions, scroll to the bottom of the page to make the interview selections



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[Career Exploration ▼](#) | [Career Planning ▼](#) | [Getting The Job ▼](#) | [Research Tools ▼](#) | [Account ▼](#)

Interview > Practice Interview

Practice Video Interview

Create Your Practice Video Interview

Creating your practice video interview is a good way to prepare for questions you might be asked while in a live interview. In addition, many companies are now using video interview technology to screen candidates during the selection process. Read more about the [video interview process](#).

Tips for recording your video interview:


- Dress in professional business attire, just as you would for an interview.
- Remember to **smile**.
- Look directly into the camera.
- Watch your video and share it with others to review your body language and responses.
- Your video should be a close-up (head to waist) - don't target too large an area.
- Film against a **solid color** surface and remove distractions from the field of view behind you.
- Be sure there is enough lighting in the room where you record your practice interview.

PLEASE NOTE: You must **follow all the steps** required in order to complete and process your video.

1. Select number and type of questions and **name** your video.
2. Click 'follow' to start and then click the 'red button' to start recording when you're ready.


Back to Interview Preparation

Resources


Interview Questions

1. Tell me about yourself.
2. What do you expect from the company that hires you?
3. What did your last performance evaluation say about you?

[Go to the Interview Question Library ...](#)


Video Interview Examples

[The First Impression](#) ▶

[Probing for Weaknesses](#) ▶

[Talking About Strengths](#) ▶

[See All ...](#)

5. Use the dropdown to select “General” for the types of questions you would like to be asked
6. Use the next dropdown to select “3” for the number of questions you would like to record
7. Name your interview “Career Fair Preparation”
8. Click “Start the Interview”

2. Click 'allow' to start and then click the 'red button' to start recording when you're ready.
3. Click the 'red button' again when you are finished recording.
4. Your video will replay and if you are satisfied with it, click 'save'.
5. If you wish to re-record, click the 'red button' and select 'yes' that you wish to re-record your answer.
6. When you finish all questions you may click to share your videos or add notes.

Get Started

Your Interview Settings

What types of questions would you like to be asked?
General

How many practice questions would you like to record?
3

Name your interview
Career Fair Preparation

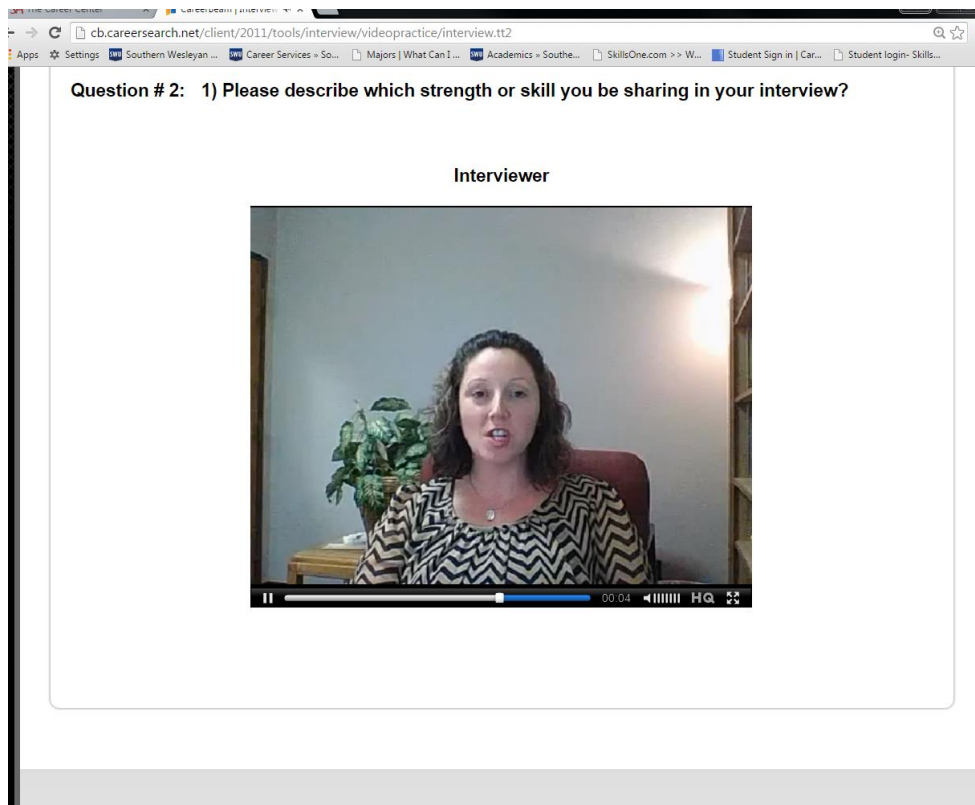
Start the Interview

Video Practice Interview

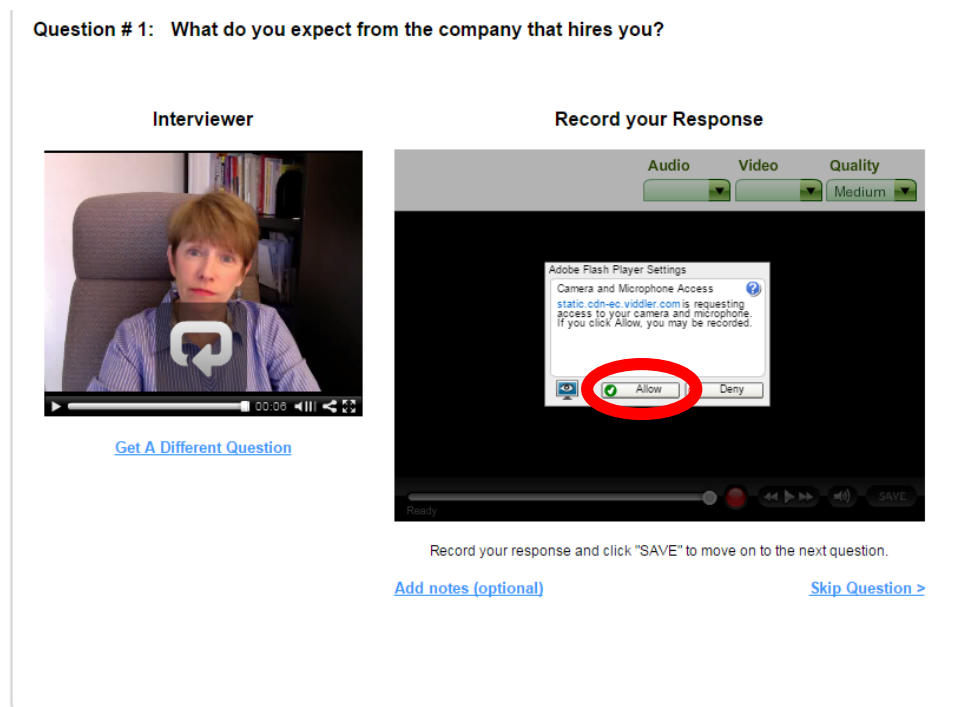
1. Ellen Pate Interview 1
2. Ellen Pate Interview 1
3. test
4. test
5. Practice 1
6. Healthcare Practice
7. Camtasia test
8. Camtasia test
9. Test
10. Ellen Pate- MedEx Academy Interview
11. Autosave_2016-Feb-25_10:15:46
12. Autosave_2016-May-03_13:41:40
13. Phone interview
14. Phone interview
15. Test Technology - 8-10-16
16. Test Technology - 8-10-16
17. Test 9-23-16
18. test

Create Another ...

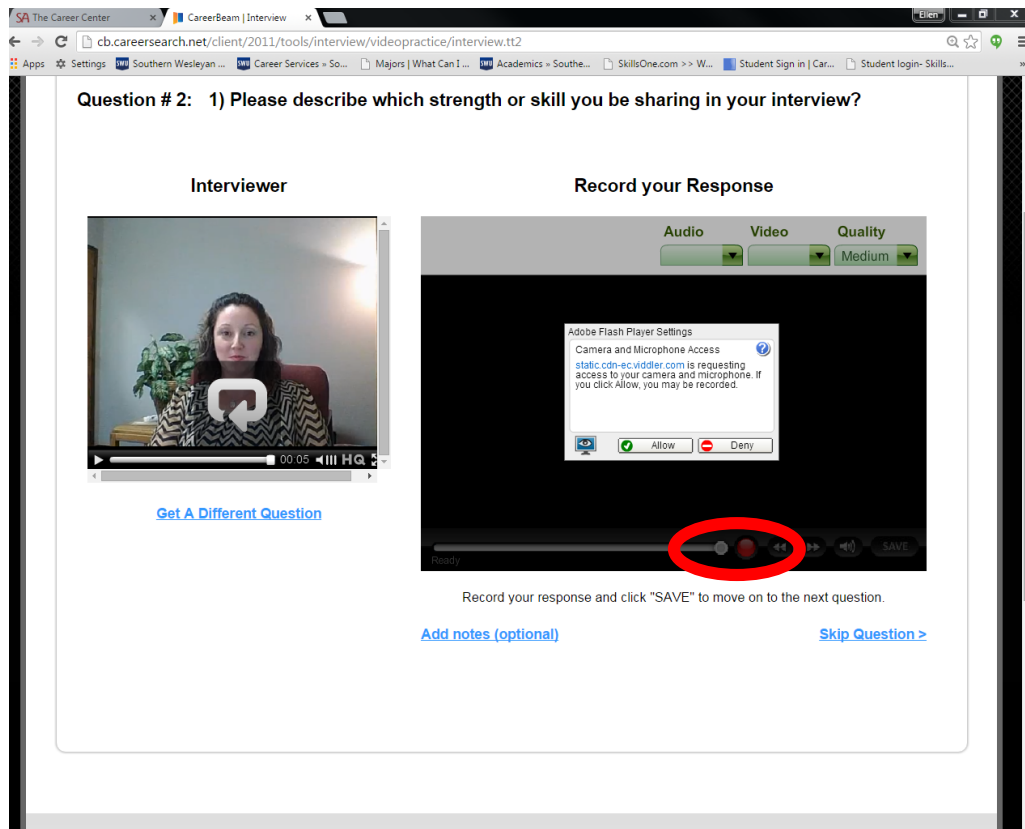
9. Listen to the first question that is offered as part of the virtual interview.



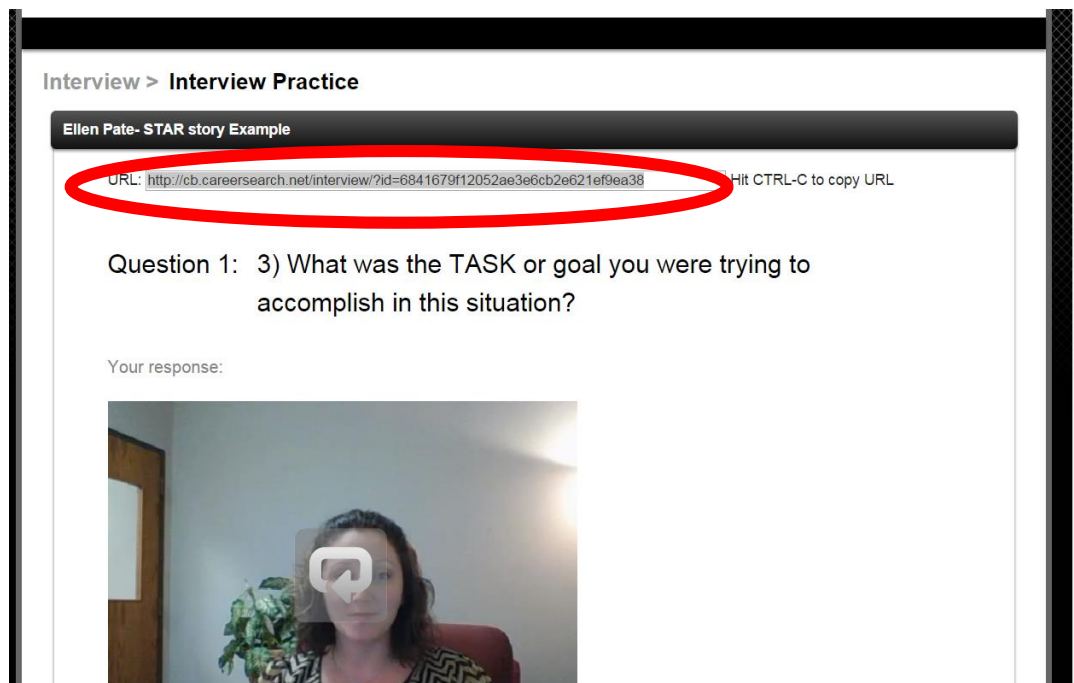
10. Once you are ready to Record Your Response, click the “Allow” button so that Career Beam can connect itself to the webcam used by your laptop, computer, or external webcam.



11. Click the RED Circle to record your responses. If you do not like your response, you can click the RED circle again and it will delete your previous response and record a new one. Once you are pleased with your response you click "Save" and that will move you to the next question.
12. Repeat this process until all three question responses have been recorded.



13. Once you have recorded all three responses, click the URL and copy/paste this link to an email to epate@swu.edu for approval

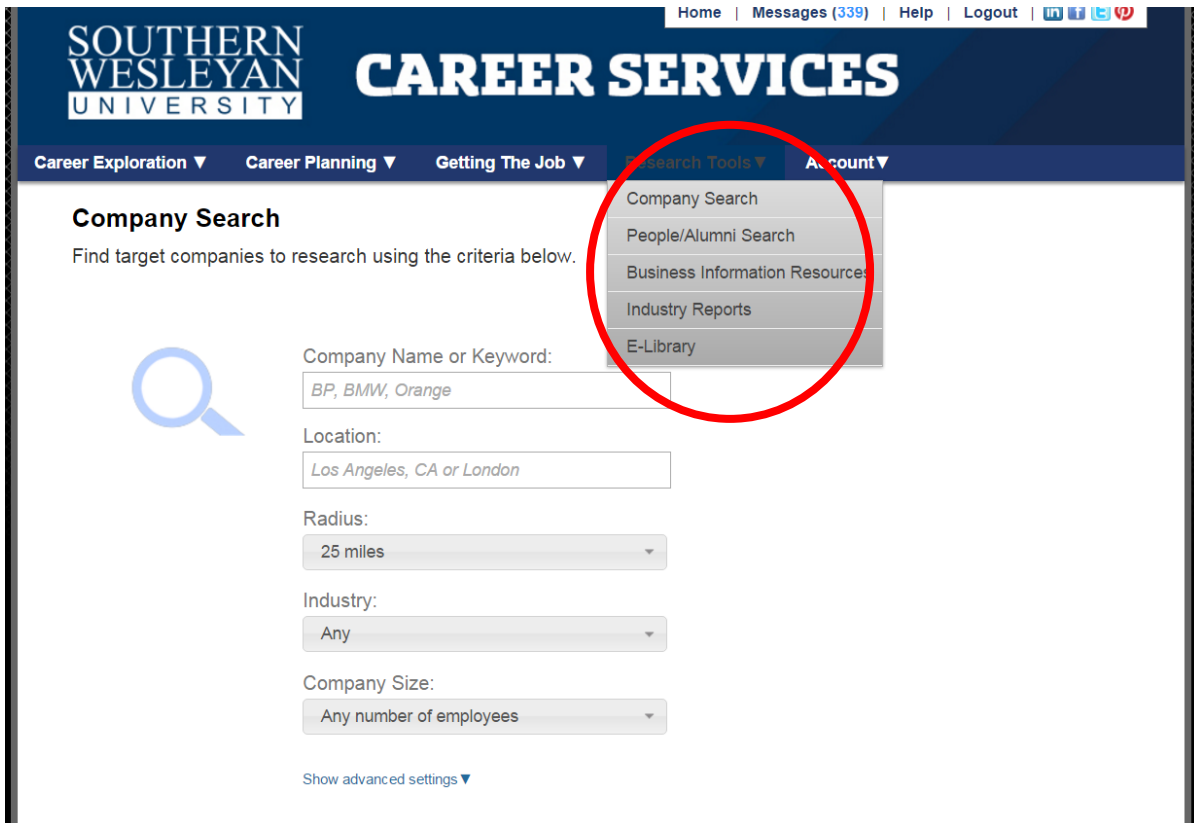


REQUIREMENT 5- Research employers attending Networking Lunch and email epate@swu.edu your top three employers of choice with whom you would like to sit. You can use Google, company websites, or the “Research Tools” section in Career Beam.

***For a complete list of registered employers please go to the [Career Networking Event Page](#)**

Research Tools Section

This section include the best company and industry research tools available, allowing you to identify not just companies, but also contacts within each company that meet your specific job search criteria. You can target specific industries and locations and identify the best fit organizations for you. You will also find a wealth of additional research information to ensure a thorough and targeted career search. In the E-Library Section I would also like to point out links for Military Resources as well by searching for the links alphabetically.



The screenshot displays the Southern Wesleyan University Career Services website. The header includes the university logo and navigation links: Home, Messages (339), Help, Logout, and social media icons. A dark blue navigation bar contains the following menu items: Career Exploration, Career Planning, Getting The Job, Research Tools, and Account. The Research Tools dropdown menu is open, showing options: Company Search, People/Alumni Search, Business Information Resources, Industry Reports, and E-Library. The Company Search option is highlighted with a red circle. Below the navigation bar, the 'Company Search' section is visible, featuring a search icon and input fields for Company Name or Keyword (containing 'BP, BMW, Orange'), Location (containing 'Los Angeles, CA or London'), Radius (set to 25 miles), Industry (set to Any), and Company Size (set to Any number of employees). A 'Show advanced settings' link is at the bottom of the search section.

Account Section

The Account menu allows you to do many things including having easy access to all documents; saving and tracking jobs of interest; creating campaigns; saving companies and contacts for campaigns; setting job targets, job twitter channels and alerts for job postings or news.



Jobs > Custom Alerts

Trigger Alerts

Custom Alerts

Keywords:

Location:

Add A City, State

Trigger Name:

Name Your Trigger

☐ Message me when I have new jobs.

Create Trigger

Your Current Job Alerts

HR GREENVILLE 36 jobs Edit Delete Update	Created January 11
Part-time Anderson 169 jobs Edit Delete Update	Created January 11
Charleston, SC- Human Services 3 jobs Edit Delete Update	Created October 20, 2015
Charleston, SC- Human Services 3 jobs Edit Delete Update	Created October 20, 2015
Internships near Central 2 jobs Edit Delete Update	Created August 24, 2015

Thank you for taking the time to review Career Beam and to become acquainted with the wide range of resources, tools and trainings available to our students and alumni. I look forward to partnering with students, alumni and faculty across all of our campus and learning centers so that our graduates may benefit from the many free resources that are offered here. If you have and ideas or questions, please feel free to contact Ellen Pate at epate@swu.edu or by calling 864-644-5149.

Once you are have completed all five required steps on Career Beam please email epate@swu.edu to confirm your registration for a table for the Networking Lunch on February 9, 2017 at The Founders, University Dining Commons, Childs St., Central, SC US 29630