

## OCPP OVERVIEW »

Located in Beckman 403, the OCPP (Office of Career Planning and Placement), was established in the ASBE in 2009 to: (1) provide career management programs and services to undergraduate business, accounting, and economics students, (2) develop business relationships with local employers to identify full-time and internship positions for students, and (3) conduct a comprehensive on-campus recruitment program for local employers seeking accounting students.

Service highlights include:

- One-on-one and group career counseling
- Resume and cover letter critique
- Career Leader assessment test
- Practice interviewing
- Career management workshops
- On-line job postings and internships
- On-campus recruitment program for accounting students

## BENEFITS »

To meet the increasing competition for a limited number of jobs, it is important that students equip themselves with all the career management tools possible. These tools will not only assist students in finding their first internship or full-time job, but with refinements throughout their career, that can be used over and over again. Coupled with their academic credentials, students will be better prepared to enter the job market with confidence and focus.

## RELATIONSHIP BUILDING »

The most powerful tool a student can have is knowing how to build business relationships through networking. Since over 70% of today's jobs are obtained through the "hidden job" market versus an internet job site, it makes sense for students to learn and practice the elements of networking as a key source for identifying job opportunities. As a strong advocate for the power of networking the OCPP works with students to develop and increase networking skills.

## DROP-IN HOURS »

Need a quick resume review or have a question? The OCPP has open hours during the week when students can drop-in and speak to a career counselor without an appointment.

**Drop-In Hours are:**

**Mondays & Thursdays: 9:00 AM - 11:00 AM**

**Tuesdays & Wednesdays: 1:30 PM - 3:30 PM**

*Students are still encouraged to make an appointment if they will need more than 15 minutes of counseling time.*

## CONTACTS

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To Make Appointment: [www.chapman.edu/asbe/career-services/OCPP-UG/student-resources.aspx](http://www.chapman.edu/asbe/career-services/OCPP-UG/student-resources.aspx)

