APPENDIX A

GSPP CAREER CENTER OFFICE

The Career Center is an office that GSPP students can reserve for activities related to the job search (full-time jobs, internships, IPA, and/or APA) including:

- Job, internship, IPA or APA related phone calls (interviews, client meetings, etc.)
- Use the Career Center's computer to conduct job searches or prepare job search documents (there is a printer)
- Phone or Skype calls (the webcam and headset at the computer are to be used in the Career Center only)
- Videotaped mock interviews using InterviewStream

Due to limited space, we ask students not to overbook the Career Center, taking into consideration the needs of other GSPP students or staff who may also need to reserve the room. If you have questions or need clarification, please contact Cecille Cabacungan (cecille@berkeley.edu) or Kari Hamilton (khamilton@berkeley.edu).

Important things to note:

- Students must reserve the room in advance online
- Online Reservation System: https://gsppi.berkeley.edu/calendar/ (see next page for detailed instructions)
- All reservations are automatically posted (no approval is required)
- Your GSPP building key will unlock the door

If the Career Center Office is booked during the time you need to use it, please contact Aarin Walker (abwalker@berkeley.edu) to inquire about possible alternative space at GSPP. If Aarin is unavailable, you may contact Cecille Cabacungan or Kari Hamilton for assistance.

Reserve the Career Center On-Line
https://gsppi.berkeley.edu/calendar/

- Sign in using your CalNet ID and Passphrase
- On the color-coded "GSPP Calendars" menu on the left side of the web page, click on "Career Center (250B)" (it may be easier to first click on the "Hide All" button, then click on the Career Center)
- Click on the date/time you would like to reserve
- Enter the information for your reservation (make sure to select "Career Center (250B) in the "Room" drop-down list

Accessing the Career Center Office

- Through Classroom 250 (if class is not in session)
  Enter Room 250. Go through the exit door at the northwest corner of the Room. The Career Center is immediately to the left. Please use the 3rd Floor access point instead if class is in session.

- Via the 3rd Floor
  From the elevator or top of the stairs, turn right and go down the hallway to the end, towards Jack Glaser's office (Room 359). Go through the exit door and down the back stairwell to the 2nd floor landing, where the Career Center is located.

Career Center Phone Number: 510-642-5792