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Peer Advisor Program Fall 2016 Advanced Training



CAREERSERVICES

DISCOVER YOUR PATH



Peer Advisor “Passport” Advanced Training Program

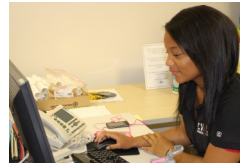
Welcome back! This is a passport that outlines required training for you during the Fall quarter. These tasks are designed to serve as a refresher and also facilitate professional development.

“Learn the rules like a pro, so you can break them like an artist.”

—Pablo Picasso

TRAINING DESTINATIONS

Front Desk Review



Meet _____ with

Kristen and review:

1. How to schedule appointments
2. How to answer the phone, transfer calls, and take messages
3. How to use basic office equipment

Kristen Paton _____

Co-lead a Workshop



Pick a workshop you are interested in and collaborate with a counselor.

Workshop: _____

Initial: _____

Career Services Website



Complete the Career Services Website Scavenger Hunt (pick up the form from Kristen or Kyoko).

Kristen or Kyoko _____

Advanced Resume Review



Complete a recorded mock resume review with a counselor.

Review completed by: _____

CV Review



Complete a mock CV review with a counselor.

Review completed by: _____



University 101 Presentation

Observe at least 1 University 101

presentation. Staff Initial: _____

Present information in a University 101



class. Staff Initial: _____

Peer Mentoring

Meet with your new peer and check in once a week to address their progress and goals for the week.