MAINTAINING A PROFESSIONAL REPRESENTATION IN THE TECHNOLOGICAL WORLD

Let’s face it. We all rely on technology. It is our main way of communicating with others, both privately and professionally. We are so used to it that we often forget that, professionally, we need to think about how others perceive our image based on how we communicate. The way you choose to portray yourself in email, on social media and on the phone can be viewed as a reflection of your values and competency and may affect the way you are considered for internships, jobs, or even promotions. In order to ensure that your online presence will put you in the best possible light, it is important to keep these things in mind:

**E-mail:**
1. Make sure that your e-mail address is something that you would be proud to share with employers.
2. Choose your words carefully so that that your e-mail comes across as polite and considerate.
3. Include a clear, concise subject line and use an appropriate greeting and closing in your message.
4. Use a standard, legible font and be sure to proofread for spelling and grammatical errors.

**Social media:**
1. Avoid posting inappropriate images. Anything that may be seen as offensive, illegal, or provocative should not be shared.
2. Avoid posting extremely negative content. Don’t air out your personal grievances and complaints, particularly about current or past professors or employers.
3. Use good judgment when sharing opinions. As with images, think about how your statements will be interpreted by others. It is OK to have an opinion but avoid being aggressive or hostile.

**Phone/voicemail:**
1. Always state your name and the reason for you call clearly and concisely.
2. Make sure the voice mail on your phone is set up with a greeting that is friendly and easy to understand and be sure your mailbox is not full.
3. When leaving a voicemail for a job, interview, or other professional purpose, be sure to clearly state your name and the purpose of your call.

Keeping these tips in mind when using technology to communicate will help to ensure that you put your best foot forward as you transition into the professional world.
**Career Services Seminars**

Career Services has a variety of health related seminars for Health Professions Students.

Descriptions of upcoming events can be found here: careers.rutgers.edu.

It is important to note that these popular seminars fill quickly and require registration. Be sure to sign up as soon as possible to ensure you may attend.

**2018 Deadline for Release Forms**

If you haven’t had your letters sent out in the 2018 cycle and still must do so, the deadline for submitting your release form to the Health Professions Office is Monday, December 10th.

Please be aware that release forms are processed on a first come, first served basis, and this deadlines does not apply to general release forms for other graduate and academic programs.

**Holiday Closures**

The HPO will be closed Thursday and Friday, November 22-23, in observance of the Thanksgiving holiday.

In December, The HPO will be closed the week of December 24th in observance of the winter holidays. Have a nice end to your semester and happy holidays!

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**General Tips on What to Actively Avoid When Considering Medical School**

1. Stay out of trouble
   A disciplinary/academic dishonesty problem can be devastating to your application. Disciplinary clearance is checked when applying for a committee letter with the HPO office.

2. Avoid debt if possible
   Since you will need to qualify for student loans when applying for your graduate studies, try to avoid accruing as much debt as possible during your undergrad years.

3. Do not procrastinate
   Late applications can cause admissions officers to question your commitment to your chosen field. Be proactive in submitting your application and getting your materials in on time.

**What should I do during the summer? Summer 2019 Clinical Opportunities**

It is never too soon to start thinking about how you are going to spend Summer 2019! We have compiled a list of summer clinical and research opportunities to consider.

This list is not exhaustive but it should be a good place to start. Please be aware that some programs have application deadlines as early as January and February, so be sure to check those deadlines carefully.

We have provided dates relevant to Summer 2019 where possible but some programs have not announced the dates for next year yet. We encourage you to check those web sites frequently for updated information.

The list of upcoming clinical opportunities with links for more information can be found on our website here: https://hpo.rutgers.edu/images/documents/2019_Summer_Clinical_Opportunities.pdf

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**DO YOUR GRADES NEED SIGNIFICANT IMPROVEMENT?**

The Association of American Medical Colleges (AAMC) has compiled a database of post-baccalaureate and graduate programs for students.

There are several different types of programs, including Academic Record Enhancer Programs which are specifically designed for applicants whose credentials do not meet the medical school requirements.

Both non-matriculating, post-baccalaureate programs and graduate programs are listed by state, at: https://apps.aamc.org/postbac/#/index.

(Please note that the post-bacc program offered here at Rutgers HPO is not for record enhancement; rather, it is for career changers who have not taken all of the science courses needed prior to applying to medical school.)

The AAMC provides contact information for the Rutgers Graduate School of Biomedical Sciences master’s level programs in Newark and Piscataway. More information can be found here: gsbs.rutgers.edu.

To find out if this type of program is a good option for you, please call the office at 848-445-5667 and schedule an appointment with an advisor to discuss your options for improving your academic record.