The University of Tennessee at Chattanooga
Student Career Guide
2014-2015

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877-924-2409

Dear Student:

This is an exciting time. You have worked hard for several years preparing for your career. You are ready to apply what you have learned from your college experience and work experience into your new career field. It is important that you continue to work hard and plan a thorough job search. In addition you need to have an excellent resume, good interviewing skills, and confidence in your skills and abilities.

The Career & Student Employment Center is here to assist you in your job search. A key element in the successful job search is to begin early. It is important that you utilize the services described in this guide book. You are encouraged to attend the various workshops and career days offered throughout the year. You may also choose to research companies through our webpage, participate in on-campus interviewing and review the numerous job listings.

We wish you success in your career and future endeavors. Please remember that UTC alumni may also utilize our services if needed.

Sincerely,

Jean Dake
Director

Welcome

The University of Tennessee at Chattanooga
Career & Student Employment Center
University Center-Room 315
423-425-4184
www.utc.edu/career

The Career & Student Employment Center is a free year round job resource center for UTC students and alumni. A wide variety of services are available including part-time and full-time job listings, on-campus employer recruiting services, career days, workshops, practice interview services, and individual employment counseling.

Job Listings: Full-time degreed job openings are posted in the Experience eRecruiting system, linked to the Career webpage. This online system provides access to on-campus interviews and nation wide job opportunities.

Web Resume Book: Resumes posted on the Experience eRecruiting Network are provided to employers seeking candidate referrals, and may be available to employers who request to review student resumes on the Web. Instructions for registration are posted on the Career Center webpage. Please call the Center if you need further instruction.

Individual Employment Counseling: Individual counseling for resume preparation, job search strategies, etc. is available upon request. For an appointment, contact the Career Center.

Resume Reviews: Resume reviews may be scheduled by appointment. You can also drop your resume off for an overnight critique in UC Room 315 between 8:30 am-4:30 pm and pick it up the following day. You can also email your resume to career@utc.edu to be reviewed.

Practice Interviews: Prepare for interviewing by practicing through a simulated job interview. A graduate assistant from the Career Center conducts mock interviews to coach and provide feedback in a low stress environment. To sign-up call 425-4184.

Career Fair: Several Career Days are scheduled throughout the year. These events bring representatives from business, industry, government & nonprofit organizations to campus to talk informally with students about various career opportunities.

On-Campus Recruiting: Numerous employers visit the UTC campus to interview graduating students. The on-campus recruitment schedule is available in the Career Center and on the Center's webpage.

Job Search Videos: Over 32 short job search videos are available at the website on topics such as Make Your Resume Pop, Top Ten Interview Mistakes and Tips on Finding Internships. There are also short videos on various careers.

Workshops and Seminars: A variety of workshops and seminars are offered throughout the year. These programs are open to all students. Visit www.utc.edu/career to view workshop dates and times.

FREE JOB SEARCH BOOKLETS

There are several free publications available to assist you in planning your job search. Stop by the UC Room 315 to pick up your copy.

AAEE Job Search Handbook
For Educators

Various Magazines
Diversity Employers
Careers and the Disabled
The Minority Engineer
Woman Engineer
Workforce Diversity
(Engineering & IT Professions)

Credentials

The purpose of the credential file is to provide information about you to prospective employers. If you participate in on-campus recruiting, the file is automatically copied and given to the recruiters for your interviews. The file may also be sent to employers at your request.

Career Center Credentials include:
- ☑ Registration and resume in the Experience eRecruiting online system
- ☑ Three student evaluation forms/references (optional)
- ☑ Academic transcripts (optional)

Experience eRecruiting registration provides basic resume type information about the candidate. With this one process the candidate starts a file with the UTC Career and Student Employment Center and also registers in our candidate data base. Your registration will be in the data base for one year.

Experience eRecruiting Registration UTC has provided funds for a site license with the Experience eRecruiting Network, a web-based career development database for colleges and universities. The eRecruiting Network enables students to register with the UTC Career Center and publish uploaded resumes into resume books for review on line by employers. Cover letters and other employment documents, e.g., writing samples, etc. can also be published on the eRecruiting Network. The Career Center provides the resumes published on the eRecruiting Network to employers recruiting on campus and employers seeking candidate referrals.

The eRecruiting Network can be accessed via the Career Center webpage at www.utc.edu/career
⇒ **"Click on" Register With Us: eRecruiting**

For the eRecruiting site be sure to read the information carefully. Your Username and Password will <u>not</u> be given to employers. It is only used for our database registration.

Student Evaluation Forms should be given to faculty or current/ former employers. You should choose wisely the individuals to complete these evaluation forms. Be sure to choose individuals who know your strengths. Letters of recommendation may be submitted instead of the evaluation forms.

Academic Transcripts may be included in your credential file. Some employers request to see student transcripts, others do not. It is your choice whether or not to include a copy of the transcript with your file. You must request a copy be sent to the Career and Student Employment Center from the Records Office.
We can not request the transcripts.

Credential Policy Statement The Career and Student Employment Center will keep your Credential File for five years from your graduation date or five years after the file is placed with the Center, whichever period is longer. As an alumnus you may place a new file with the Center at any time even though a file may have previously been destroyed.

Policy for Duplicating & Sending Credentials The Career and Student Employment Center will copy and /or send up to ten sets of your credentials to employers at your request at no charge. This includes on-campus recruiting and files sent to employers at your request. After ten sets have been provided, a $1.00 fee will be charged for each additional set printed and/or mailed. Teacher candidates will be charged $1.50 per set when student teaching evaluations are included in the file.

Interviewing

Numerous employers visit campus to interview graduating students for prospective positions with their organizations. There is usually a wide variety of recruiting organizations such as representatives from business, industry, government agencies, and public school systems. The recruiting season is generally September—April. Students interested in participating in on-campus interviews must register and upload a resume in the Experience eRecruiting system. A list of the on-campus recruiting schedule is listed on the Career Center web page under the Events Section, then see Interview Dates.

INTERVIEW "NO SHOW" POLICY: Students are expected to show up for interview appointments. Cancellations should be made as soon as possible. Unexcused "no shows" will be requested to write a note of apology to the company representative and send a copy to the Center Director. One no show by a candidate revokes the privilege to sign up for additional interviews on campus. Professionalism is very important in the job search process.

Interview Tips: What To Do Before, During & After

Before the Interview

☑ *Know Yourself: What do you have to offer?*
   Skills, Accomplishment, Goals

☑ *Research the Company: Learn as much as you can beforehand.*
Prepare questions **you** will ask in the interview.
Things you should know: Size of company, public or private company, products & services, number of employees, types of customers, key competitors, sales & profit trends, future ventures, reporting structures.
Where to find the information: Company websites, newspapers/magazines Chambers of Commerce, Library

☑ *Practice*
Sign-up for a mock interview in the Career & Student Employment Center, create a Perfect Interview account on www.utc.edu/career, and practice with family & friends

During the Interview

☑ *Be Prompt & Prepared*
Arrive 10-15 minutes before the interview.
Bring your academic transcripts, extra copies of your resume, list of references, your questions for the interviewer. All of this information should be placed in a folio with pen & paper

☑ *First Impressions Count: Dress to Impress!*
Make sure your clothing is pressed and shoes are shined. Give attention to personal grooming, give a firm handshake and SMILE!

☑ *Q & A*
Answer interviewers questions thoroughly, yet concisely, be enthusiastic, show you're excited about the organization, ask questions yourself.

☑ *Closing*
Be prepared with your closing statement expressing interest, thank the interviewer and ask for a business card.

After the Interview

☑ *Follow-up*
Send a thank you note a.s.a.p. (email or handwritten)
Jot down information about the interview

☑ *Evaluate*
Ask yourself: Is this the job for me? Was I prepared for the interview?, What would I do differently next time?

Types of Interviews

TRADITIONAL INTERVIEWING

A set of questions employers will ask to gain basic information about applicant's background, interests, skills and reasons for applying.

How to prepare:
- Practice sample questions
- Know yourself and the company

Sample questions:
- Tell me about yourself.
- What are your strengths? Weaknesses?
- Why are you interested in this position?

> *Most interviews will consist of traditional & behavioral interview questions.*

BEHAVIORAL INTERVIEWING

Interviewing technique that requires applicants to discuss previous experiences and past behaviors. Based on the premise that a person's past performance is a predictor of their future performance.

Why are these types of questions used in interviews?
- These types of questions can be formed to assess specific competencies (i.e. creativity, time management, decision making, initiative).
- Since behavioral questions focus on past behaviors, they can be used to predict future performance of the applicant.

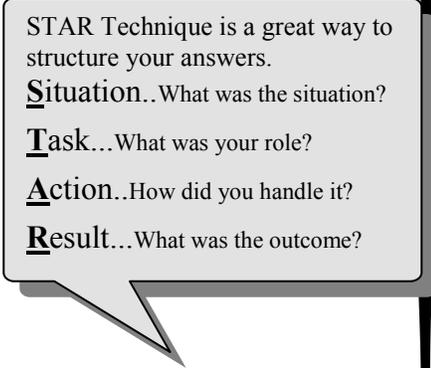**How should I respond to these types of questions?**
- Be specific, give examples.
- Provide background to the situation you are describing, what you did to correct/solve the problem or situation, results/outcomes of your actions, provide comments from supervisors if any were given.
- If you have never experienced the specific situation that the interviewer describes, state that you have never encountered that situation but if you did this is an example of what you would do.
- Be honest with your answers.

> STAR Technique is a great way to structure your answers.
>
> **S**ituation..What was the situation?
>
> **T**ask…What was your role?
>
> **A**ction..How did you handle it?
>
> **R**esult…What was the outcome?

How should I prepare for these types of questions?
- Review your resume so that you are familiar with all your past work experiences and duties.
- Think of specific examples of behaviors/competencies that interviewers are likely to ask about and examples from past work experiences.
- Try to find examples from recent work experiences and from a variety of jobs.

Sample Questions:
1. Tell me about a time when you had to work as a team member.
2. Tell me about a time when you had to deal with conflict.
3. Tell me about a time when you failed to meet a deadline.
4. Describe a situation in which you recognized a potential problem as an opportunity.

Sample Interview Questions

Commonly Asked Questions

1. Tell me about yourself.
2. What are your long range and short-range goals and objectives?
3. Why did you choose this major? this career?
4. How would you describe your ideal job?
5. What do you think it takes to be successful in this career?
6. What is your greatest strength? Weakness?
7. What motivates you?
8. Why should I hire you?
9. How do you think a friend or professor who knows you well would describe you?
10. What do you see yourself doing five years from now? 10 years?

It's QUESTION TIME!!
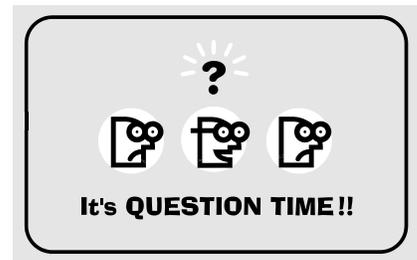
Behavioral Interview Questions

1. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
2. Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
3. Give me a specific example of a time when you used good judgment and logic in solving a problem.
4. Give me an example of a time when you set a goal and were able to meet or achieve it.
5. Tell me about a time when you had to use your presentation skills to influence someone's opinion.
6. Give me a specific example of a time when you had to conform to a policy with which you did not agree.
7. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
8. Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
9. Give me an example of a time when you had to make a split second decision.
10. What is a typical way of dealing with conflict? Give me an example.

Example Questions To Ask Employers

1. I read in your literature that your training program is comprised of three six-month rotations. Does the employee have any input into where he/she will go at the end of each rotation? How do you evaluate the employee's performance during the training period?
2. I recently read in Business Week that a major competitor of yours is increasing its market share in your main market. What plan does your firm have to regain its lost market share?
3. In the brochure "Diversity and Inclusion at XYZ Company," it mentions XYZ Company's plans to include progressive employee development programs. Could you tell me more about this initiative and the goals of the program?
4. On XYZ Company's website I reviewed the career information provided about the logistics opportunities. I understand that XYZ Company offers ways to advance, one of which includes specializing in a particular area. What kind of input does the employee have in selecting the area of specialization and how long does it typically take to advance once you gain experience in that area?
5. After reading your brochure about the Global Sourcing Internship Program at XYZ Company, I was excited about the possibility to develop and implement my own project. What are the chances that this would be a part of my experience and what kinds of projects have interns completed in the past?

For additional interviewing tips visit www.utc.edu/career.

Cover Letter Guidelines

All resumes that are emailed, mailed or faxed need to be accompanied by a cover letter. Cover letters are specifically tailored to the organization and/or individual to whom you are writing. Their purpose is to establish your reason for being interested in that particular company and what you believe you can contribute to the company. The cover letter is also the place to request an interview.

Your Present Address
City, State, Zip Code

Date of Letter

Name
Title
Company/Organization
Street Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

1st Paragraph "Why Am I Writing" Identify the position that you are applying for or the vocational interest area you are inquiring about. Identify how you heard of the opening or organization.

2nd Paragraph "Who Am I and Why I Want To Work For You? Identify your skills, experiences and qualities that relate to the position (or interest area). Highlight one or two of your strongest qualifications and explain how they relate to the needs of the employer. Do not simply restate the facts that are on your resume. Explain why you are specifically interested in the employer and the type of work/location, etc.

3rd Paragraph "Why Should You Hire Me?" Reiterate your interest in the position and why you would be a good match.

4th Paragraph "My Next Step?" Refer the reader to the enclosed application, resume, etc. Close the letter with a strong interest in pursuing the next step of an interview. Be assertive and state how you intend to follow up. Include your telephone number and/or email address for contact purposes.

Sincerely,

Handwritten Signature

Typed Name

Enclosure

Tips

- **Cover letters should accompany your resume.**
- **Keep your letter to one page in length.**
- **When emailing the letter, the letter should be the body of the e-mail.**
- **Always try to address the letter to the person or department. Never use "To Whom It May Concern" or "Sir/Madam".**
- **Be sure to proofread and use proper grammar.**
- **Letter should be typed on quality paper that matches your resume.**
- **Avoid beginning every sentence or paragraph with the word "I".**

Cover Letter Sample

521 Stewart Street
Chattanooga, TN 37412

November 1, 2014

Ms. Nancy Stewart
Executive Director
Chattanooga Human Services Department
4510 South 50th Street
Chattanooga, TN 37401

Dear Ms. Stewart:

I am writing in reference to the employment opportunity of Counselor I, advertised on the University of Tennessee at Chattanooga Career Center website. My areas of special interest coupled with my skills in mental health work relate directly to the job requirements. Please accept my enclosed resume as application for the position.

During my last three years at UTC, I have been employed as a Psychiatric aide at Flint Psychiatric Hospital. I was actively involved in the Crisis Line Program. Although this was part-time employment of twenty hours per week, the nature of my responsibilities required that I spend additional hours in preparation and in follow-through of crisis situations. Not only did I gain experience in dealing with individuals in a crisis situation, but also in handling and coordinating community services that relate to the solution of an individual's problems.

The enclosed resume details my skill development as it relates to counseling, and the community, and individual resources. I feel that my experience indicates a strong motivation and ability to implement counseling objectives into practical, workable solutions.

I will contact your office next week to discuss the possibility of arranging a personal interview at your convenience. Thank you for your time and attention. You may also contact me at 423-555-1212.

Sincerely,

John Royce

John Royce

Enclosure

Tips

To view additional examples of letters visit the Career Center Website at www.utc.edu/career
1. Go to Job Search Prep
2. Go to Professional Correspondence

Career Days

Mark Your Calendar!

LAW SCHOOL FAIR
September 2, 2014

FALL CAREER DAY - ALL MAJORS
September 24, 2014

HEALTH CAREER DAY
October 6, 2014

SPRING CAREER DAY - ALL MAJORS
February 4, 2015

TEACHER RECRUITMENT DAY
March 5, 2015

NONPROFIT NETWORKING
April 8, 2015

Career Day
Tips
- Review employers attending events.
- Review job opportunities and targeted majors.
- Identify top 3-5 employers.
- Have your resume critiqued.
- Have a strategy before you arrive.
- Practice a 30-second introduction & greeting.
- Prepare appropriate questions to ask.
- Dress for success.
- Collect business cards.
- Send thank you notes to employers you meet.

The Resume

The purpose of the resume is to present an image of yourself to the potential employer. The resume needs to focus on your skills and abilities. An effective resume not only presents factual data concerning your abilities and education, it shows the employer you have the ability to organize and communicate effectively, and that you have something to contribute to their organization. *The resume is used to help you get the interview; then it is up to you to convince the employer that you're the right person for the job.*

There are various formats for resumes…..

Chronological Resume Puts all of your experiences under each heading in a reverse chronological order, starting with the most recent experience. In the *Work Experience* section, you will typically list dates, job titles, names of organizations, and description of duties. Be sure to use action verbs to describe your experiences. See Resume Sample 1.

Functional Resume Usually emphasizes skills and abilities and minimizes job titles and employment chronology. The functional resume provides greater flexibility for representing your skills gained through personal experience. See Resume Sample 2.

For more information on resume writing tips, resume examples and a list of action verbs visit: www.utc.edu/career
1. Go to Job Search Prep
2. Go to Resume Tips

Is Your Resume……
- ☑ One page in length?
- ☑ Tailored to the position for which you are applying?
- ☑ Neat, well-organized, and easy to read?
- ☑ Consistent with formatting, font, and content?
- ☑ Consistent with grammar and punctuation?
- ☑ Appealing to the eye?
- ☑ Using strong action verbs and power words?
- ☑ Free of spelling errors?
- ☑ Updated and current?
- ☑ Using numbers, percents, and dollars to add detail?
- ☑ Free of pronouns such as I or the third person?
- ☑ Printed on quality, neutral colored paper?

Resume Layout Example

Present Address	FORMAL NAME	Permanent Address
Street	Email	Street
City, State, Zip		City, State, Zip
Telephone		Telephone

OBJECTIVE   Concise statement of your career goal, position sought and industry of interest

EDUCATION   **Name of Institution** (spelled out)
Degree : *Major, Minor, Concentration*
Month/Year of graduation
GPA: Overall and /or in Major

List other schools attended and/or Study Abroad experiences (Usually do not include high school)

RELEVANT COURSEWORK   List coursework that supports your objective and demonstrates knowledge. Don't list every course you have taken, be strategic with your selections.

CLASS PROJECTS   Include special/senior class projects that support your objective and demonstrate skill development.

HONORS & AWARDS   Include academic scholarships/awards, athletic awards, honorary societies, recognitions within organization

EXPERIENCE   **Name of Organization**   City, State
Job Title   Dates of Employment

- List job title, organizations, location and dates for experience related to objective
- Include volunteer work, jobs, internships, and relevant leadership positions
- Give brief descriptions of duties performed, accomplishments and contributions
- Use numbers whenever possible ($, #, %)

SKILLS   Computer: Relevant software, hardware, technical programs (familiar or proficient)
Languages: Intermediate or fluent conversational knowledge of another language

LICENSES/ CERTIFICATIONS

PUBLICATIONS/ PRESENTATIONS

(The statement "References Available Upon Request" is not needed. References should be listed on a separate reference page and include the reference's name, job title, address, telephone number and email address.)

Tips

- Do not use resume templates, wizards, or tables.
- Font size: 10-12; don't use unusual fonts.
- Avoid pronouns like I or my.
- Keep your resume to one page!
- Print final version on quality white or ivory paper.

Personal Information Section:
- Is your email address and voicemail appropriate?
- Don't include personal information such as age & gender.

Objective Statement:
- Don't be too general or specific.

Education:
- Know the exact name of your degree.

Experience:
- Don't undersell yourself.

Skills:
- Indicate level of knowledge: Basic, Intermediate, Proficient, Fluent, Native

Jane Jones

Jane-Jones@mocs.utc.edu

Present Address	**Permanent Address**
115 River City Street	1231 Anywhere Drive
Chattanooga, TN 37403	Nashville, TN 30412
(423) 267-5503	(615) 518-1234

Objective:	To obtain a position focusing on computer programming, systems analysis, software development and technical support.

Education:

Bachelor of Science in Computer Science/Information Systems
The University of Tennessee at Chattanooga
Expected Graduation date: May 2015
Overall GPA: 3.7; Major GPA: 3.5

- Financed 70% of college expenses through part-time jobs and scholarships

Class Project:

Chattanooga Area Humane Society
Class: Systems Analysis and Design   Fall Semester 2014

- Served as project team leader and developed a database to track the adoption of animals
- Designed website that allowed viewing of specific animals for adoption
- Used Visual Basics to set up the user interface
- Incorporated Java, HTML, and Flash interactive website

Relevant Experience:

Operator/Programmer   December 2013-Present
Tennessee Valley Authority   Chattanooga, TN

- Perform duties associated with the Prime System operations
- Backup and maintain the system and network operations
- Write codes specified by System Analysts

Assistant Operator   January 2012-November 2013
UTC Center of Excellence for Computer Applications   Chattanooga, TN

- Backed up Music, Vax and CMS daily, weekly, and monthly
- Monitored OPUS console and BITNET's connection on operator's console

Student Tutor   Fall Semester 2012
UTC Student Support Services   Chattanooga, TN

- Helped students with academic problems
- Tutored students in Physics, Mathematics, and Computer Science

Micro-Computer Lab Assistant   Spring Semester 2012
UTC Center of Excellence for Computer Applications   Chattanooga, TN

- Assisted students with software applications
- Helped them solve problems
- Reviewed check-in and out procedures
- Maintained and monitored the use of software

Technical Skills:

- Computer Languages: ASSEMBLER, BASIC, SAS, PASCAL, C++
- Computer Knowledge: JCL, Data Structures, Software Engineering, System Programming, Operating Systems, Database Management, File Processing and Computer Architecture.
- Software Applications: Lotus 123, Dbase, DOS and most Word Processors
- Hands On: IBM 4381 MUSIC, CMS, VMS, HP 3000, Prime, PC, Apple

Activities & Honors:

- Data Processing Management Association - Vice President, 2014
- Golden Key National Honour Society - Treasurer, 2014
- Alpha Lambda Delta Honor Society, 2012
- McKay Student Scholarship, 2012
- Dean's List, 2012-2014

Joe College

121 University Avenue
Chattanooga, TN 37403
423-425-5555
Joe-College@mocs.utc.edu

OBJECTIVE

To manage people, interface with customers and work with highly technical software or hardware applications.

EDUCATION

University of Tennessee at Chattanooga
Bachelor of Science in Business Administration: Marketing and Management
- Anticipated Graduation: May 2015
- GPA: 3.3

PROFESSIONAL SKILLS

INTERPERSONAL AND TEAMWORK SKILLS
- Entrusted to process confidential employee records such as salary changes, vacation/absenteeism reports, and performance appraisals
- Interacted with a wide variety of personalities while scheduling meetings/appointments and making travel arrangements for executives

CUSTOMER SERVICE AND SALES SKILLS
- Interacted with clients and utilized excellent organizational skills to arrange and coordinate special events that included weddings, receptions, and holiday parties, as well as everyday lunch and dinner planning
- Delivered excellent customer service and conducted in-house sales promotions while functioning as food server, beverage server, and hostess
- Oversaw daily sales operations at country club

MANAGERIAL AND SUPERVISORY SKILLS
- Proved multi-tasking abilities by scheduling and supervising staff, consisting of kitchen workers, bartenders, and food servers while functioning as clubhouse assistant manager at country club and simultaneously serving as pool manager and swim instructor
- Served in an administrative assistant capacity to lead managers of an entertainment company

QUANTITATIVE SKILLS
- Completed and submitted invoices and processed for payments
- Handled expense reports with account summaries
- Consistently entrusted with large sums of money
- Maintained inventory control
- Managed petty cash, payroll, inventory, member statements, accounts receivable, and payable

EMPLOYMENT HISTORY

- **Administrative Assistant**, *XYZ Technologies, Inc.*, Chattanooga, TN, January 2014-Present
- **Beverage Server**, *Big River Grill*, Chattanooga, TN, Fall Semester 2013
- **Office Manager,** *City Entertainment*, Nashville, TN, Summer 2012
- **Clubhouse Assistant Manager,** *Golden Bear Country Club*, Nashville, TN, Summer 2011

Job Search Strategies

A successful job search will require your commitment to careful planning, preparation, and participation. Listed below are strategies that can help you in developing your job search plan.

➤ Identify personal strengths, skills, interests, and values. You will communicate these through your cover letter, resume, and interviews.

➤ Start a job search notebook to track employer correspondence and activity.

➤ Activate your eRecruiting account to search for full-time positions through the UTC Career & Student Employment web site.

   Step One: www.utc.edu/career (Go to eRecruiting)
   Step Two: Complete your personal profile.
   Step Three: Upload your resume and publish it in the web resume book.

Take Action:

➤ Search for opportunities to apply for on-campus interviews. Follow procedures and watch for up coming deadlines. Schedules are updated frequently.

➤ Be prepared for employers who contact you directly as a result of searching the resume database and finding your resume.

➤ Search for opportunities to apply for positions directly. Additional job search links are available online at the Career Center web page www.utc.edu/career

☑ Create a list of three professional references. Make this available to employers, upon request.

☑ Obtain copies of your academic transcripts. Make this available to employers, upon request.

☑ Prepare a portfolio or work samples (if appropriate for your field).

☑ Identify and attend workshops, designed to prepare you for the job search.

☑ Prepare for interviews. Practice! Sign-up for a Mock Interview.

☑ Research industries, employers, and locations before making contact.

☑ Network when ever possible! This is how 75% of most people find a job! Take advantage of every opportunity to meet employers.

☑ Attend Career Fairs to network with employers.

Networking Tips

1. Attend employer presentations through the Career Center, classes, & organizations.
2. Follow-up on contacts provided by faculty and classmates.
3. Visit websites of organizations you are affiliated with (professional, honor, sororities/fraternities).
4. Network with family, friends, faculty, classmates, colleagues, supervisors, etc.
5. Participate in on-campus interviews.