



100 N. University Dr, NUC Room 338  
careers.uco.edu  
careers@uco.edu | 405.974.3346  
Hours: M-F 8AM - 5 PM

**FALL 2018**

**QUICK  
GUIDE**

**UPCOMING EVENTS**

**VOLUNTEER & PART-TIME JOB FAIR**

TUESDAY, AUGUST 21  
BRONCHO LAKE, 9:00 AM-1:00 PM

**ACCOUNTING CAREER FAIR**

THURSDAY, SEPTEMBER 6  
NUC BALLROOM A, 2:00 PM - 4:00 PM

**FALL SUIT UP**

SUNDAY, SEPTEMBER 9  
JCPENNEY QUAIL SPRINGS MALL  
6:30 PM - 9:30 PM

**FALL CAREER & INTERNSHIP FAIR**

TUESDAY, SEPTEMBER 25  
NUC BALLROOMS, 12:00 PM - 3:30 PM

**MAJOR QUEST**

WEDNESDAY, OCTOBER 03  
NUC BALLROOMS, 11:00 AM - 1:00 PM

**EDUCATION ROUNDTABLE**

TUESDAY, OCTOBER 23  
NUC BALLROOMS, 9:30 AM - 11:30 AM

**HEALTH & LIFE SCIENCES CAREER FAIR**

TUESDAY, NOVEMBER 6  
NUC BALLROOMS A & B, 10:00 AM - 2:00 PM

**QUICK CONNECTIONS**

THURSDAY, NOVEMBER 8  
OLD NORTH: TERRITORIAL LOUNGE  
3:30 PM - 5:30 PM



Exploring majors & careers



Generating ideas through career assessments



Developing resumes & career documents



Searching for jobs and internships



Graduate school application process

**CONNECT WITH US**

**Schedule an appointment** to meet with a Career Development Specialist for an individualized appointment. Visit <http://careers.uco.edu>.

**Resume Walk-Ins**

Stop by Monday-Thursday from 3pm-5pm with your resume for a quick critique.



**UCOCAREERDEVELOPMENTCENTER**



**UCOCAREERDEV**

**CAREER DEVELOPMENT SPECIALISTS**

**Crystal Davis-Cook**  
Education, Public &  
Human Services

**Brandi Bowers**  
STEM/ Health

**Katherine Koch**  
Arts, Communications,  
Entertainment,  
Business

## HIREBronchos

UCO UNIVERSITY OF CENTRAL OKLAHOMA

HireBronchos is our job and internship database that includes part-time, internship and full-time positions. New positions are posted daily.

### To Access Your Account:

Log into UCONNECT  
Click the Campus Service Tab  
Click the HireBronchos image  
Complete your HireBronchos Profile

### Features:

Search for jobs & internships  
View upcoming Career Fairs  
Sign up for on-campus interviews  
Research employers



## WHAT CAN I DO WITH THIS MAJOR?

Learn about majors that interest you and research common career areas, typical employers, and strategies designed to maximize career opportunities.

## Focus<sup>TM</sup> 2 ASSESSMENT

Explore career and major options based on your results from the five provided assessments: Work Interests, Leisure Interests, Personality, Values, Skills.



## biginterview

Online tool that allows you to practice your interview skills wherever you are. Go to: <https://uco.biginterview.com/> and click Register to create your account and start practicing!

## RESUME REVIEW

Submit your completed resumes to the career development team for review.

1. Go to [careers.uco.edu](https://careers.uco.edu)
2. Use the quick link on the right hand side of the page that says "Resume Review"
3. Fill out the form and upload your document  
—Be sure to select the industry area that you are most interested in pursuing.
4. Once you submit the form, you will receive an email within 1-2 business days from your Career Development Specialist with feedback.

