

# FACULTY & STAFF GUIDE TO CAREER SERVICES

## SUCCESSFUL COLLABORATIONS

**Our services are designed to assist not just our students but to assist faculty and staff in your teaching and advising roles. If you are interested in requesting programming, please contact our office.**

### Don't Cancel Your Class

Can't be present for a lecture? Invite Career Services to provide a career development presentation by filling out a class presentation request form.

### Mock Interviews

Collaborate with Career Services staff to host mock interviews for students. Students will get the real interview experience with valuable feedback. These interviews are scheduled through Career Services.

### Connect with Employers

Employer representatives visit campus throughout each semester to discuss their organization with students, faculty, and staff. Arrange for employers to visit your classroom or student organization meetings by collaborating with Career Services.

### Intern UCO

Increase internship opportunities for students by requesting funds to support an on-campus internship.

## STUDENT RESOURCES

### Optimal Resume (Available Online)

Interactive resume building software to help prepare customizable resumes.

### HireBronchos

An online job database with hundreds of positions available to UCO students and alumni.

### Resume Walk-In Hours (Monday-Thursday, 3:00pm-5:00pm)

15-minute sessions for resume reviews.

### What Can I Do With This Major? (Available Online)

An online resource connecting majors to careers.

### Individual Career Development Appointments

Students can schedule individual appointments with a Career Development Specialist to begin discussing a range of career-related topics.

### Mock Interviews

Career Services conducts mock interviews year-round by appointment. Employer conducted mock interviews are held twice each semester.

### Workshops

Career Services facilitates workshops each semester designed to address common career-related topics.

### Intern UCO

Paid, on-campus internship program for undergraduate students.

### Graduate School Application Process

Information and resources to aid students in the graduate school application process.

### Career Events

Career fairs give students the opportunity to connect with employers who are currently seeking UCO students.

### Impact Careers

Impact careers align social, environmental, and economic values with professional interests and skills.

### On-Campus Recruiting

Employers visit campus to directly connect with UCO students. Employers host on-campus interviews, information tables and attend career events.

## REQUESTING PRESENTATIONS

If you would like to schedule a guest speaker, or if you are planning to miss a day of class, we can cover for you. We can also work with you to arrange an employer to speak to your class.

### Presentation Topics

- Basic Services of Career Services
- Assessments/Choosing a Major
- Resume Writing & Cover Letters
- Interviewing
- Internships
- Other topics customized for your class

### How the process works:

- Simply complete the Class Presentation form on our website careers.uco.edu.
- We have a limit of TWO presentations per section, per term.
- We request that you provide us at least TWO weeks notice for presentations.
- Please note that our availability outside of the days/hours of Monday-Friday, 8am-5pm, may be limited.

## OUR MISSION

We educate and empower students and alumni to engage in meaningful lifelong career development.

# HIRING GUIDE

To help college faculty and staff understand the standards in student hiring as defined by employment law, the National Association of Colleges and Employers has prepared a Faculty Guide to Ethical and Legal Standards in Student Hiring.

## Candidate Referral

Employers may contact you to request the names of students who would be good candidates for job opportunities. There are some potential legal and ethical guidelines to consider.

## Suggested Action

If you receive a request for student referrals, you can, of course, notify students who have declared an interest in such positions and encourage them to apply. You may also consider announcing the opportunity to your classes or distribute the job description via a listserv. **However, for your protection, as well as that of the university, the initial request from the employer should be sent to the university career center so that the position can be posted openly for all qualified candidates.**

## There are practical reasons for these actions:

- When you provide only a few names without also broadly publicizing the position through the career services office, you are not maintaining "a fair and equitable recruiting process" and are vulnerable to charges of discrimination.
- There is a difference between providing the names of students who excelled in a job-related class and restricting awareness of an opportunity to just a few. Every qualified candidate interested in the opportunity should be able to apply; it is the employer's responsibility to decide who would be the best fit for the bona fide qualifications.
- Students who receive regular announcements about job openings from faculty may think the announcements represent all of the current opportunities for their major. Students may miss employers that conduct on campus interviews, receive resume referrals, and post their positions through the career services office.

We appreciate your assistance in assuring an employment process that is free from discrimination and provides equal opportunities for all qualified students.

## Information taken from a Faculty Guide to Ethical and Legal Standards in Student Hiring, NACE

<http://naceweb.org/knowledge/legal/faculty-guide-student-hiring.aspx?terms=faculty>



# HIRE BRONCHOS

HireBronchos allows students to log in and access job and internship listing information including on-campus recruiting activity such as interviews, career fairs, and information sessions. To request a faculty or staff account contact Career Services.

## CURRENT STUDENTS

### Logging In/Registering

- Log into UCONNECT
- Click the Campus Services Tab
- Click the HireBronchos Image
- Complete your HireBronchos profile

### Job Search

- Choose the Job Search Menu to begin your search
- Search with any criteria (or enter no criteria to view all jobs)
- Click on the Job ID/Title for details about each job posting and how to apply

# OPTIMAL RESUME



UCO Career Services now offers **Optimal Resume**, a website designed to help students prepare and customize their resume. This interactive software is fully loaded with a variety of samples, tools, and tips to help develop a resume that best demonstrates student's experiences.

## Getting Started on Optimal Resume

1. Go to: <https://ucok.optimalresume.com/>
2. Create an account using your UCO school email address
3. Use the samples, tutorials, and instructions for help
4. Have your resume reviewed by Career Services

## To Request a Critique on Optimal Resume

1. Log into Optimal Resume
2. Click **Create New Resume** and follow the prompts to create your resume
3. Choose **Review Center** in the blue Optimal Resume toolbar
4. Select **Career Services** from the Review Group drop down and write a brief note regarding your needs
5. Click Submit