



100 N. University Dr., Nigh University Center  
Room 338  
careers@uco.edu | 405-974-3346  
careers.uco.edu  
Hours: Monday-Friday 8:00am - 5:00pm

RESUME ASSISTANCE    GRAD SCHOOL PREP    NETWORKING  
EXPLORE MAJORS    CAREER ASSESSMENTS  
JOB SEARCH    ON-CAMPUS RECRUITING  
INTERNSHIPS    **HIREBRONCHOS**

# SPRING 2017

## SPECIAL EVENTS

### HEALTH PROFESSIONS FAIR

Wednesday, February 1  
Howell Hall Atrium, 10:30 AM - 2:00 PM

### SALES CAREER FORUM

Tuesday, February 7  
NUC Ballroom A, 2:00 PM - 4:00 PM

### SPRING CAREER & INTERNSHIP FAIR

Wednesday, February 8  
NUC Ballrooms, 12:00 PM - 3:30 PM

### EXPLORATORY STUDENT WEEK

Monday, February 20 - Friday, February 24  
Various Times and Locations

### MAKE AN IMPACT WEEK

Monday, April 17 - Friday, April 21  
Various Times and Locations

## MOCK INTERVIEWS

### Employer Mock Interview Days

Thursday, March 30 | NUC Room 338

### Career Services Individual Mock Interviews

By appointment only - NUC Room 338

Please call (405) 974-3346

## RESUME WALK-IN HOURS

15 minute sessions for resume reviews

Monday through Thursday, 3:00pm - 5:00pm

\*\*First come, first served\*\*

## CAREER GUIDANCE

Career Services can help you with...

Exploring major and career options

Developing resumes and other career documents

Generating ideas through career assessments

Researching jobs and internships

Understanding the grad school application process

## WORKSHOPS AND EVENTS

### Career Fair 101

Tuesday, January 31  
NUC Will Rogers Room, 4:00 - 5:00 PM

### Employer Resume Critiques

Monday, February 6  
NUC 338, 3:00 - 5:00 PM

### Marketing Your Student Leadership

Thursday, February 16  
NUC Will Rogers Room, 3:00 - 4:30 PM

### Resume Building Workshop

Tuesday, April 11  
ADM 101A, 3:00 - 5:00 PM

### Graduate School Admissions 101

Thursday, April 13  
NUC Will Rogers Room, 3:00 - 4:00 PM

#### CONNECT WITH US:

facebook.com/UCOCareerServices @UCO\_CareerServ

UCOCareerServices

# HIREBronchos

UNIVERSITY OF CENTRAL OKLAHOMA

## QUICK GUIDE

### CURRENT STUDENTS

#### Logging In/Registering

- Log into UCONNECT
- Click the Campus Service Tab
- Scroll down and 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

## SCHEDULE AN APPOINTMENT

#### To meet with a Career Development Specialist:

- Go to [www.careers.uco.edu](http://www.careers.uco.edu)
- Click the the "Schedule an Appointment" button
- Complete the form and submit

You will be contacted within one business day to schedule your appointment.

## ON-CAMPUS INTERVIEWS

### Did you know?

Each year many employers visit UCO to conduct interviews on campus. This is a great opportunity for you to easily reach employers through their college recruiting program.

### How the process works

- Find a position you are interested in on HireBronchos.
- Apply through HireBronchos (some employers will have additional application procedures too).
- Wait for the employer to make a decision.
- Receive an email indicating that you are accepted, an alternate, or rejected.

## OPTIMAL RESUME



### THE OPTIMAL FIRST IMPRESSION

UCO Career Services offers [Optimal Resume](https://ucok.optimalresume.com/), a website designed to help you prepare and customize your resume. This interactive software is fully loaded with a variety of samples, tools, and tips to help you best demonstrate your 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