

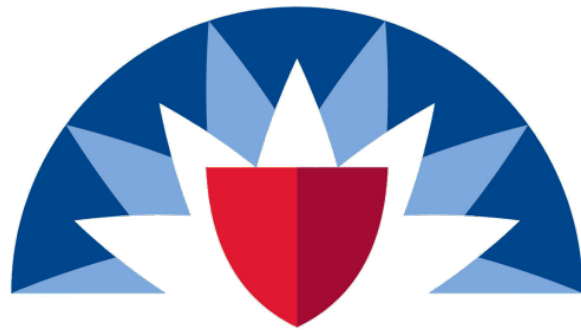


THE UNIVERSITY OF TEXAS AT EL PASO

# STUDENT CAREER GUIDE

## 2022 – 2023





# FARMERS<sup>®</sup>

## INSURANCE

Are you looking for:

- *Financial opportunity*
- *Personal growth*
- *Professional growth*
- *Staying in El Paso*

Farmers offers a **paid internship** through the **Protégé Program**. This program offers a full time training position at a local agency. Upon completion, you become eligible to start your own business as an agent.

For more details, contact us at **(915) 533-0503** or  
**[kimby.jvela.farmersagency@outlook.com](mailto:kimby.jvela.farmersagency@outlook.com)**

# I Table of Contents

Welcome to the Career Center . . . . .	2
Career Center Services . . . . .	4
Getting Started with Job Mine . . . . .	6
Job Listings: on- and off-campus . . . . .	7
Professional Job Search . . . . .	8
- Résumés	
- Job Listings	
- Interviews	
- Professional Job Search	
Career Exploration . . . . .	9
Career Development Timeline for Students . . . . .	10
The Internship Program: How your academic major ties to the workplace . . . . .	12
Building Social Capital. It Matters! . . . . .	14
Career Fairs . . . . .	16
Interviewing . . . . .	21
Is Graduate School Right for You? . . . . .	24
Developing a Curriculum Vitae (CV) . . . . .	26
Federal Jobs: Working for Uncle Sam . . . . .	29

**Special thanks to our corporate partners who have advertised on this guide for making this publication possible.**

## Advertiser Index

Farmers Insurance . . . . .	Inside Front Cover	Ector County ISD . . . . .	31
City of Scottsdale Police . . . . .	7	EPCC Law Enforcement . . . . .	31
YesCare Corp . . . . .	9	Training Academy	
Naval Information Warfare . . . . .	9	SEO . . . . .	31
Center, Pacific		West Star . . . . .	32
Lockheed Martin . . . . .	11	Freeport-McMoRan . . . . .	33
Leander ISD . . . . .	25	MVT Holdings . . . . .	34
Las Salle Correction . . . . .	25	YES Prep Public Schools . . . . .	35
City of Midland . . . . .	30	El Paso County Sheriff's Office . . . . .	36
Sandia National Laboratories . . . . .	30	Kansas City National . . . . .	Inside Back Cover
McLane . . . . .	30	Security Campus	

# Welcome to the UTEP Career Center

On behalf of the UTEP Career Center Staff, I want to welcome you to this resource, the Student Career Guide. This resource is intended to provide you with key information that will complement your academic studies. As a parent of a college student myself, I want you to make the most out of your education and the services that are available to you, the Career Center being an important one. We can help you prepare for a successful transition from college life to a professional one.

My hope is that, after reviewing the material found here, you will visit our office in person or virtually. Know that the Career Center staff stands ready to help you make the most of your time at UTEP. A dedicated staff member, called liaisons, is assigned to your academic college ready to talk to you about how your major connects with a possible career, review your résumé, provide interview coaching, and simply talk about your career goals. Reach out to us today. We are just an email or call away.

Go Miners!

**Betsy Castro-Duarte, MPA**

**Director**

**[bcastro@utep.edu](mailto:bcastro@utep.edu)**

**[linkedin.com/in/betsycastroduarte/](https://www.linkedin.com/in/betsycastroduarte/)**





## Peer Career Advisors



In addition to our full-time staff, another great resource available to you is a cadre of highly trained peers called Peer Career Advisors (PCAs). PCAs represent each of the academic colleges and can help with the following:

- ✓ **Résumé Review**
- ✓ **Internship and Job Search Assistance**
- ✓ **Interview Coaching**
- ✓ **Career Advising**
- ✓ **Exploring Majors**
- ✓ **Career Fair Preparation**

**Scan QR code to learn more about Peer Career Advisors**



## See what students are saying about the University Career Center

**"I really like that the Career Center cares about their students and their education, and is willing to assist them without doubt."**

**"I was happy to get aid with my résumé. I appreciate the help you were able to provide to me. I will very likely use your services again."**

**"I'd definitely recommend the Career Center since I have received insightful guidance and resources to continue my professional development."**

**"This summer a recruiter had to review my résumé. She said it was pretty good, the only reason it was that good was because of the help the Career Center gave me."**

# Career Center Services

We want to challenge you to think about how your major connects to numerous career paths; not one single academic major yields the same outcome. Identifying and taking specific actions to reach your career goal begins with reaching out to your college liaison. Schedule an appointment today with a staff member assigned to your college.



Scan QR code to learn more about Career Center Liasons



Services available to you:

## ✓ Job Search Services (via Job Mine)

- Job listings for student employment, internships and professional positions (on- and off-campus)
- Employer database
- Interviews with employers
- Employer-led information sessions
- Employer and alumni sessions on social media - [Instagram @utepcareers](#)

## ✓ Advising and Professional Development Services

- Career advising
- Résumé and Curriculum Vitae (CV) reviews
- Professional document assistance
- Interview coaching & mock Interviews
- Internship Program
- Panels that include interns/alumni/professionals in industry and research
- Online resources for salary information and negotiation

## ✓ Career Closet

An interviewer's first impression of how you look at the interview is important, so make it count! Regardless of how your interview is conducted in-person or virtual, you want to look polished and feel confident. The UTEP Career Closet provides professional clothing to students for interview, networking events, and other occasions where it is important to make a positive first impression.

Thanks to **Supreme Laundry & Cleaners**, they have graciously covered the dry cleaning costs.



## ✓ Events

- Career/job fairs with local and national employers
- Graduate and professional schools fair with national and international schools
- Dining etiquette experience

## ✓ Professional Development Workshops

- Make plans to attend any one of our sessions. To enhance your professional development.

- **Crafting an Effective Résumé:** Learn how to write a clear and concise résumé that employers will notice.
- **Mastering the Interview:** : Gain an insight into what you should do before, during and after the interview, and how to respond to questions using the S.T.A.R method.
- **Establishing your LinkedIn Profile:** Learn how to establish your personal brand, maximize your visibility, and expand your network by following our recommendations.
- **Finding an Internship:** Learn about the importance of internships, where to find them, and how to add a notation on your academic transcript.
- **Pathways to Excel:** Learn the steps of becoming a top-notch job candidate by improving your education, experience, community involvement, and leadership skills.
- **How to Navigate a Career Fair:** Get noticed at the next career fair by learning what to do before, during, and after the event and how to develop your elevator pitch.
- **Working for the Federal Government:** Become an expert on the Student Pathways Program, navigating USAJobs.gov, and creating your federal résumé.
- **Transitioning from Classroom to Workforce:** Transition from student to professional by following our tips on making a great first impression, communicating in the workplace, and becoming an indispensable employee.
- **Negotiating a Job Offer:** Learn how to evaluate your worth before negotiating and countering job offers.
- **Developing a Curriculum Vitae (CV):** Learn how to build a strong CV by marketing your skills and highlighting your academic and professional experiences.
- **Preparing for Graduate School:** Learn the ins and outs of the graduate school application process, how to fund your degree, and develop your personal statement.
- **Building a Teacher Portfolio (Education majors):** Get a step-by-step guide on how to develop and utilize your teacher portfolio.



Scan the **QR code** to view current workshop schedule

---

For upcoming workshop dates/times, log into **Job Mine**, our job search engine for UTEP students.

# Getting Started with Job Mine

The first step to view employment opportunities is to activate your Job Mine profile. **Job Mine** is a job search engine exclusively for UTEP students connecting you to employers, job listings, interviews, and career events.



## To activate your profile:

1. Go to [utep.edu/careers](https://utep.edu/careers).
2. Click on **Students**.
3. Select **Job Mine**.
4. **Log in** and complete your Student Registration steps.

View videos on how you can navigate this online tool in our [YouTube](#) channel.



@utepcareers



## Sample Documents

While you are on our website, take a look at the **Sample Documents** section to find many of the handouts students commonly use.



## Résumé Samples:

- Freshman (UNIV 1301) Résumé Sample (PDF)
- Freshman Editable Résumé (WORD)
- Undergraduate Résumé Sample (PDF)
- Functional Résumé Sample (PDF)
- Experienced Résumé Sample (PDF)
- Military Résumé Sample (PDF)
- Downloadable Résumé Template (WORD)
- Accomplishment Statements (PDF)

\*Major-specific résumés can be found in the Document Library in **Job Mine**.

These documents have been reviewed by industry professionals.



# Job Listings: on- and off-campus

Do you need extra money to help cover school expenses? Hundreds of jobs are posted by local, regional and national employers looking to hire UTEP students. You can view and apply to many of these job listings via Job Mine. The listings include part-time and full-time jobs, as well as internships. Not all campus jobs require financial aid work-study eligibility. There are many hourly campus jobs that do not require financial need.

Job listings are updated daily and provide application instructions. In some cases, you can apply directly from our website to the positions that interest you.

## Avoid Job Scams

The job listings in Job Mine are vetted to make sure they are legitimate opportunities. Even so, always use do your research when applying to jobs or using other job boards. Make sure you authenticate the validity of the job, and watch out for any scams. If the job sounds too good to be true, it is probably a scam. You can always reach out to us ([careers@utep.edu](mailto:careers@utep.edu)) if you are unsure.



Scan the **QR code** to view the **Fraudulent Jobs Posting video**.

**JOIN SCOTTSDALE PD**  
**SEE MORE. DO MORE. BE MORE.**  
**SCOTTSDALEPD.COM**

f t i y @ScottsdalePD

# I Professional Job Search

If you are two semesters away from graduation, we strongly encourage you to begin the professional job search process. Employers recruit at college campuses for graduates who are one or two semesters away from graduation, so invest time in the job search process early on. Using our services while still in school allows you the full benefit of the college experience.

To review professional job listings and access interview schedules, you will need to activate your Job Mine profile.

UTEP Alumni are also welcome to take advantage of the many Career Center services, including the following:

- ✓ **Job Listings:** View and apply to full-time positions via Job Mine.
- ✓ **Campus Interviews:** Sign up for on-campus interviews for which you meet the employers' requested criteria.
- ✓ **Résumé Reviews:** Have our professional staff members assist you with reviewing your résumé, cover letter, or curriculum vitae. This can be done after establishing your Job Mine profile.
- ✓ **Sponsored Company Presentations:** View "Employers on Campus" calendar for date, time and location information.
- ✓ **Career Fairs:** We invite you to attend any one of the career fairs that we host throughout the year.

---

## UTEP Alumni Association LinkedIn Group:



Expand your professional network and join the UTEP LinkedIn alumni group. If you have not updated your LinkedIn profile, here are some resources for you to consider:



**Video tips for an optimal LinkedIn account**

# Career Exploration

Career Exploration is simply learning about various occupations and their "fit" with your unique career preferences, e.g., the **skills**, **interests** and **values** you want satisfied by your career. Ideally, you engage in **career exploration** during or after identifying your career preferences through self-assessment.

## Step 1:

Explore majors by using Choices 360 and speaking with your academic advisor

## Step 2:

Dive deep into the major (scan QR code to view all career planning tools)

## Step 3:

Learn about relevant skills (see job postings for this major, attend a career fair, talk to a professional in this field, or conduct an information interview using LinkedIn and connecting with UTEP alumni or other professionals)

## Step 4:

Develop your skill set by undertaking an internship, volunteering at a place where there are professionals where you would like to work in, becoming involved in research projects through your professors, signing up for case-competitions and joining a student organization.



Scan QR code for Career Planning tools

## Say Yes to the Future of Correctional Healthcare

We're hiring NP's, RN's, LPN's, and Counselors/Social Workers

Dona Ana County Detention Center  
1850 Copper Loop  
Las Cruces, NM 88005

Diana Montemayor  
Senior Clinical Corrections Recruiter III  
Cell: (720) 902-7920



Say Yes To Exceptional Care

YesCareCorp.com

## JOIN OUR TEAM at NIWC PACIFIC

Located in beautiful San Diego California, **Naval Information Warfare Center, Pacific (NIWC Pacific)**'s **New Professional Program** provides is a 2-year career development opportunity designed to bridge the gap between formal academic training and professional work.

**NIWC Pacific** employs scientists and engineers who hold BS, MS, and Ph.D. degrees in a variety of fields, including: Computer Science, Computer Engineering, Electrical Engineering, and other engineering and science disciplines.

**Some of the benefits include** • Work life balance  
• 11 paid federal holidays per year • Paid vacation  
• Flexible work schedule • Retirement plans  
• Training and educational opportunities  
• Hiring incentives offered!

Apply to the **New Professional Program**:

<https://navwar.yello.co/app/collect/event/vAREIGLV9ZpwsL8-sL6pnA>



*Must have graduated or be within 9 months of graduation. U.S. Citizenship required. Must be able to obtain a Secret Security Clearance and some positions may require a Top Secret Clearance.*

<https://www.niwcPacific.navy.mil/new-professionals/>

# Career Development Timeline for Students

Below are some suggested activities for a college timeline, we understand that completing your undergraduate degree may take longer than the traditional four years.



FIRST YEAR

THIRD YEAR



SECOND YEAR

FOURTH YEAR

## 1 First Year

Establishing a high GPA during the first semester will help meet requirements set by potential employers. Students can take the first semester to focus on academics and campus life. Students need to activate their Job Mine profile to get familiar with Career Center services, resources, and events.

## 2 Second Year

During their second year, students are strongly encouraged to explore options and test their perceptions of career fields. By the second year, students typically declare a major and feel comfortable with their choices and potential job opportunities.

### 3 Third Year

During their third year, students need to explore options for life after college. There are many decisions that need to be made at this stage. Is graduate or professional school in the future or will it be full-time employment? Many students struggle with finding “what they really want to do.” Career advisors specialize in facilitating these discussions and are available to meet with students to explore options.

### 4 Fourth Year

During their fourth year, some students may still be undecided. Some may return from their internships with full-time job offers, while others feel left out and left behind. However, students need to know that each career field has its own hiring cycle. For example, finance, investment banks, consulting and accounting organizations hire in the fall.

Know that the Career Center Staff is available to assist one-on-one during this difficult time. Know that our services are confidential.



Scan QR code for a more complete view of all timelines



**Wil**  
Deep Space  
Exploration Engineer

Only here can I traverse the galaxy through technology I help build.

From my team’s mission control room, I fly spacecraft and robotic satellites I helped design and build that are hundreds of millions of miles away. Through the technology I co-engineer and test at Lockheed Martin, only here do I get to go on interstellar, interplanetary voyages without ever leaving Earth.



# The Internship Program:

## How your academic major ties to the world of work

Practical, pre-professional experience enhances and complements classroom learning. It prepares you for the workforce, engaging you in valuable training and development. Internships put classroom theory into practice, and challenge you to develop professional skills and knowledge for your career. They can also be a great way to explore career options and expand your professional network. The Career Center offers the **Internship Program** to help you in these types of pre-professional experiences. Contrary to popular belief, internships are available in numerous majors, not only engineering.



### The Museum of Us Intern Smithsonian Affiliate Washington D.C.

**Paulina V.**

**Bachelor of Arts in Art History and Art with a  
concentration in Graphic Design**

**Why:** Students with internships and similar experiences are more likely to get full-time jobs when they graduate, as well as higher starting salaries. Internships are often an extended interview, to see if there is a fit between the intern and the employer. Internships allow students to test-drive their future careers, not only by providing or enhancing skills, but by also reaffirming their decisions to pursue their chosen major.

**When:** As soon as possible! Some students begin as freshmen, though you may need to wait until your sophomore or junior year if major-specific skills are needed for the internship.

**Who:** All students, all majors! Master's and doctoral students can also participate.

**What:** Major-related internships, co-operative education, practica, etc. Also consider jobs that help you develop your transferable skills, such as interpersonal communication, project management, teamwork, public speaking, analytical/problem solving, research, etc.

**How:** Use Job Mine, Indeed.com, Internships.com, LinkedIn, online resources, and family connections to help you find the internship that's right for you.

You can also find many employers looking for interns at our career fairs. Find attending companies and institutions that interest you, to see if they offer internships. Use your network of faculty, friends, family and others for ideas.

Scan QR code to access the Internship Program webpage



**TIP:** Update your LinkedIn profile to keep a professional online presence for yourself. Read the LinkedIn resources in this guide.

## Turn Your Part-time Job Into a Valuable Experience

Part-time jobs that are related to your field can be a great first step, perhaps later leading to a more formal internship. For example criminal justice majors working in loss prevention, accounting majors as cashiers or bank tellers, or education majors tutoring students. Volunteer experiences can sometimes help to develop skills and enhance your network of professional contacts, so keep an eye out for those.

### Make it official:

Let the Career Center know if you have been extended an internship! Register your experience through your Job Mine account, using the "add internship/co-op" function. This provides you with a transcript notation, recognizing the value of the experience.

Contact the Internship Program team at [internships@utep.edu](mailto:internships@utep.edu) or call us at (915) 747-5640.

# | Building Social Capital. It matters!

As a college student building social capital takes place in your daily interactions with peers, family, friends, and instructors. This generation sets the example of how one goes about connecting with others via social media channels. Now take this same approach and adapt it to your professional goals. Continue to develop networks and connections with professionals who can provide you with tidbits of information to reach your career goals. Building a robust social capital network can take place in a number of ways: informational interviews, LinkedIn connections, family connections, research groups, and meeting employers at career events. What follows are recommendations to help you get started.



## Networking Tips for Beginners

Networking is a good opportunity to explore career paths, find future job or internship opportunities, and make meaningful professional connections. To network successfully, here are some helpful strategies to keep in mind.

### Create Your Own Identity:

Identify and learn to express your strengths to help distinguish yourself from competitors. Emphasize what makes you special.

### Prepare:

Think about what you hope to learn from someone when you reach out. This helps to start a conversation with a focus. Be intentional when meeting. However, also be flexible—that person might have other insights to offer.

### Participate:

Networking is not just about who you know, **it's also about who knows you**. If you want to become a successful networker, you have to exert time and effort. Participate in formal networking events, like career fairs and employer-led information sessions. You can also network informally by reaching out to your existing connections, like faculty, alumni and peers/classmates.

### **Be Persistent (but not obnoxious):**

Many of the people you talk with may not have an idea of how to help. It's important to keep at it, and be appreciative of everyone you speak with, even if they don't have something for you at the time.

### **Evaluate & Adapt Your Networking:**

If things don't go your way, don't blame networking. Evaluate yourself and determine ways to improve your approach. Adapt your communication style to the person you are trying to connect with.

### **Extend Help:**

Look for opportunities to help others. This can be a good way to build and establish your credibility. Though you may still have a lot to learn, you also have a great deal to offer. Look for ways to utilize your unique experience and skill sets to benefit others

### **Say Thank You:**

This is an important but simple way of showing your appreciation. Don't forget to thank your new contact for the help they provided, or for spending the time to connect with you even if they didn't have specific information for you.



## **LinkedIn: 5 Reasons to Create an Account**

LinkedIn is a professional networking platform, showcasing individual profiles, job opportunities and chances to connect. It operates in 200 countries and has nearly 700 million users worldwide. If you're not using LinkedIn, you could be missing out on a wealth of opportunities to help enhance your career.

Here are five reasons to be active on LinkedIn:

### **1. It's a great way to network**

LinkedIn can help you connect and network with those who share your passions and career interests.

## 2. Network with professionals

Connect with professionals from industries and fields you are interested in.

## 3. It's a fantastic way to find work experience

LinkedIn has a plethora of job opportunities. Recruiters and some employers also use LinkedIn to find potential candidates.

## 4. A wealth of knowledge

Find the latest news and updates on your chosen industry and join conversations with other professionals.

## 5. Showcase your skills and talents

Show off your skills and work experiences to recruiters and potential employers, and open up your options to new career paths.



**TIP:** For the Ultimate LinkedIn Cheat Sheet **scan QR code.**



# Career Fairs

Attending career fairs hosted by the UTEP Career Center or other entities is another avenue to further clarify your career goals and seek employment. Career fairs provide you with opportunities to find internships and full-time jobs, further explore career options, and help you establish networks with employers. Visit our Career Fair Calendar page to view upcoming job fairs for the academic year.



If you are two semesters away from graduating, we strongly encourage you to begin the professional job search process. Many employers make full-time offers to students even before they graduate. By attending a number of job fairs, you can consider multiple job offers, and compare work settings, location preferences and benefits.

Employers also look for interns at career fairs, so if you're looking to gain experience these events are great resources and networking opportunities. Set goals when attending career fairs and consider speaking with employers that would normally not interest you. Connect with UTEP alumni recruiting at the fair to learn about their journeys from students to professionals.

Lastly, be ready for an on-the-spot interview.



## Getting The Most Out Of A Career Fair

Many employers use career fairs to promote their opportunities and prescreen applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to large-scale regional career expositions held at major convention centers.

Most in-person career fairs consist of booths or tables staffed by recruiters and other representatives from each organization. An employer's display area could be a simple table with a stack of brochures and business cards and a representative, or an elaborate multi-media extravaganza with interactive displays, posters and a team of recruiters.

Recently, virtual career fairs have increased in popularity. Unlike traditional events, advance registration is required and the formats differ from chat to video interactions with employers.

Some employers use alumni from the school to facilitate a better connection. Large corporations and some government agencies have staff who work the career fair circuit nationwide.

In order to maximize your career fair experience, you must be an active participant.



---

See the **career fairs** that UTEP Career Center coordinates.





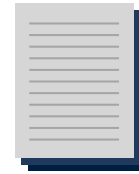
## Tips for Before, During, and After A Career Fair



### Before



1. Develop a strong résumé and get it reviewed by the Career Center.
2. Review the organizations attending the fair in advance when applicable and reserve your meeting times in advance.
3. Research your top 5 employers and apply for their open positions via their website.
4. Develop and practice your 30-second elevator pitch.
5. Set-up or update your LinkedIn profile.
6. Prepare your professional wardrobe even if the event is virtual.



### During



### After

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Dress for success.</li> <li>2. Introduce yourself/give your elevator pitch.</li> <li>3. Ask questions that demonstrate your research and knowledge of the employer.</li> <li>4. Focus on what you can offer.</li> <li>5. Prepare to talk about the information on your résumé.</li> <li>6. Ask if on-the-spot interviews are being held at the fair site.</li> </ol> | <ol style="list-style-type: none"> <li>1. Follow up on deliverables you discussed with recruiters.</li> <li>2. Send thank-you notes/emails.</li> <li>3. Apply to jobs/internships that you discovered.</li> </ol> |
|--|---|





## What to Wear, Bring, and How to Engage in A Virtual Career Fair



The appropriate attire for career fair attendees is business professional, whether the career fair is in person or virtual. Be prepared for an actual job interview. You will make a better impression if you look professional.

Have copies of your résumé handy to give them to the recruiter(s). Also, have a pen, a folder or portfolio, and some sort of note-taking device. Keep notes on the representatives you have spoken with, including any contact information for thank you notes or follow-up to be made, especially with employers that piqued your interest.

It is essential to speak with the recruiters and ask questions. In addition, keep your eyes and ears open. Listen to discussions within the group; you might pick up some valuable information, in addition to some career search do's and don'ts.

In order to experience and increase your job opportunities, you must be an active participant.



**TIP: Register for a virtual career fair early to secure time slots with employers that interest you.**



## Your Career Fair Elevator Pitch

In 30 seconds or less, you should introduce yourself, demonstrate your knowledge of the organization, express enthusiasm and relate your background to the organization's needs. In reality, you may need to wait a few minutes until the representative/recruiter is ready to speak with you. You may only get five to ten minutes to connect your background to the organization's needs. Practice your elevator pitch in advance, review your notes while waiting to speak to the representative, and be ready to shine.



If you are participating in a UTEP career fair, the list of participating employers is available well in advance of the event. [Log in to Job Mine for an updated list.](#)



## "Fair" Thee Well

Try to attend at least one career fair before beginning your formal job search process. For aspiring professionals, this is a good way to make the transition into self-marketing mode without the formality and stress of a one-on-one job interview. It's an opportunity too valuable to miss.

### 2022–2023 Career Fairs

#### FALL 2022

**Work @ UTEP Job Fair** | Wed., Aug. 31 – Thurs., Sept. 1 | 9am–1pm

**Career Expo** | Thur., Sept. 22 – Fri., Sept. 23 | 9am–2pm

**Graduate & Professional Schools Fair** | Tue., Oct. 4 | 10am–2pm

**Virtual Career Expo** | Fri., Oct. 7 | 10am–3pm

#### SPRING 2023

**Spring Career Fair** | Thur., Feb. 2 – Fri., Feb. 3 | 9am–2pm

**Internship & Part-time Job Fair** | Thurs., Mar. 30 | 9am–1pm

# Interviewing

## Behavioral Interviews

**“Tell me about a time when you were on a team, and one of the members was not carrying his or her weight.”**

If this is one of the leading questions in your job interview, you could be in for a behavioral interview. Behavioral interviews are based on the premise that the best way to predict future behavior is to determine past behavior. This style of interviewing is popular among interviewers.



Today, more than ever, each hiring decision is critical. Behavioral interviewing is designed to minimize personal impressions that might cloud the hiring decision. By focusing on the applicant's actions and behaviors, rather than subjective impressions that can sometimes be misleading, interviewers can make more accurate decisions. The S.T.A.R. Method is a strong approach to use when answering behavioral questions. See the S.T.A.R. Method section in this guide.



## Behavioral Interviews

The interviewer has been trained to objectively collect and evaluate information and work from a profile of desired behaviors that are needed for success on the job. Because the behaviors a candidate has demonstrated in previous positions are likely to be repeated, you will be asked to share situations in which you may or may not have exhibited these behaviors. Your answers will be assessed for accuracy and consistency.

If you are a candidate with no previous related experience, the interviewer will look for behaviors in situations similar to those on the target position:

- Describe a major problem you have faced and how you dealt with it.
- Give an example of when you had to work with your hands to accomplish a task or project.
- What class did you like the most? What did you like about it?

Follow-up questions will test for consistency and determine if you exhibited the desired behavior in that situation:

- Can you give me an example?
- How did you feel?
- What did you do?
- What was your role?
- What did you say?
- What was the result?
- What were you thinking?



## How to Prepare for A Behavioral Interview

Recall recent situations that show favorable behaviors or actions, especially those involving coursework, work experience, leadership, planning and customer service.

- **Prepare short descriptions of each situation**
- **Be sure each story has a beginning, a middle, and an end**
- **Be sure the outcome or result reflects positively on you**
- **Be honest, don't embellish or omit any part of the story**
- **Be specific, don't generalize about several events**

A possible response to the question, **“Tell me about a time when you were on a team and a member wasn't pulling his or her weight”** might go as follows:

“I had been assigned to a team to build a canoe out of concrete. One of our team members wasn't showing up for our lab sessions or doing his assignments. I finally met with him in private, explained the frustration of the rest of the team and asked if there was anything I could do to help. He told me he was preoccupied with another class that he wasn't passing, so I found someone to help him with the other course. He was not only able to spend more time on our project, but he was also grateful that I helped him out. We finished our project on time and got a B.”

The interviewer might then probe:

How did you feel when you confronted this person? Exactly what was the nature of the project? What was your role? It is best not to embellish or make up information in your response.



## The S.T.A.R. Method

The S.T.A.R. Method will help you construct an organized, specific, thoughtful, and concise answer to a tough behavioral interview question. S.T.A.R. is an acronym that stands for:

- **Situation** - explain a relevant experience
- **Task** - describe the job that needed to be accomplished
- **Action** - talk about YOUR strategies and actions
- **Result** - explain the outcome



## S.T.A.R. Response Example

**Give an example of a time you took initiative.**

**S** “My college newspaper's advertising revenue was falling, and long-term advertisers were not renewing their contracts”

**T** “My goal was to generate new ideas, materials and incentives that would result in at least a 5% increase in advertisers from the year before.”

**A** “I designed a new promotional packet to go with a rate sheet and compared the benefits of our circulation with other ad media in the area. I also set up a special training session for our account executives. The session was given by a business professor who taught us some competitive selling strategies.”

**R** “Our advertising sales increased by 8% by the end of the year.”



## Don't Forget the Basics

Don't let behavioral interviews scare you. By practicing the S.T.A.R. method to formulate your responses in a concise and complete manner, you will gain confidence and ease in your future interviews.

Of course, you should always put your best foot forward.



**TIP:** For additional interviewing practice, attend one of our **Workshops** or make an appointment with a Career Center staff member.

# Is Graduate or Professional School Right for You?

At some point in your college career, you may decide what you would like to do after graduation and that includes whether or not to attend graduate or professional school. Here are some pointers to help you determine if this choice is right for you:

## Should I consider going to graduate school?

### Going to graduate school might be a good idea if you...

- wish to develop additional expertise in a particular subject or field to maximize your future earnings and opportunities for career advancement.
- want to be a professor, lawyer, doctor, an investment banker or work in any profession that requires post-secondary education.
- are deeply interested in a particular subject and wish to study it in depth.

### Going to graduate school might not be a good idea if you...

- are trying to delay your entry into the “real-world” with real responsibilities.
- are uncertain about your career goals.
- are thinking it will be easy with little time devoted.
- are staying in school to avoid the poor job market.

## Is it better to work first or attend graduate school immediately after I complete my undergraduate degree?

### Work first if...

- you would like to get some real-world work experience before investing thousands of dollars in a graduate degree.
- the graduate school of your choice prefers work experience.
- you cannot afford to go to graduate school now and you haven't applied for financial assistance.

## How To Finance Your Graduate Education

**Student loans:** Even if you have taken out loans in the past, additional investment may be the right choice for you.

**Fellowships/scholarships:** A free education is always the best option. The catch is that you need a high GPA, good GRE/GMAT/LSAT scores, and the commitment to search out every possible source of funding.

**Teaching/research assistantships:** Many assistantships include tuition waivers plus a monthly stipend. It's a great way to get paid while earning an education.

**Employer sponsorship:** Did you know that some companies pay for your graduate education as a retention effort? Speak to your Human Resources representative about any educational support programs available with your employer.

### Assuming I want to go to graduate school in the near future, what should I do now?

- Identify your true strengths, interest and values to help you discover what is right for you.
- Keep your grades up and sign up to take required standardized tests.
- Talk to faculty, friends and family who are in your targeted profession to get a realistic sense of the career path and the challenges associated with that career.
- Get to know your professors as you may need recommendation letters from them.
- Investigate creative ways to finance your education. You may reduce your debt by planning ahead.
- Research graduate schools to help you find a good match.
- Investigate the admissions process and the current student body profile of your targeted schools to evaluate your probability of admission.



**DUAL LANGUAGE  
\$7,000 STIPEND**

**LEANDER ISD**  
LEADING TO A BRIGHT FUTURE

**LEANDER ISD IS HIRING!!!!**

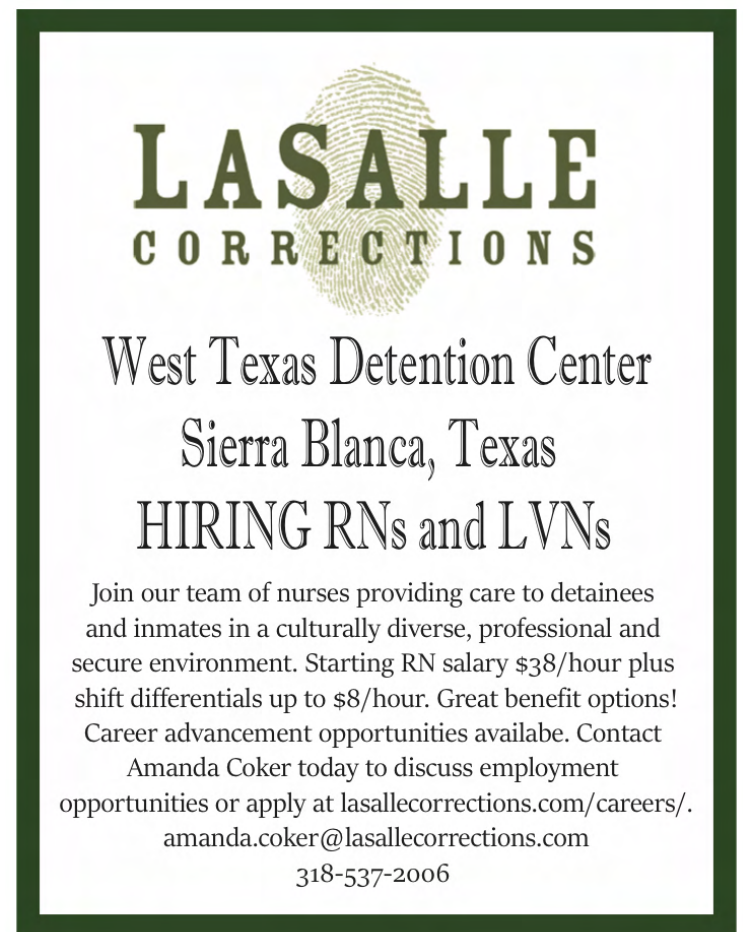
**Fastest growing  
school district in  
Austin Metro Area**

**200 square miles,  
just north of  
Austin**

**APPLY NOW**  
<https://bit.ly/3qTvWtT>

**CONTACT:**  
Jennifer.dunn@leanderisd.org

for more information visit the link [HTTPS://BIT.LY/36sqA0Z](https://bit.ly/36sqA0Z)



**LASALLE  
CORRECTIONS**

West Texas Detention Center  
Sierra Blanca, Texas  
**HIRING RNs and LVNs**

Join our team of nurses providing care to detainees and inmates in a culturally diverse, professional and secure environment. Starting RN salary \$38/hour plus shift differentials up to \$8/hour. Great benefit options! Career advancement opportunities available. Contact Amanda Coker today to discuss employment opportunities or apply at [lasallecorrections.com/careers/](http://lasallecorrections.com/careers/).  
amanda.coker@lasallecorrections.com  
318-537-2006

## What is a Personal Statement?

A personal statement (also known as letter of intent, statement of purpose, or an admission essay) is typically a one- or two-page document that states your interest in an academic field or program of study. The letter is not your life story, rather you are trying to help the reader understand where you are trying to go in life, and how their program can help you get there. It covers your possible contributions to the field, your relevant courses, internships and academic research experiences. In addition, it helps the reader evaluate your writing skills.

## Think of your academic and personal trajectory:

- Why are you interested in attending graduate school? More specifically, why are you applying to that particular program?
- Where do you see yourself upon completion of your graduate studies, and what is your ultimate career goal?
- What is distinct about you that will make you a successful graduate student and future professional in your field?
- What have you experienced that demonstrates your grit, passion or determination to succeed?

Consider these questions as they will allow you to analyze yourself in a manner that will facilitate your writing process.

Finally and most importantly, **PROOFREAD!** Committee members will read your letter and will evaluate if you are the right candidate for their program based on your story.

# Developing a Curriculum Vitae (CV)

Like a résumé, a curriculum vitae (CV) is a summary of your qualifications, often used for submitting an application for a job or academic/research purpose. There are several important differences between a résumé and a CV, though.

In the U.S., a CV is typically used to apply for academic or research opportunities. This means you need to include additional sections, such as publications, presentations, research, academic honors and awards, and possibly others.

There is no page limit on a CV, so you have room to communicate a more comprehensive view of your education, experiences and other qualifications. However, you should still keep it focused and purposeful, and you may need variations depending on the kind of opportunities you are applying for. For job applications, it should communicate your belief in your ability to do that job; it is not just a summary of your life or a catalog of your experiences.

Some sections will be very similar to a résumé (though more comprehensive), such as contact information and education. Here are a number of possible additional sections (not necessarily in order), depending on what you have accomplished.



## Jane Doe

Psychologist

CURRICULUM VITAE

---













**Fellowships and Awards/Grants and Funding**

**Dissertation Abstract**

**Areas of Research, Interest or Specialization**

**Areas of Competence/Expertise**

**Principal Research and Teaching Interests**

**Teaching Experience**

**Research Experience**

**Related Professional Work Experience**

**Courses Developed**

**Publications (Including works in progress)**

**Conference and/or Poster Presentations**

**Committee Work/Community Service**

**Patents**

**Professional Memberships**

**Skills (Including software, job-specific programs, equipment, languages)**

## Additional Tips

- ✓ **Fields of Interest or Teaching Competencies:** CVs may begin with a short section specifying Fields of Interest or Teaching Competencies (instead of an Objective with which résumés may begin). If you do include this section, make sure your categories are as broad as possible to cover a variety of potential opportunities, but don't be so broad that you appear unfocused.
- ✓ **Teaching and Research Experience:** It is appropriate on a CV to describe both teaching and research experience in detail, and in separate sections. If applying for a position that primarily involves research, describe research experience first; if it's for teaching, put teaching experience first.
- ✓ **Work Experience:** Work experience not directly relevant to research, teaching or academic opportunities, should be described only briefly on a CV.
- ✓ **Other:** This section may include miscellaneous personal information such as study abroad or personal interests. Include only those elements you feel may be relevant and of potential interest to your readers.
- ✓ **References:** Prepare a separate document that includes four to five professional and/or academic references. References should include contact information, and a brief description of their relationship to you (professor, supervisor, etc.). Always ask for consent prior to listing the individual as a reference.

## Your Thesis or Dissertation:

If you are working on or have recently finished your master's or doctoral degree, include a brief and clear summary of your thesis/dissertation topic in the Education section.

Including a separate one or two page abstract of your thesis/dissertation at the end of your CV is recommended. In this attachment, concisely summarize your thesis/dissertation work, placing it within its scholarly context, and noting its contribution to the field. Your summary should be easy to understand to people outside of your field, but scholarly enough to interest people within your area of expertise. If you do provide an abstract, write "(See Abstract Attached)" in the Education section of your CV, after the name of your thesis/dissertation title.

# Federal Jobs: Working for Uncle Sam



## OPM & USAJOBS.gov

The U.S. Office of Personnel Management (OPM) acts as the federal government's hiring agency. OPM's website is expansive and contains a wealth of information for anyone interested in federal jobs, including federal employment trends, salary ranges, benefits, retirement statistics and many links to publications and resources. Linked to the **OPM site** is the **USAJOBS.gov**, which has its own set of tools and resources. USAJOBS.gov acts as a portal for federal employment with thousands of job listings at any one time.

### Searching for Federal Jobs

Registered visitors to USAJOBS.gov can create and post up to five résumés, which can be made searchable. Applicants can also use these résumés to apply directly to jobs that have an online application option.

### How to Apply

All federal job postings include a section titled "How to Apply." This section will help you put together the best application possible. If you do not follow the instructions and procedures closely, your application may not be processed.

Federal agencies require specific information on your résumé before it can be processed. The OPM created the USAJOBS.gov **Résumé Builder** in an effort to help applicants create a résumé which can be used for most agencies. Go to USAJOBS.gov to get started.

A résumé or CV may not be the right document to apply for a federal government job.

Learn more by attending our **"Working for the Federal Government"** professional development workshop.

# BECOME A 911 DISPATCHER

## MIDLAND PUBLIC SAFETY COMMUNICATIONS IS HIRING



**STARTING SALARY \$44,608**  
**LONGEVITY AND CERTIFICATE PAY**  
**GREAT BENEFITS AND RETIREMENT**

**BE THE DIFFERENCE,**  
**START YOUR CAREER**



**EXCEPTIONAL PEOPLE.**

**EXCEPTIONAL CONTRIBUTIONS.**

For an exceptional career, visit [sandia.gov/careers](http://sandia.gov/careers)

When your goal is to provide exceptional service to the nation, you need exceptional people.

That's why Sandia National Laboratories seeks out team members whose principles, perspectives, and outlook can contribute to game-changing solutions.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Sandia National Laboratories is a multitechnology laboratory managed and operated by National Technology and Engineering Solutions of Sandia, LLC, a wholly owned subsidiary of Honeywell International, Inc., for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-NA-0003525. SAND2022-5857 HR

NOW HIRING

**SALES**  
**TEAMMATES**



- Various sales positions available
- Industry-leading pay
- Day 1 benefits such as medical, dental, vision, and company-paid life insurance
- 401(k) with annual company match
- Paid holidays, vacation time, sick leave accrual, educational assistance program, and more!

**Now Accepting a Select Number of College Students for 10-Week Paid Sales Summer Internship**

Your travel costs to and from the internship site and your housing costs during the internship are included!



**FIND A McLANE LOCATION NEAR YOU!**  
**JOIN [McLANESALES CAREERS.COM](http://McLANESALES CAREERS.COM)**

EOE | AA | M | F | VET | DISABLED

ATTENTION

▶ **TEACHERS, COUNSELORS,  
PROFESSIONALS, AUXILIARY** ▶

**WE ARE  
HIRING**

**ECISD**

OUR students...THE Future

VISIT US ONLINE

[WWW.ECTORCOUNTYISD.ORG/DOMAIN/195](http://WWW.ECTORCOUNTYISD.ORG/DOMAIN/195)

**A BRIGHT FUTURE SERVING  
YOUR COMMUNITY!**

**EPCC Law Enforcement  
Training Academy,  
Texas Peace Officers  
Training Course**



**Day and Evening Courses Available**

**For more information (915) 831-7118**

The El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

# SEO Career

## The SEO Advantage

SEO Career prepares historically excluded populations including Black, Latinx, and Native American undergraduates, for competitive, paid summer internships that lead to full-time jobs in corporate America!

**90% of SEO Career interns receive a full-time offer from partner companies!**

### Gain an Edge

Receive career guidance and interview preparation to secure the internship.

### Advance to Success

Access industry-specific coaching and training, network with c-suite executives, and attend the SEO Career Summit.

### Access Internships

We partner with 200+ corporate companies across the nation. Lade an internship in:

**Investment Banking, Corporate Finance, Consulting, Marketing, Human Resources, Real Estate, Technology, and much more!**

### Applicant Requirements:

- Any major; Interest in business or tech
- 3.0 GPA or higher
- December 2023 or later graduate date
- Undergraduate classification
- Work authorization
- Black, Latinx, and/or Native American
- Enrolled in classes at a 4-year institution

**The SEO Career Program is entirely free.**

Apply Today! [www.SEOCareer.org/Apply](http://www.SEOCareer.org/Apply)

Questions? [Recruiting@SEOCareer.org](mailto:Recruiting@SEOCareer.org)



# Join the WestStar Family Today!

We offer careers in Banking, Title, and Insurance, as well as internship opportunities.

WestStar is the place to start and grow your career. We are committed to building a culture where all Team Members are valued, recognized, and able to succeed. At WestStar, you will find extraordinary benefits and development opportunities that support who you are both inside and outside the office.

## TEAM MEMBER BENEFITS:

- State-of-the-art facilities
- Free banking privileges
- Tuition reimbursement for higher education
- Comprehensive range of benefits
- 401(K) and ESOP Plans
- Promotion and skill development opportunities
- Opportunities to volunteer in the community

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and veteran status.



Learn more at  
[weststarbank.com](http://weststarbank.com)

Follow us on:





# WE ARE FREEPORT-McMoRAN.



**Develop your Freeport Edge at Freeport-McMoRan**, a leading international mining company that pursues value and safely supplies the world with essential metals for a better, greener future. Our metals are key in the clean energy transition and technologies that improve our lives.

Our greatest strength is our people, and we promote an inclusive environment that gives employees the confidence to share ideas and drive innovation forward. From internships to new graduate positions, we have opportunities to help you make the most of your skills and talents.

## ENGINEERING

Mining, Metallurgical, Process, Automation, Geological, Electrical, Environmental, Civil, Mechanical, Chemical and Material Science

## SCIENCES

Geology, Mineralogy, Health & Safety, Industrial Hygiene, Chemistry and Environmental

## BUSINESS

Human Resources, Accounting, Finance, Global Supply Chain, Communications and Information Technology

We also offer continued training, education and advancement, as well as industry-leading health and financial security benefits so you have the tools to achieve your full career potential.

**Apply Today**  
**FMJobs.com**

**FM** **FREEPORT-McMoRAN**



7131 Copper Queen  
El Paso, TX 79915

www.mvtholdings.com

# HELPING YOU FIND YOUR DREAM JOB



## BENEFITS

- 401 (k)
- Dental Insurance
- Health Savings Account
- Health Insurance
- Life Insurance
- Paid Time Off
- Tuition Reimbursement
- Vision Insurance

*\* Only full-time employees eligible*



## SCHEDULES FOR ANY LIFESTYLE!

## CONTACT US!

StaffRecruiting@m-v-t.com

1-800-870-0438

## LET'S GET SOCIAL!

Scan the QR Code





---

## Join one of Houston's Best Places to Work!

### Why YES Prep:



\$58,000 Starting Salary  
\$4,000 Bilingual Stipend  
*(for qualifying candidates)*



Advancement Opportunities



Up to \$2,500 Relocation  
Assistance

---

**APPLY TODAY!**  
[yesprep.org/TeachATYES](https://www.yesprep.org/TeachATYES)

**EL PASO COUNTY  
SHERIFF'S OFFICE**

**IS NOW**

# RECRUITING

**BECOME A  
DETENTION  
OFFICER**



## **Starting Pay**

<b>Detention Officer Trainee</b>	<b>\$19.75</b>
<b>Detention Officer</b>	<b>Entry Max</b>
<b>Upon graduation of an 8 week academy</b>	<b>\$20.91 \$34.07</b>

## **Minimum Requirements**

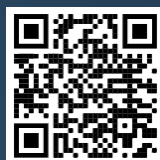
- **U.S. Citizen**
- **18 years or older**
- **High School Diploma or GED**
- **Minimum of**
  - \* **15 college credit hours from an accredited College or University,****OR**
  - \* **2 years of military service,****OR**
  - \* **4 years of reserve military service with Honorable discharge,****OR**
  - \* **2 years of Corrections or**
  - \* **Detention Officer experience**

## **Benefits**

- **Competitive Wages**
- **Career Development**
- **Promotional Opportunities**
- **Longevity wage increase for Law Enforcement**
- **Incentive pay for Degree and TCOLE Certifications**
- **Holidays, Sick, Vacation and Personal leave**
- **Employee Assistant Program**
- **Health Insurance**
- **Pension Plan (TCDRS) with a 2.5 County match**
- **Disability Insurance**
- **Flexible Spending Accounts**
- **Deferred Compensation**
- **Employee Clinics**

**Apply NOW!**

**[www.epcounty.com](http://www.epcounty.com)**





**DO  
WORK  
THAT  
MATTERS**

## Launch Your Career in National Security

Every day, over 6,000 employees in Kansas City and New Mexico come together to do work that matters at the U.S. Department of Energy's Kansas City National Security Campus, managed by Honeywell FM&T. They're dedicated to supporting our national security mission by manufacturing sophisticated mechanical, electronic and engineered-material components.





**UNIVERSITY  
CAREER CENTER**