Thank you for your interest in hiring UTEP students. You will find that UTEP students are excellent candidates with proven technical skills, a strong work ethic, and a tenacity to get ahead in life, all essential attributes that will contribute to the success of your organization. The purpose of this document is to support you with resources, guidelines, and sample documents to transition and prepare students in the professional field.

Supervisor Resources

NACE Guidelines and Resources

Career Center Resources & Support for Supervisors

Suggested Books
Feel free to navigate the following resources to assist you in your student employee supervisor date

7 Skills Everyone (and We Mean Everyone) Needs to Succeed at Work

UT System Learning Zone

Extended University

Professional and Public Programs

Technology Support Center

The Deer Oaks Employee Assistance Program

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The National Association of Colleges and Employers (NACE), the leading source of information on the employment of the college educated, provides a set of ethical standards for guiding job and internship searches and hiring process. The Principles for Ethical Professional Practice are based on two basic presets: maintaining a recruitment process that is a fair and equitable; and supporting informed and responsible decision making by candidates.

Review the following resources:

A Faculty Guide to Ethical and Legal Standards in Student Employment

Career Readiness for the New College Graduate: A Definition and Competencies
CAREER CENTER RESOURCES & SUPPORT FOR SUPERVISORS

Student Workshops

- **How the Career Center can help students:** Take our crash course on how to activate your Job Mine account, take advantage of the Internship Program, and use the Career Center's student tools.

- **Crafting an Effective Résumé & Cover Letter:** Learn how to make a great first impression in writing by showcasing your accomplishments in a résumé and cover letter employers won't be able to resist.

- **Mastering the Interview:** Gain an insight of what you need to do before, during, and after your (virtual) interview. We will teach you how to respond to questions based on the S.T.A.R. approach.

- **Establishing your LinkedIn Profile:** Turn your LinkedIn account into a job offer by following our tips on building a marketable account, creating networks and connecting with professionals.

- **Finding an Internship:** Internships give you the edge to launch your career. Learn about the importance of internships, where to find them and how to be part of the Internship Program.

- **How to Navigate a Virtual Career Fair:** Ace your next virtual career fair by learning what to do before, during and after the event and how to develop your elevator speech.

- **Negotiating a Job Offer:** Always get what you’re worth by following our tips on evaluating, negotiating and countering job offers.

- **Developing a Curriculum Vitae (CV):** Build your strongest American CV by learning how to market your skills and highlight your academic and professional experience.

- **Preparing for Graduate School:** Learn the ins-and-outs of the graduate school application process, including how to fund your graduate degree and start developing your statement of purpose.

- **Building a Teacher Portfolio (Education majors):** Get a step-by-step guide on how to develop and utilize your teacher portfolio.

Other Session Available Upon Request:

- **Pathways to Excel:** Education, Experience, Community Involvement, Eye to the Future, and Leadership. Learn the steps of becoming a top-notch job candidate by improving your education, experience, community involvement and leadership skills.

- **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:** Transitioning from student to professional by following our tips on making first impressions, communicating in the workplace, and becoming an indispensable employee.
Student Timelines

As students make their way through their years at UTEP, there are many important milestones to reach along the way. This checklist can help them stay on track.

Career Center Document Resources

- UTEP Student Employee Performance Evaluation (Student Affairs) (PDF)
- UTEP Career Center Student Performance Evaluation (Excel)
- UTEP Career Center New Student Employee (Student) Handbook (PDF)
- UTEP Career Center On-Boarding Guide (PDF)
- Supervisee/Supervisor 1:1 Accountability Form (Word)
- Emergency Contact form (PDF)
- Training and Development Plan for Student Employees (Excel)
- UTEP Career Center Staff or Student Employee Separation Checklist 2020 (Word)
- Legal Q & A: Writing a reference Letter

UTEP Student Professional Development

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SUGGESTED BOOKS

Overcoming The Five Dysfunctions of a Team
-- Patrick Lencioni

The 7 Habits of Highly Effective People
-- Stephen R. Covey

Who Moved My Cheese
-- Dr. Spencer Johnson

Good to Great
-- Jim Collins

Grit to Great
-- Linda K. Thaler and Robin Koval

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