OVERVIEW FOR FACULTY

The Career Center provides comprehensive career-related services to students and alumni. These services include: individual career counseling and coaching; resume assistance; internship program management; mock interviews; programs and seminars; externships; job and internship listings via CometCareers; employer information sessions and on-campus interviews; career fairs; and other networking opportunities involving employers.

PRESENTATIONS AND CLASS ASSIGNMENTS

We are happy to present to your class on select career-related topics or to assist with class assignments that have a career component. Some examples of these are listed below:

“Don’t Cancel Class”
- The Career Center staff can meet with your class in your absence and cover one of several career-related topics including job search strategies, preparing a resume & cover letter, strategic interview skills & networking. Of course we are happy to present with you in attendance as well, just ask!

Mock Interviews
- Using Perfect Interview, an interview software program, students are able to complete and record a “simulated” online interview using a web cam. Students may either schedule a 30 minute appointment to have someone in the Career Center review their interview with them or they can email it to you for you to review. Each question can be repeated as often as needed, and they can even see examples of how someone else might answer. There is a built-in “Interview Coach” feature to offer help.

Resume & Cover Letter Critiques
- The Career Center is able to review resumes and cover letters with students in order to offer suggestions and provide examples. This is handled on a drop-by, first-come, first-served basis during designated hours.

Career Assessments
- The Career Center administers several different interest and personality assessments including the Strong Interest Inventory, the Self-Directed Search, and the Myers Briggs Type Indicator. These may be completed online individually through the Career Center’s site and then interpreted at a class meeting. The departmental costs for the online assessments are $9.50 each for the Strong Interest Inventory, $12.90 each for the Myers-Briggs Type Indicator, and $5.50 each for the Self-Directed Search.

To take advantage of Career Center services related to a class presentation or assignment, we must know in advance! If you intend to have a career-related assignment on your syllabus, please consult with us in advance regarding timeframes and due dates. This is especially true for mock interview assignments which require a great deal of staff time and appointment coordination.
- To request a class presentation or assistance with a resume assignment, contact Karen.Baynham@utdallas.edu.
- To request assistance with a mock interview assignment or to explore the possibility of conducting career assessments for your class, contact Mickey.Choate@utdallas.edu.
ONLINE RESOURCES

The Career Center offers many free online resources to students. Our office covers the cost of any licensing fees through our student fee cost center. Accessing these programs or components within them may be included in your course assignments to assist students with exploring career options, industries, or occupations and to assist with developing an effective job search. These programs may be accessed through the Resources section of the Career Center's site.

Occupational Information

- **Choices** - Choices is an occupational exploration program containing information on over 656 different occupations. Students can easily access information about occupations, conduct exploration searches and take on-line assessments. This version provides outlook and salary information for cities in Texas.
- **Vocational Biographies** - Over 1001 real persons share their career lives. Career biographies tell it like it really is. You see the whole career ladder from high school to current job.

Job Search Related Sites

- **Career Insider Powered by Vault** - The insider career network for industry and employer information. Includes approximately 90 downloadable Vault Career Guides. Topics include interview and resume preparation, career topics, industry research and company information.
- **CareerSearch** - A database of more than 830,000 employers nationwide, covering a wide spectrum of industries. Profiles contain company descriptions and contact names, titles and phone numbers.
- **Dallas Business Journal/40 National Cities** - Online access to daily breaking local business news, annual "Book of Lists", special publications and comprehensive 10+ year story archives. The site includes links to 40 weekly digital business journals.
- **Going Global** - Going Global career and employment resources include more than 10,000 pages of constantly-updated content on topics such as: job search sources, work permit/visa regulations, resume writing guidelines and examples, employment trends, salary ranges, networking groups, cultural/interviewing advice.
- **The USA City Guides** - Contains career and employment resources for the 40 largest metropolitan areas in the USA. Included in this database are: job search resources, employment outlook, professional networking groups, cost of living, major employer listings by industry sector, non-profits and volunteer opportunities. H1B employer listings are also listed for all 50 states!
- **International Career Weekly** - Online magazine with weekly listing of international jobs.

Student Services Building, SSB 3.300
Phone: 972-883-2943
utdallas.edu/career

**Hours of Operation**
8:30 a.m. to 6 p.m. Mon-Thurs
8:30 a.m. to 5 p.m. Fri