



HLC Accreditation Evidence Document

Title: Career Services

Office of Origin: Office of Academic Affairs

Description: Some information concerning Career Services from its website, including an overview of its basic services, as well as an example of the useful information given concerning careers and employment skills for students (see the page on interviewing).

Date: 2018

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About

Our Mission:

UNM Career Services must support the mission, academic programs, and advancement of the University of New Mexico. Within this context, the primary purpose of the Career Services Center is to assist students, faculty, staff and alumni in developing, evaluating, and/or implementing career, education, and employment decisions.

Our Services

Career Advisement

Our office provides professional career advisement to current UNM students as well as UNM alumni and community members.

Career Development Facilitators (CDFs) are available through appointments or walk-ins to assist students with:

- Choosing or changing their major
- Assessing abilities, interests and values
- Clarifying career goals
- Writing a resume or cover letter
- Preparing for interviews
- Conducting a job search

We organize and host several career and information events each semester providing UNM students and alumni with the opportunity to network with employers/recruiters, to learn more about a variety of occupations, and to find employment.

Our main career events each academic year are:

- Career Expo (February)
- Educators' Job fair (April)
- Student Job & Internship Fair (April)
- Student Job Fair (UNM Departments Only) (August)
- Engineering and Science Job & Internship Fair (September)
- Business and Accounting Job & Internship Fair (September)
- Graduate and Professional School Fair (October)
- Fall Networking Event (November)

Career Resource Lab

Visit our comprehensive electronic resource lab with 12 computer workstations, designed to support all facets of your career development and job search needs.

Cooperative Education

The University of New Mexico Cooperative Education Program, or what is commonly referred to as "Co-op", provides students with a unique opportunity to combine real work experience with their academic studies. Co-op students work as paid professionals in various positions that are degree related. This professional experience will be reflected on the student's academic transcript giving him/her a competitive advantage in the job-search process.

Job/Internship Listings

Registered students have access to [Handshake](#) connecting them with hundreds of job/internship postings, actual employer contacts, and career/industry profiles nation-wide. Register today!

On-Campus Recruiting

Our office provides students and employers an opportunity to meet face-to-face. This time-saving, cost-effective service allows students to have their resumes screened by employers and be selected to interview on campus for employers' job opportunities. Students must be registered with our office in order to participate in the on-campus recruiting program.

Workshop Series

We host multiple workshops each semester focusing on topics such as resume writing, working a career fair, dining etiquette, interviewing, and many more. Furthermore, our CDFs provide tailored presentations for many student organizations, and undergraduate and graduate classes upon request.

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Physical Address

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General Resources

O*NET Online

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

Browse groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more.

Focus on occupations that use a specific tool or software. Explore occupations that need your skills.

Connect to a wealth of O*NET data. Enter a code or title from another classification to find the related O*NET-SOC occupation.

Bureau of Labor Statistics Occupational Outlook Handbook

Welcome to the nation's premier source for career information! The profiles featured here cover hundreds of occupations and describe What They Do, Work Environment, How to Become One, Pay, and more. Each profile also includes BLS employment projections for the 2010-20 decade.

Browse occupations by: [Highest Paying](#) » [Fastest Growing \(Projected\)](#) » [Most New Jobs \(Projected\)](#)

U.S. Equal Employment Opportunity Commission (EEOC)

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of race, sex, religion, age, disability, and national origin. Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). Most labor unions and employment agencies are also covered.

The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.

US Department of Labor Employment & Training Administration

Find job and career information. Employment and Training Administration (ETA) programs, resources and online tools help workers in all stages of the job and career development. Explore what is available by choosing a topic below.

- **Assess Yourself** - Searching for a career that's right for you? An important first step is to assess your skills to help you make the right career choices.
- **Explore Career Options** - Looking for a career or interested in changing careers? Find resources and online tools to help you with career decisions.
- **Gain Experience and Credentials** - How do you prepare for the career of your dreams? Explore programs and tools to find the training you need.
- **Find a Job** - Want to find your next job? Job search takes time, energy and preparation. Use online tools and resources for a successful job hunt.
- **Youth** - What are your career plans? Are you finalizing plans or just beginning? There are a variety of resources available specifically for you.
- **Deal with a Job Loss** - Dealing with a job loss? Take advantage of resources and programs that provide assistance to help you.
- **Know Your Rights as a Worker** - Do you have questions about the laws that protect you as a worker? Find resources with the information you need.

New Mexico Online Colleges: Guide to School & State Data

New Mexico is known for its wild beauty and has long been an attraction to intellectuals, artists, and researchers alike. This state, known as the Land of Enchantment, has brought the world both criminals like Billy the Kid and Nobel Peace Prize winners like Ralph Bunche. It is also the home of some affordable quality universities. More than 100 online degrees are offered to students in New Mexico.

Two schools worth mentioning are the University of New Mexico and Eastern New Mexico University. The University of New Mexico hosts the Health Sciences Center, New Mexico's largest integrated health care treatment, research, and education organization. U.S. News and World Report ranks the UNM School of Medicine 40th in primary care and 83rd in research. Eastern New Mexico University also shares some notoriety with UNM. The Business Journals rated ENMU four stars for cost, and four stars for diversity on a five-star ratings system.

Online education in New Mexico is well supported. New Mexico was the first state in the nation to create a statewide eLearning system for its entire constituency, including state agencies. This is known as Innovative Digital Education and Learning in New Mexico, an initiative that opens statewide enrollment and allows schools to share eLearning initiatives. In addition to IDEL, New Mexico has been a member of the Western Interstate Commission for Higher Education since 1952. In recent years, New Mexico has participated in WICHE initiatives related to distance education.

Local Resources

Albuquerque Community Tool Kit

A guide to local resources and information, this Community Tool Kit for the Albuquerque area can be used to find services and groups that can help you with anything from shelter and housing to health care and food to jobs and training.

New Mexico Workforce Connection

Services for Job Seekers:

- Find a Job
- Create a Resume
- Veteran Services
- Labor Market Information
- Services for Job Seekers
- Unemployment Insurance
- Job Fairs

Albuquerque Hispano Chamber of Commerce

Address: 1309 4th St SW, Albuquerque, NM 87102

Phone:(505) 842-9003

Free services:

- Computer Classes
- Scholarships

CNM Job Connection Center

NM Vocational Rehabilitation Division

US Department of Veterans Affairs

1501 San Pedro Dr SE Albuquerque, NM 87108(505) 265-1711

Job Search Resources

- Cost of Living Calculator
- How to Find a Job After College
- National Head Start Association (NHSA)

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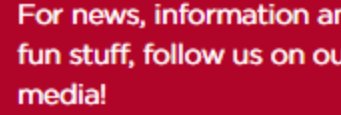
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Interviewing

Interviewing is perhaps one of the most nerve-wracking aspects of the job search process. It is natural to feel nervous about the prospect of sitting across from a professional in your field and answering questions about your background, experiences and qualifications. The good news is that interviewing is a skill to be learned, not an innate ability that we are or are not born with. Because interviewing involves learning and applying different techniques and strategies, there is much you can do to prepare for your next interview. The following documents will help you in that process:

Interviewing Guide

This guide explains everything you need to know about the employment interview process, including stages of the interview process; tips for preparation; types of interviews; and sample employer and candidate questions.

- [Interview Guide](#)
- [STAR Method Handout](#)

This link will help you figure out how you might answer some of the most common interview questions:

<https://www.themuse.com/advice/how-to-answer-the-31-most-common-interview-questions>

Informational Interviewing

This is where you do the interviewing. Informational interviewing refers to a process of interviewing a professional for information related to your career. The Informational Interviewing guide explains more about the process, and what you need to do before, during, and after the interview to achieve the best outcome.

When it comes to landing a job and being a successful employee in a professional work environment proper attire can be crucial. Watch our professional dress video with Megan Phillips, Career Development Facilitator I, to learn how to navigate this important topic!



Career Tools

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[Cover Letters](#)

[Interviewing](#)

[Follow-up & Thank You Letters](#)

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