faculty, adviser, and staff guide

UNIVERSITY OF NEBRASKA-LINCOLN
Let’s join forces... to provide UNL students with career resources and opportunities.

how can we help you?

We offer resources to assist you when working with students on career related topics. For more information: www.unl.edu/careers/facultystaff or careersresource@unl.edu.

Connect Students with Career Services
- Appointments and Walk-ins (230 NU): Our career counselors are available weekdays during 20-minute walk-ins from 10am-4pm or by appointment from 8am-5pm, scheduled by phone or via MyPLAN on Blackboard. Appointments can also be made with dedicated staff in our college offices.
- Career Resource Center (225 NU): Staff, print resources, interview rooms, and a small computer lab are available here.
- Career Services Website (www.unl.edu/careers)
- Publications: See the back cover for publications available for your office, student reception area, or bulletin board.

Publicize a job or internship
Advertise your department’s student jobs, as well as opportunities sent to you by employers. Send the description to careersresource@unl.edu and we will enter it in Husker Hire Link, our free, online job search system.

Share Information about UNL Interns and Graduates
Career Services collects and publishes information on UNL graduates and interns including job titles, employers, and wages. Career paths by major, annual salaries, and intern wages can be found through www.unl.edu/careers/survey. Use this information in working with prospective or current students and in preparing for accreditation visits. Students, employers, and academic departments contribute information to this report.

Connect with Employers
Meet employers at career events or invite employers to your classroom or student organization meetings. Additionally, you can access Husker Hire Link (HHL) in two ways:
- A Job Widget provides a customized listing of current job and internship opportunities on department web pages. Students and alumni can view the list and log in to HHL to see the details, including application instructions. Contact Career Services to have a widget created for your department.
- A Husker Hire Link Faculty/Staff account allows you to log into HHL and access employer, job, and internship listing information including on-campus recruiting activity such as interviews, career fairs, and information sessions. To request an account, go to careerservices@unl.edu.

Careers fairs and events
Join us at any of our programs and events. Specific dates and times can be found at www.unl.edu/careers/events.

Fall Events
- Professional Development for Educators: August
- Mock Interview Day: September
- Tech Crawl: September
- Career Fair Prep Night: September
- Fall Career Fairs: September
- Fall Interview Day for Educators: October
- Husker Career Forum - Alumni of Color Career Forum: November
- Graduate/Professional School Programs: November

Spring Events
- Professional Development for Educators: January
- Mock Interview Day: January
- Insights into Internships: February
- Career Fair Prep Night: February
- Spring Career Fairs: February
- Professional Networking Reception: February
- Public Service and Nonprofit Career Fair: February
- Federal Job Search Workshop: February
- Education Recruitment Day: March

Major/Career Decisions
Career Services assists students in identifying their interests, skills, and values as they relate to academic majors and careers.

Career Counselors
Our career counselors help students plan their next steps which may include completing a career assessment, meeting with academic advisors, taking an exploratory course, shadowing a professional, or accessing additional resources.

Exploration Resources
An extensive list of resources is available on the Career Services website regarding academic majors, career paths, and more. This includes the interactive Career Guide to UNL Majors (www.unl.edu/careers/careerguide).

Experience
When hiring graduates, employers cite experience as the number one quality they are seeking.

Student Jobs
An online listing of current student jobs including on-campus, Work-Study, and off-campus jobs is provided on our website at (www.unl.edu/careers/experience).

Internships and Co-ops
We offer guidance and resources for finding, planning, and documenting internships. In addition to professional experience, internships help students develop confidence in their career choices.

Additional Opportunities
We direct students to service, research, study abroad, and student organizations as excellent ways to gain additional experience.

Job Search Preparation
Career Services helps students conduct searches for student jobs, internships, and full-time opportunities.

Individualized Assistance
We provide personal service including resume and cover letter reviews, mock interviews, and job search planning. Students can utilize our “Preparing for the Job Search” guide, updated annually, for resume and cover letter samples as well as information on topics such as networking and interviewing.

Employer Connections
Employers use Husker Hire Link to connect with UNL students and alumni through job listings, career fairs, events, and on-campus interviews (www.unl.edu/careers/survey).

Graduate/Professional School
Along with faculty and academic advisors, Career Services helps students decide whether a graduate or professional degree will help them reach their career goals. We also review applications, essays, and academic resumes, and offer mock admission interviews.

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available publications

We encourage you to use Career Services publications when you work with students on career related topics. Call (402) 472-3145 or e-mail careerservices@unl.edu to request copies.

**Overview of Services**
A brief description of our services for students and alumni (8.5 x 11 inches).

**Calling Card**
A business card-sized foldout of basic services, location, hours.

**Weekly Husker Hire Link Bulletins**
3 weekly bulletins with recent career opportunities (Full-Time Jobs, Internships, and On-Campus Interviews). Members of this distribution list also receive fliers and posters for events.

**Next Steps/Events Notepad**
Free space for career-related instructions. Provides Career Services contact information as well as event dates (5.5 x 4.25 inch notepad).

**Exploring Majors and Careers**
Information about choosing a major or career. Includes resources, career assessment information, and suggested action steps (8 1/2 x 11 foldout).

**Gaining Experience**
Guide to obtaining student jobs (on-campus, Work-Study, and off-campus) as well as internships and co-ops. Includes tips for success and rights and responsibilities on the job (8 1/2 x 11 foldout).

**Preparing for the Job Search**
Guidebook with instructions and samples of resumes, cover letters, and interview questions. Includes articles on networking, career fairs, professional image, and more (8 1/2 x 11 booklet).

**Graduate/Professional School**
Guide to deciding to attend, researching, and applying. Includes suggested timeline for application (8 1/2 x 11 booklet).

**Employer Guide**
Overview of services and resources for employers. Includes academic calendar, career events, Husker Hire Link guide, and tips for increasing visibility on campus. Lists UNL colleges and majors (8 1/2 x 11 booklet).

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**husker hire link**
...a HUSKER always stands out.

- post and send resumes
- search jobs, internships and employers
- request on-campus interviews
- stay updated on career opportunities

www.unl.edu/careers

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**career services**

230 Nebraska Union  
(402) 472-3145

20-minute Walk-ins, Weekdays 10am - 4pm  
By appointment, scheduled by phone or via MyPLAN on Blackboard, Weekdays 8am - 5pm

Career Services at CBA  
138 CBA  
(402) 472-7272

Career Services East  
303 Nebraska East Union  
(402) 472-8273

www.unl.edu/careers

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The University of Nebraska-Lincoln is an equal opportunity educator and employer.