

TIPS FOR GETTING A JOB ON CAMPUS

I. How to find job postings

- a. Go to <http://stuemp.unm.edu/>
- b. Click on “Student Jobs” from the list on the left side of the page
- c. Click on UNM Jobs; takes you to <https://unm.csod.com/ats/careersite/search.aspx?site=13&c=unm#U#UNM%20Jobs>
- d. Click on Student Jobs
- e. Can filter list by keyword and/or campus
- f. Type “regardless” into the key word field to see Student Employment positions only (not Work Study)
- g. Double-click on “Date Posted” to see the most recent postings

II. What to look for in the job posting

- a. Employment Type: work study or student employment?
- b. Position Summary: what will you be doing?
- c. Minimum /Preferred Qualifications: what qualifications do you need for the job?
- d. Best Consideration Date: what is the application deadline?
 - i. Often hiring managers continue to accept applications after this date
 - ii. Call the department and ask whether the position has been filled and if they are still accepting applications
 - iii. Ask for the name of the hiring manager for this position and include it in your cover letter (if required)
- e. Application Instructions: usually a resume and cover letter are required; follow these instructions exactly!

III. How to apply

- a. Prepare your resume and write a cover letter; be sure to address the qualifications listed in the job posting, listing them clearly on your resume
- b. Bring your resume and cover letter in to Career Services for review
- c. Complete the online application and upload your resume and cover letter
- d. Schedule a mock interview at Career Services

IV. Student Job Fair strategies

- a. Before the fair
 - i. Register with Handshake <https://unm.joinhandshake.com/login>
 - ii. Check Handshake for the list of employers who will be at the fair
 - 1. Click on “Events”, then select “Student Job Fair”
 - 2. Click “All Employers” to see the list
 - 3. Research the employers you are interested in
- b. Day of the fair
 - i. Nicer attire
 - ii. Introduce yourself: name, major, student status, your qualifications, and why you’re interested in their organization

V. Visit Career Services for all your career needs!

- a. Writing resumes and cover letters
- b. Interview prep & mock interviews
- c. Choosing or changing a major
- d. Career options related to your degree
- e. Job search tools & strategies
- f. Applying to graduate school
- g. And more!