



Faculty / Staff Agreements

AUBURN UNIVERSITY CAREER CENTER
YOUR CAREER. OUR MISSION.

303 MARTIN HALL | 334.844.4744 | AUBURN.EDU/CAREER

According to our research, Auburn University faculty members are the main source of referral for students to the Auburn University Career Center. We appreciate your involvement in our services and programs and realize that many students are introduced to the Career Center because of a class assignment or a faculty member's suggestion. In order to best accommodate any class assignments or extra credit opportunities that involves our office, please communicate with our office in advance by contacting **Addye Buckley-Burnell** at **334.844.4744** or **addyebb@auburn.edu** prior to the start of the semester. Additional information about how we can best work together is listed below:

CLASS PRESENTATIONS

Career Center professional, para-professional and well-trained student staff members are available to give presentations on a wide-variety of topics. Please go to the "Class/Group Presentation Request" tab under the Faculty/Staff tab on our website. Presentation requests should be submitted at least two weeks prior to the date requested.

Possible Topics:

- Career Center services overview
- How to choose a major
- Resume writing
- Cover letter writing
- Job Search strategies (can be major focused)
- Interview strategies
- Networking strategies
- Dining and business etiquette

MOCK INTERVIEWS

InterviewStream, available at **jobs.auburn.edu**, should be used to introduce students to interviewing skills and completed prior to a mock interview. It allows students to select a preset interview or develop a list of questions they want to practice. Interviews are filmed so students may self review and share the interview with others via email. Students may use InterviewStream from any computer with a webcam.

You may ask students to send a link to their interviews to complete required assignments. It can also be integrated into Blackboard. See InterviewStream Faculty TipSheet for instructions.

Mock Interviews are available to students who have scheduled interviews and wish to have a "dress rehearsal" prior to that interview. Mock interviews should not be used for introductory interview skills. Students are expected to schedule the interview a week prior, providing the employer, job title and a resume to the Career Center. Students should dress professionally for the interview as they would for the real interview.

ASSESSMENTS

- Schedule class assessment interpretations during your class by requesting a presentation (instructions to the left).
- For individual student sessions, they should sign-up for a scheduled group session, times listed: **auburn.edu/career**.

Type Focus (Personality Assessment) - FREE

- Helps students identify areas of natural strengths and challenges as well as career areas where their personality type is typically drawn.
- Site password: au7788
- Students should print Type Focus results (displaying their four-letter type) and bring to group interpretations (classroom or in-office).
- *The Myers-Briggs Type Indicator (MBTI) is not recommended for class assignments.*

Strong Interest Inventory (SII) - \$30

- Evaluates interests as they relate to careers.
- For class requirement, contact Diane Thorne (**thornde@auburn.edu**) at the first of the semester to receive student instructions and a batch log-in website. This expedites the process and allows you to see who has completed the assignment.

If an appointment is required, they should be scheduled at least two weeks prior to the last day of class.

CAREER PLANNING TOOLS

FOCUS - FREE

- This comprehensive career planning tool allows students to evaluate several areas (interests, values, personality, etc.) and guides them through researching careers of interest.
- No counselor interpretation is necessary but counselors are available through appointments as needed.

CareerBeam - FREE

- Self-paced comprehensive career planning resource.
- Used to clarify career goals, develop professional resume and cover letter, prepare for interviews, develop a network, and implement a strategic career search.

JOB SHADOWING

Students should not use our Job Shadowing program to fulfill a class assignment as we are not staffed to meet the needs of

large groups of students seeking sites. Our program is appropriate for students who have sincerely assessed their interests, personality, skills and values and have identified two to three career areas of interest and want to spend a day to a week shadowing someone in that profession.

For class assignments, we recommend that students assist one another in trying to locate a professional in a field of interest. (Friends, family members, previous employers etc. often afford a wide array of contacts.)

We are unable to place students in medical-related sites due to privacy laws, and students are encouraged to pursue shadowing opportunities through related courses. Informational interviews are encouraged in this area.

SPECIAL EVENTS

Attendance/Appropriate Dress

Students are encouraged to attend career events during or prior to a related job search and may attend to fulfill a class assignment. Students are required to dress appropriately for the event, however. Dress expectations are as follows:

Business Casual*

Part-Time Job Fair
Internship and Summer Job Fair
Graduation and Professional School Day
Majors Fair

Business Professional *

Career Expo
Education Interview Day

* Related Tip Sheets are available on our website

RESUME

Students conducting a job or internship search should bring a professional resume to all events. Here are the available resume writing resources:

- Tip sheets and the career handbook are available at

auburn.edu/career under Students and Resume and Cover Letter Writing.

- Resume writing software is accessible through Tiger Recruiting Link (TRL), where students should also upload their resume, at **jobs.auburn.edu**.
- Students may obtain feedback on their resumes during walk-in hours, appointments or via email using the eResume drop-off (eresume@auburn.edu).

WALK-IN HOURS

303 Martin Hall: Monday - Friday, Noon - 4 p.m.

Colleges/Schools: Go to **auburn.edu/career** to view liaison hours

APPOINTMENTS

Call 334.844.4744 to schedule an appointment, Monday through Friday, 9:00 a.m. - 4:00 p.m.

ACCESSIBILITY

The Career Center is located in 303/400 Mary Martin Hall, a historic building with no elevator access. If students are unable to use stairs or find them difficult to use, we are happy to meet with them in one of our alternative meeting spaces. Students should call 334.844.4744 to schedule a meeting time.

ON-LINE PRESENCE

Stay up-to-date about our services, events and seminars through the following resources:



Register @ **jobs.auburn.edu**
to job search, post your
resume, sign up for
events, etc



Follow @ **twitter.com/AUCAREER**
to be up to date on Career Center
events, services and tips



Join the **Auburn University Career Center** group
to network with career professionals



"Like" @ **facebook.com/AUCAREER**
to be up to date on Career Center
events, services and tips



Visit **tigersprepare.blogspot.com**
to learn up to date career/major and
job search tips and information