EXPLORING CAREERS
CAREER SERVICES

Visit Early & Often to:
EXPLORE Majors & Careers
OBTAIN Student Employment & Internships
PREPARE for Grad School & Health Professions
TAKE Admission & Certification Tests
SUCCEED in your First Career Position

435.797.7777
www.usu.edu/career
University Inn, Ground Level 102

Career Services
myUSU
Division of Student Services
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Additional Guides Available:
- Applying for Jobs
- Acing the Interview
- Getting Into Grad School

Join the conversation USUCareerServices

USU Career Services Group

USUCareer
Career Services’ Staff

Career Services’ Staff by Specialty
For appointments, please call 435.797.7777

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Your Career Coach is:

A Member of

[Professional Association of Résumé Writers & Career Coaches]

For a list of campus Internship Coordinators, visit www.usu.edu/career
Visit Career Services to...

Explore Majors & Careers
Learn about majors and career options that fit your skills, values, interests, and personality. Access Focus for online career exploration and have your results interpreted by a Career Coach. Consider enrolling in PSY 1220, Career and Life Planning, to further explore your interests as they relate to major and career choices.

Obtain Student Employment & Internships
Explore both on- and off-campus student employment opportunities, including Work-Study, via Career AGGIE.

Gain career-related experience with an internship. Earn academic credit and experience employers are looking for. Over 60% of students receive full-time job offers from their internship employers.

Prepare for Grad School & Health Professions
Your Career Coach can help in reviewing your options for graduate school and your application/personal statement.

Prepare to attend graduate programs in the health professions by meeting with the health professions advising staff.

Take Admission & Certification Tests
Select testing on the Career Services’ website for scheduling, tests offered, and additional information.

Succeed in your First Career Position
Meet one-on-one with your Career Coach to:
- discuss internship and career search strategies;
- build your network of alumni and employers;
- develop an effective LinkedIn profile and personal brand;
- create customized resumes and cover letters;
- participate in a mock interview;
- negotiate job/salary offers; and
- review graduate school applications.

Interview at Career Services with employers for internships and career employment. Attend employer information sessions to: learn about opportunities, receive tips for application success, and to meet recruiters.

Access Career AGGIE, Career Services’ online job posting and networking system, to:
- apply for student employment, Work-Study, internship, and career positions;
- create a customized "Search Agent" to receive email alerts for jobs/internships;
- network with over 12,700 employer contacts; and
- schedule on-campus interviews

2015-2016 Fair Dates

<table>
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<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Graduate School Fair—September 22, 2015</td>
<td>Summer &amp; Student Job Fair—January 27, 2016</td>
</tr>
<tr>
<td>STEM Fair—October 7, 2015</td>
<td>Premier Spring Career Fair—February 24, 2016</td>
</tr>
<tr>
<td>Fall Career Fair—October 21, 2015</td>
<td>Northern Utah Teacher Fair—March 16, 2016</td>
</tr>
</tbody>
</table>

See website for specific times, locations, and tips!

10-Minute Drop-ins
Resume/cover letter edits and quick questions, no appointment necessary

Monday, Tuesday, & Wednesday, 1:30 p.m.-3:30 p.m.
Thursday & Friday 9:30 a.m.-11:30 a.m.

3
## Career Success
### Your 4-Year Career Plan

<table>
<thead>
<tr>
<th>Year</th>
<th>Plan</th>
</tr>
</thead>
</table>
| **1st Year** | **Explore** Enroll in Orientation Class  
- Attend SOAR  
- Sign-up for Connections  
Get to know your academic advisor  
Select courses that allow you to explore a variety of disciplines  
Take CLEP and other exams to earn academic credit  
Explore careers and majors at Career Services by:  
- Completing career interest inventories (access *Focus* for online career exploration)  
- Taking “Career and Life Planning” – Psychology 1220  
- Connecting with alumni via the Student Alumni Mentor Network and LinkedIn  
- Completing your profile in *Career AGGIE* – your online networking and internship/job posting site  
Get involved with campus and community organizations  
- Develop a record of service and leadership to Utah State and the community  |  
| **2nd Year** | **Access** Continue to explore interests and abilities in order to declare a major  
Enroll in courses that fulfill both general education and major requirements  
Discuss potential majors with your Career Coach at Career Services who can recommend:  
- Professionals and alumni in your field (via *Career AGGIE*)  
- Faculty and advisors  
Build your resume through:  
- Involvement in student and professional organizations – take a leadership role  
- Internships – local, regional, national, or international  
- Undergraduate research  
- Volunteer/community service  
- Student exchange programs  
Consider the possibility of international study or work abroad through:  
- Study abroad programs  
- International internship opportunities |
# Career Success
## Your 4-Year Career Plan

### Focus
<table>
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<tr>
<th>3rd Year</th>
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</table>
| If you have not done so, now is the time to select a major  
Apply for internship opportunities, international study/exchange programs, and undergraduate research  
Meet with your Career Coach to:  
- Create targeted employment documents (resume/cover letter)  
- Develop a network of potential employers and alumni  
- Research organizations  
- Prepare for and attend all fairs/expos  
Take a leadership role in student organizations  
Consider a “Service Learning” experience  
Research graduate schools and prepare for entrance exams (GRE, GMAT, MCAT, LSAT, MAT, etc.). Guides are available for check out in the Career Café  
Use Career AGGIE to apply for internships and to network with alumni and employers |

### Implement
<table>
<thead>
<tr>
<th>4th Year</th>
</tr>
</thead>
</table>
| Apply for graduation  
Join the Student Alumni Association  
If you are seeking career employment, visit Career Services to:  
- Receive one-on-one career search coaching  
- Update and edit your resume/cover letter and prepare for interviews  
- Participate in on-campus recruiting with various regional, national, and global organizations  
- Attend all job fairs and expos well prepared with an introduction and targeted documents  
If you are continuing your education:  
- Work with your Career Coach to create graduation and professional school applications  
- Take entrance exams in the Career Services-Testing area  
- Investigate the variety of programs available at Utah State and nationwide at the Graduate School Fair  
Complete Career Services’ annual Graduation Survey to report your plans |
The ability to choose a potential career path is a key decision-making skill – and not always easily done. When we are not clear about our feelings, it is an indicator that we need more information either about ourselves, about our options, or both. Perhaps the most important issue regarding career/major exploration is to understand that being passive will not produce results – action is required. Start checking off as many of these activities as you can, and you’ll find yourself on the way to choosing a great career.

**Step 1: Clarify Your Goals – “Know Yourself”**
- I have used the O*NET OnLine “Advanced Search” section to filter through careers by my interests (Holland Code/themes).
- I have taken FOCUS assessments designed to help me learn more about my work interests, personality, skills, values, and leisure interests.
  - I have gone to the “Narrow and Refine Your Results” section to review a list of occupations that appear in more than one of my completed assessments.
- I have completed the SIR/TV Decision-Making Matrix.
- I have worked with my Career Coach on completing my Individual Career Action Plan.

**For students fulfilling University Advising Assignment Only:**
- I have met with _______________________________ from Career Services and completed all of the items listed in Step 1. (Name of Career Coach/Peer)

(Career Coach/Peer Signature) __________________________ (Date) __________________________

**Step 2: Research Opportunities – “Know the World of Work”**
- I have engaged in various exploration/networking activities such as:
  - Participating in Job Shadows
  - Conducting Informational Interviews
  - Attending Career Fairs to network with employers obtain more information about careers of interest
  - Joining Social Media resources such as LinkedIn to network with professionals
- I have met with Career Services Career Coach to learn more about the variety of careers that correlate with my major/interests.
- I have attended the USU Major Fair typically held in October.
- I have enrolled in Psychology 1220, *Career and Life Planning* (3-credit) offered Fall/Spring.
- I have conducted research on the websites below to obtain more information about my career options:

  - FOCUS ........................................................ usu.edu/career
  - O*NET OnLine .............................................. online.onetcenter.org
  - What Can I Do With This Major?.................. whatcanidowiththismajor.com/major
  - Degree Finder ............................................. usu.edu/degrees
  - Occupational Outlook ................................... bls.gov/oco
  - Career AGGIE............................................. usu.edu/career/htm/career-aggie

**Step 3: Declare Your Major – “Take Action”**
- I have created my “Individual Career Action Plan” and have started working towards those goals.
- I have met with the Academic Advisor for my major of interest for details about the curriculum and how to declare the major.
Making Sense of the World of Work: The Holland Code

What is the Holland Code? The Holland Code is a strategy for organizing information about the three “worlds” of career planning: World of Self, World of Work, and World of Education.

How does it work? There are six general themes (see below) which can be used to describe people, jobs, and educational environments. Since people and environments are complex, it usually takes 2 or 3 themes to describe them.

Over 12,000 occupations have been coded using this method. These codes are based on statistical analyses of data collected over a long period of time involving very large numbers of people. Read below to informally assess your Holland Code. As you go through the process of thinking about which themes describe you the best, you will be doing one of the most important parts of the career planning process – trying to understand and define yourself.

WHICH THREE THEMES DESCRIBE YOU BEST? _______ _______ _______

REALISTIC
Career Motivator: Using Physical Skill
- Values work with tools and objects rather than with people and words
- Wants to see practical results from their work
- Likes a physical or outdoor component
- Acquires technical, mechanical, athletic skill
- Apt to be reserved, traditional, concrete, genuine; often cool to radical new ideas and creative arts
Typical jobs: engineer, forester, farmer, skilled laborer, truck driver, pilot, soldier, aircraft mechanic, protective services, technical fields

CONVENTIONAL
Career Motivator: Organizing
- Values accuracy, organization, company policy, practicality, security, stability, dependability
- Likes to process data, manage information, collect things, play board games, work with numbers
- Apt to be orderly, careful, thrifty, respectful, efficient, persevering
Typical jobs: banker, accountant, credit manager, actuary, building inspector, IRS agent, paralegal, proofreader

ENTERPRISING
Career Motivator: Persuading and Influencing
- Values risk-taking, status, competition
- Enjoys selling, managing, persuading
- Apt to be ambitious, competitive, persuasive, self-confident, goal-directed, fast-paced
Typical jobs: HR director, life insurance salesperson, manager, buyer, financial planner, marketing executive, realtor, politician, caterer, CEO (or want-to-be’s)

INVESTIGATIVE
Career Motivator: Analyzing
- Values math, scientific inquiry, intellectual effort
- Wants to understand and predict physical, biological, or cultural phenomena and practices
- Likes to work with theories, do research, test ideas
- Apt to be analytical, cautious, independent, curious, introspective, critical, studious
Typical jobs: psychologist, chemist, veterinarian, geneticist, college professor, social scientist, geologist, dentist, curator, dietician, physician, statistician, systems analyst

ARTISTIC
Career Motivator: Expressing Creativity
- Values independence, self-expression, unstructured methods, new ways of doing things, aesthetic beauty
- Use creativity, imagination, intuition
- Appreciates the artistic work of others in museums, theaters, and books
- Apt to be open, impractical, original, nonconforming, sensitive, idealistic, complicated, expressive
Typical jobs: artist, musician, writer, architect, reporter, librarian, English/art teacher, lawyer, corporate trainer, translator, sociologist, broadcaster

SOCIAL
Career Motivator: Helping Others
- Values helping, nurturing, caring for others
- Uses human relations competencies
- Prefers social context, seek personal meaning
- Apt to be agreeable, cooperative, friendly, warm, patient, tactful, responsible
Typical jobs: elementary school teacher, high school counselor, social worker, nurse, recreation leader, minister, physical therapist, midwife, school administrator
I. **O*NET OnLine**

The O*NET system serves as the nation's primary source of occupational information, providing comprehensive information on key attributes and characteristics of workers and occupations. The O*NET database houses this data and O*NET OnLine provides easy access to that information.

A. Go to [http://online.onetcenter.org](http://online.onetcenter.org)
B. **Find Occupations:** Learn about career options categorized by Career Cluster, Industry, Bright Outlook, Job Family, and more.
C. **Advanced Search:** Filter through careers by knowledge, skills, abilities, interests, and work values.

II. **FOCUS 2**

FOCUS 2 is a self-paced career and education planning system designed to help you select the right major, clarify your career goals, and provide you with valuable occupation information.

**Focus Provides:**
- Career Assessments
- Occupational Advice
- Videos About Various Career Fields
- Career Planning Tools
- Career Options by Education Level
- Side-by-Side Occupation Comparisons

**Focus Answers the Questions:**
- What can I do with a major in ...?
- How can I prepare now for my future career?
- What is the job outlook for my chosen career field?

How to gain access and use this system:

1. Go to the Career Services Homepage ([www.usu.edu/career](http://www.usu.edu/career)) and click on the “FOCUS” logo in the “Great Resources” section.
2. Click on “Create a new account” and generate a profile using “aggies” as your access code. Write down your username: _______________ and password: _______________ for future use, and for access during the interpretation appointment with your career coach.
3. Complete all five assessments in the **Self-Assessment** section.
4. Go to the “Narrow and Refine Your Results See Your Top Career Choices” found in the **Self-Assessment** section. This report looks at your completed assessments. If an occupation appeared in more than one of your assessment results, it will appear in the list. Start at the top of the list, as those occupations appeared most frequently. You can click on any occupation to learn more.
   *NOTE:* Don’t think an occupation has less relevance to you because it appears in the bottom half of your top choices. It can still be a great match for you once you consider all your options.
5. Use the ![Save This Occupation](image) icon to save desirable occupations.
6. Schedule an appointment with a Career Coach to review your results by calling Career Services at (435) 797-7777.
SIR/TV Decision-Making Matrix

Use to compare and contrast occupations or majors using SIR/TV factors.

Directions:
1. Complete steps 1 – 4 in the table below
2. Use O*NET OnLine (online.onetcenter.org) and FOCUS (www.usu.edu/career found in the “Great Resources” section) for your research.
3. Self-awareness is an on-going process; change your ratings if the rankings don’t feel right.
4. If you have a tie in total ratings, make a choice between the two and rank the tie so you don’t have two careers with the same ranking.
5. If you aren’t clear about your feelings, this is an indicator that you need more information either about yourself, about the option, or both.

### Step 1. Identify
five Careers/Majors you are interested and list them in the row below.

<table>
<thead>
<tr>
<th>Careers or Majors</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
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</table>

### Step 2. Research
each factor (Skills, Interests, Realities, Temperament, and Values) typically associated with the careers/majors listed in Step 1 using Focus and O*NET Online. Then rate each factor 1 – 5 (1 = “not a good fit” and 5 = “perfect fit”). Put ratings in the boxes below.

**Skills:** Do you have or can you learn the skills required? Consider the skills you prefer using.

**Interests:** Do you have a history of interest in this area or a related area (preference for working with people, things, ideas, data)?

**Realities:** Factors outside of you which influence your decision: time to graduate, salary, family, advancement, labor market (Look at Outlook, Earnings, & Areas of Study).

**Temperament:** Personality traits: i.e. creative, practical, extrovert, logical, etc. (Look at Working Conditions).

**Work Values:** Prestige, variety, creativity, leadership, high achievement, physical activity, purposeful, independence, work with mind.

### Step 3. Add your scores →

### Step 4. Rank your results →
(highest: 1st - lowest: 5th)
Individual Career Action Plan

GOAL: ________________________________________________________________

<table>
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<tr>
<th>Activities to Help Me Reach My Goal</th>
<th>People or Information Resources Needed</th>
<th>Date</th>
<th>✔</th>
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Informational Interviewing

Skillfully used, an informational interview is one of the most valuable sources of occupational information and may present opportunities for an intimate and flexible inside view of a job field unmatched by other sources. The informational interview communicates the first hand experiences and impressions of someone in the occupation and is directed by your questions.

How to find people:
Being referred by someone is a lot easier than making a cold call. Ask a friend, family member, or career coach if they know anyone who works in your area of interest. Don’t be afraid to take a risk! Here’s a list of places to start:

- Current/past employers
- Your doctor/dentist/healthcare provider
- High school teacher and/or college professors
- Heads of a local companies – large or small
- Somebody famous in the region
- Well-known cultural leaders
- A person who has the most unusual job you can think of
- The Web and Yellow Pages of your telephone book
- An ambassador at a local foreign embassy
- A celebrity or radio/TV personality
- Utah Business magazine
- Career AGGIE employer contacts
- LinkedIn (connect with USU alumni by going to https://www.linkedin.com/edu/alumni)
- USU Career Fairs

Arranging the Interview:
Call the contact person directly and explain your objective of gathering information in a particular career field. Ask for 30 minutes or less and be courteous. You might say:

“Hello, my name is [Joe Shmoe]. I’m a sophomore at Utah State University majoring in Communications. I am in the process of researching and exploring the marketing field. At this point in my research, I am interested in speaking with someone currently employed in the field. Would it be possible to meet with you to ask some questions about the marketing industry? Or, is there someone else that you would recommend I talk to?”

Preparing for the Interview:
Prepare for the informational interview by creating specific questions in advance of the interview. Consider asking the following types of questions:

1. What is a typical day like in your line of work?
2. How did you get started in this field?
3. What is your specific background and experience?
4. What entry-level jobs are best for learning as much as possible in this field?
5. What skills must someone absolutely have to succeed in this field?
6. What is the typical career path for advancement?
7. What do you like best about your work? Least?
8. How many hours a week do you usually work?
9. Can you describe your working environment?
10. What are the obligations outside of work?
11. What salary can someone expect at entry level?
12. What types of changes are occurring in this field?
13. What is the employment outlook in this field over the next ten years?
14. As you look back on your first few years after college, what would you do differently?
15. What other occupations are closely related to this one?
16. Are there other people you suggest I should talk to?
17. What general advice would you have for someone considering this field of work?

Conducting the Interview:
Your interview can be face-to-face or over the telephone. Be courteous and limit the interview to 30 minutes; start and end the interview on time.

Follow-up Right Away:
Not only do you want to let the professional know you appreciate the time he or she spent with you, but you may also want to use this individual as a valuable contact in your career search. Send a thank-you email/letter within 48 hours of your interview.
Job Shadowing

There is an extraordinary amount of career information available to you in books, websites, and assessment tools. However, impersonal descriptions can't match the realism of actually watching someone do a job for a short period of time. That's what job shadowing is about and why it is such a unique opportunity to get a firsthand glimpse of a future career.

How to dress for the Job Shadow: Business casual dress is recommended; nice pants and a button down shirt or blouse is usually appropriate.

During the Job Shadow: Begin with a handshake. Smile and introduce yourself, using your first and last name and the name of the University you are attending. Inform your Job Shadowing host that you'll be taking notes for this assignment.

Respect Time: Arrive on time! Factor in traffic and unexpected delays. When you job shadow a person at their place of employment, it is likely that they are putting aside other work to talk to you. Respect their generosity.

Be Prepared: Prior to participating in a job shadowing experience, gather information about the organization. It is critical that you research the facts about what type of industry the organization is, what products or services it offers, the organizational structure, and other pertinent information you can locate. Have a research sheet and questions ready. It's impressive to show that you've taken time to prepare.

Be Professional: Ask your questions precisely -- don't ramble. Bring your questions in a Job Shadow folder. Remember to dress appropriately for a business setting.

Listen: Listen to all of your host's responses before writing a brief summary in your notes. If you don't completely understand, say so and ask for more details.

Don't Be Afraid: Your host understands that it takes time to get notes down properly. A little quiet as you write demonstrates respect for what they have said. Don't worry about the quiet space.

Be Courteous: Because you are in a place of employment, you need to time your questions appropriately and do not interrupt potential business or customer needs.

End Thankfully: Ask your host if there is any additional information they would like to give you before you leave. Everyone you meet is a potential connection to another opportunity. It is very appropriate to send a thank you card/email to your host. You never know when you might return to ask for a job or internship.

Potential Questions to Ask During the Job Shadow:
1. How did you get into this work? Get started in this job?
2. How did you prepare yourself for this job/profession?
3. What degree, major, and classes can I take to prepare myself for this career field?
4. Knowing what you know now, would you accept the same job again? Why or why not?
5. What do you like most/least about your career?
6. What do you find most rewarding about your work?
7. What skills or personal qualities are necessary in this career?
8. What is the “culture” of your workplace?
9. What are the essential skills (i.e. leadership, communication, etc.) employers will look for in this industry?
10. What type of people do you work with?
11. What, in your opinion, is the job outlook in this career field?
12. Others:
Career AGGIE Student Guide

Career AGGIE is your exclusive online resource to:
- Apply for job postings including student employment (on- and off-campus), internships, and career positions
- Identify key employer contacts
- Sign-up for campus interviews and more!

Access Career AGGIE:
- Login at: www.usu.edu/career
- Click Career AGGIE
- Select the Students/Alumni Job Seekers login option
- Enter your username: A# (A00000000)
Enter your password: birthdate (mmddyy) no slashes

The following headings reflect options on the toolbar and are identified in italics throughout the guide. Commands are identified in brackets—for example: [Edit] or [Save]. Make sure that pop-ups are allowed on your web browser.

1. Completing Your Profile
   a. Under My Account select My Profile to update the following sections of your profile: Personal Information, Demographic Information, Skills, and Additional Information. Required fields are marked with an asterisk (*)

2. Searching for Jobs
   a. Select Jobs/Internships on the toolbar then Jobs & Internships to view opportunities. If you have been approved for Work-Study, a Work-Study option will be available to you.
   b. Select Advanced Search to customize your job search.
   c. For a customized search, choose Position Type and Major(s), make your selections, and click [Search].
   d. Click on the Job ID number to view the job posting.

3. Applying for Jobs & Uploading Documents
   a. Click on the Job ID Number to view the job posting.
   b. To apply for a position, carefully review the Position Information, Contact Information (if available), and Posting Information.
   c. Pay particular attention in the Position Information section for How to Apply. Typical options include applying via Career AGGIE, directly to the employer’s website, or to a contact’s email with a specific subject line requested.
   d. Create the employment documents required for the position. Stop by Career Services during drop-in resume edits for assistance or visit our website.
   e. If instructed to apply via Career AGGIE, upload the required document(s) to your account via My Account and select My Documents. Career AGGIE lets you upload multiple documents—label your documents clearly to upload the correct documents for the correct job (ex: Marian Jones IBM Resume).
   f. If you are uploading more than one resume, make sure to identify one resume as your Default Resume. You may update or revise documents in this section at any time.
   g. Select the Submit Resume button and choose the appropriate document(s) as required.
   h. If a transcript is required, see Number 12, Uploading a Transcript.

4. To Receive Emails of Customized Jobs—Create Job Agent(s)
   a. Follow steps 2 a-c above. The Search results will appear.
   b. At the center of the screen select Email me New Jobs for this Search.
   c. Name and [Save] your Job Agent. You can create multiple job agents—name your Job Agent wisely (ex: Marketing Internships).
   d. To manage your Job Agents select My Account and My Activity.
   e. On the tab bar select Job Agent. You can View, Disable/Enable, or Remove Job Agent(s).
   f. You cannot edit Job Agent(s). Simply create a new one.

5. Viewing On-Campus Interview Schedules
Interview schedules are either Pre-Screen (candidates submit application materials and employers select interview candidates prior to a campus visit) OR Open (candidates sign-up for an interview and submit documents at that time).
   a. To View schedules of employers conducting on-campus interviews, select On-Campus Interviews on the toolbar.
   b. Select Sign-Up—interviews you are qualified for.
   c. Select the Interview Schedule ID Number to view the interview schedule details. Select either Sign-Up (for Open Schedules) or Request Interview (for Pre-Screen Schedules).
   d. Select View ONLY—All future schedules to search future interview schedules. This may include schedules you are not qualified for due to your major, graduation date, etc. Please keep these fields current in your profile.

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6. To Apply for Open Schedules
   a. Complete steps 5 a-c above.
   b. Sign-up for the time slot that works for your schedule. Please note the interview date and time on your calendar.
   c. After signing-up for the time slot, you will upload the required documents—see steps 3 e-h.
   d. To cancel or change an interview time slot, go back to the Interview Schedule ID Number, scroll down to the Sessions section and click on the Interview Date. Find yourself on the interview schedule and click on the appropriate Action to the far right of your name.
   e. Application deadlines are at 3:00 p.m. on the deadline date—if you have any problems contact 435-797-7777 as soon as possible.

7. To apply for Pre-Screen Schedules
   a. Complete steps 5 a-c above.
   b. Select the Request Interview button at the top of the screen.
   c. Select the resume (and other documents) you would like to submit.
   d. You will be notified via email if you have been selected/not selected for an interview.
   e. To sign up for an interview select My Account and My Activity.
   f. Click on Schedules and on Pre-Select to see all schedules you have been selected for.
   g. Click on the Job Title and then the Sign-Up button to view all available time slots.
   h. Click Sign-Up next to the interview time slot you would like. Note the interview date and time on your calendar.
   i. To decline an interview, select the Decline Interview button.
   j. Application deadlines are 3:00 p.m. on the deadline date—if you have any problems contact 435-797-7777 as soon as possible.

8. Researching Employers
   a. You may research employers to obtain information for contacts within the organization you have an interest in networking with for student employment, internships, or career employment.
   b. Select Employer Directory and enter an Organization Name (if known). Use various capitalizations and spacing to receive an organization match, as it must be an exact match based on how the employer entered it.
   c. Use Advanced Search to customize your employer search.
   d. For a customized search choose Employer Industry, make your selections, and click [Search]. You can choose City or State but this may eliminate some employers who have multiple corporate locations or whose offices are not in the Intermountain West.
   e. Click on the Employer to view Details, Openings, and Contact(s).

9. Searching Career Events
   a. Select Career Events and all events will automatically be displayed. Choose a Category to refine your search.
   b. To research employers attending Career Fairs, select the appropriate Fair and click View Employers.

10. Searching Career Resources
    a. Select Career Resources to access additional career search technologies including: CareerRookie.com, Internships.com, and Career Services’ Facebook and LinkedIn accounts.

11. Networking with Alumni Via Social Media
    a. Showcase your skills as they relate to employers’ needs, via USU Career Services Facebook and LinkedIn pages while building your network of Aggies. Follow step 10 a above.

12. Uploading a Transcript
    a. Access your transcripts through the Banner ACCESS system.
    b. Login using your User ID and PIN.
    c. Go to Students > Student Records > View Transcripts.
    d. Upload your Undergraduate and Graduate transcripts as separate documents.
    e. Highlight your transcript and right click [Edit] and [Copy].
    f. Open Microsoft Word (make sure your margins are set to 0.5” on all sides) and right click [Edit] and [Paste] your transcript into a blank document. Save the file as a Word document.
    g. Log into Career AGGIE and upload your transcript into the My Documents section just as you would for your resume.