

Staff *Toolkit*

College graduates who strongly agree the courses they took in college are relevant to their work and that they learned important skills during their education are 5.5x more likely to strongly agree their education was worth the cost (Gallup, 2018). The conversation about higher education is currently focused on ROI, and the Career Center can help students understand how their university experience can lead to career success.



5.5x

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Hiring Student Employees:

Whether you've never hired a student employee before, or routinely have a student employee staff - we're here to help!

Handshake:

Handshake is CU Denver's platform for job and internship searching. It is where students go to look for on-campus employment, internships and fulltime positions. As a staff member, you can post your on-campus employment opportunities in Handshake, and students can apply via the platform.

Career Conversations:

Have you ever been asked "what can I do with this major?" Or heard, "this job isn't related to my major." How did you respond? We have resources that can help you answer questions about majors and careers.

Career Competencies:

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management. You're helping student employees develop these competencies every day. We can help you clearly outline in your job descriptions and evaluations how your students are developing these competencies as defined by the National Association of Colleges and Employers.

- Career and Self-Development
- Communication
- Critical Thinking
- Equity and Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

Employer Panels/Visits:

Programming for students? Advise a student group?
Teaching an FYE? We believe professionals from various industries can offer a great deal of valuable knowledge and experience to students. If you're interested, we can identify an employer who can share their professional experiences and expertise on a topic within the discipline that fits with your needs. This is not designed to be an advertisement for a job or company, but rather an opportunity for students to learn from working professionals about current norms, trends and expectations in the workforce.

We also provide presentations for student groups and FYE courses:

- Career Planning
- Identifying a Career in your Major
- Advanced Resume and Cover Letter Writing
- Job Search Basics
- Job Search Strategies
- Networking and Social Media
- Interviewing
- Services Overview
- Handshake Guide
- Finding a Job on Campus
- Identifying Your Strengths

You can request a presentation here:

https://ucdenverdata.formstack.com/forms/lynxconnect_presentation_request

Referral for Services:

If you know of a student who is struggling to choose a major or develop a career path, please let them know we're here!

How we can help your students:

- Individual Career Coaching
- Major and career exploration
- Career change
- Resume and Cover Letters
- Job Searching
- Interview Assistance/Practice Interviews
- Graduate School/Professional Programs
- Career Fairs
- Networking
- LinkedIn Profiles

We have a variety of resources available to you and your students on our website:

<https://www.ucdenver.edu/lynxconnect/career-center/students>

For further assistance regarding services, course topics or career readiness competencies, contact us at:

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