Thank you for your request for information about employer services coordinated by University Career Services (UCS). The following overview presents the primary services available to employers along with contact information for each service. We welcome your calls or emails if you need additional details.

To strategize which services will best fit your recruiting needs, contact Lauren Moore, Employer Relations Coordinator at lmoore@uh.edu or call (713) 743-5098

HIRE A UH COUGAR

**Job Bank:** A free job posting service that enables employers to post job openings online for part-time, full-time, internship, and all levels of experience positions. Students and alumni registered with UCS, and who have the majors you specified, receive an automatic email notification once you post your position(s). Students and alumni can view the job postings, and apply based on the application options you select. If you select the Apply Online option, students can apply through the UCS website, and you can view their resumes from your posting. In addition, employers will receive an email notification as students apply, and you can track the number of applicants your posting has attracted. If you have not established an account on the UCS website, click on the Employer link on the UCS homepage (www.uh.edu/ucs), and then click the Create New Account link. If you already have an account, click on the Sign In link, and follow the prompts under the Job Bank link to post the job(s). Contact: Jazel Borja (713)743-5123 or jfborja@uh.edu

**Resume Bank:** A free web-based service that enables employers to conduct candidate searches from the UCS Resume Bank database. If you have not established an account on the UCS website, click on the Employer link on the UCS homepage (www.uh.edu/ucs), and then click the Create New Account link. If you already have an account, click on the Sign In link, and follow the prompts under the Resume Bank link to conduct a resume search. Contact: Jazel Borja (713)743-5123 or jfborja@uh.edu

Should I use Job Bank or Resume Bank? Job Bank reaches a potentially larger audience as all UH students (40,000+) and registered alumni are eligible to access your job postings. Resume searches on Resume Bank may be more effective for targeting job candidates with specific skills and qualifications. Over 16,000 UH students and alumni have registered with the UCS and approximately 3,700 students and alumni upload resumes annually. Employers are invited to use either or both services to identify qualified job candidates.

**Job Bank and Resume Bank are free services to employers.**

**Campus Recruitment:** Consists of on-campus interviews between employer representatives and UH soon-to-be degreed, degreed, internship, and alumni candidates. Employers specify interview requirements such as degree/major and graduation dates in your Campus Recruitment posting. You then have the opportunity to review all resumes submitted by interested applicants, and pre-select candidates for your interview schedules prior to the campus visit. University Career Services coordinates announcements of employer visits and the scheduling of all candidate interviews. Reservations should be made one semester in advance for selection of the best dates, although UCS will try to accommodate all requests. Contacts: Theresa Cyr (713)743-5095 or tcyr@uh.edu.
**Internship Services:** Provide effective recruiting tools for employers and real-world learning experiences for students. UCS coordinates internship opportunities for students of all academic majors. Internship candidates may be recruited through Job Bank, Resume Bank, or Campus Recruitment. More information about this service can be found at [www.uh.edu/ucs/internship](http://www.uh.edu/ucs/internship). **Contact:** Priyanka Raut at (713) 743-5091 or praut@uh.edu

**OTHER UCS SERVICES**

**Job Shadowing:** This is an opportunity for employers to showcase their company, and show students what their desired career field or industry is really like for ONE day or one afternoon. Employers can help students explore specific career paths, make professional connections, and see first-hand the work done by professionals in their chosen field. Employers can select the dates they would like to host students, what majors they would like to target, and how many students they would like to invite for the purposes of career exploration and networking. More information about our Job Shadowing program can be found on our website at [www.uh.edu/ucs/jobshadowing](http://www.uh.edu/ucs/jobshadowing). **Contact:** Priyanka Raut at (713) 743-5091 or praut@uh.edu

**UH Career Fairs:** UCS hosts an Internship Career Fair the first Wednesday in October and the Summer Jobs for Coogs in April. For more information, please view the Events Calendar link on the UCS website at [http://www.uh.edu/ucs/careerfairs](http://www.uh.edu/ucs/careerfairs). UCS also co-sponsors the Texas Job Fair held during the spring semester, and this job fair is hosted by a 15 Houston area college consortium. For more information, visit [www.haccc.org/TexasJobFair.htm](http://www.haccc.org/TexasJobFair.htm). All of these career fairs are open to students from all majors and employers from all industries. **Contact:** Lauren Moore at (713) 743-5098 or lmoore@uh.edu

**Career Success Series:** The series consists of seminars on a variety of timely topics related to career development. For some of these events, employers are invited to share their expertise on recruitment and other workplace topics. A few of the past seminars included: “From Backpacks to Briefcases,” “Speed Interviewing,” and “Dress for Success.” **Contact:** Helen Godfrey at (713) 743-5088 or hgodfrey@uh.edu

**University Career Advisory Network (UCAN):** UCAN is a career advisory group on LinkedIn that facilitates networking between students, alumni and volunteer advisors regarding career paths, occupations, industries, and employers. This group will share their career experience and insight to current students and alumni! To join, visit [http://tiny.cc/ucan](http://tiny.cc/ucan). **Contact:** James Mable at (713) 743-5094 or jmable@central.uh.edu

**Alumni Career Services:** These services are available to all UH graduates. Employers may target recent graduates and/or experienced candidates. Recruitment may be conducted through Job Bank, Resume Bank, and/or Campus Recruitment. **Contact:** James Mable at (713) 743-5094 or jmable@central.uh.edu

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**Thank you for your interest in hiring UH Students/Alumni**

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**Connect with UCS!**

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01/30/2014