

NOW ENTERING
YOUR FUTURE

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CITY LIMIT

POP 3,300

ELEV. HBU

HOUSTON BAPTIST UNIVERSITY
**Career
+ Calling**

“DISCOVER. DECLARE. DECIDE. DESTINY.”

YOUR CAREER ROADMAP



Your career begins on the very first day of class here at Houston Baptist University. No longer are college students waiting until their senior year to start developing their skill sets for the World of Work. The Office of Career and Calling (OCC) has carefully crafted a journey for you to follow throughout your academic years in order to gain the following skills: networking, resume writing, interviewing, team building, leadership, time management, public speaker, and a host of additional skills. The Career Road Map consists of specific milestones that freshmen, sophomores, juniors, seniors and graduate students should accomplish during each school year. Below is a brief description while the entire journey can be found on the OCC website: hbu.edu/careerandcalling

FRESHMAN DISCOVER

- Locate jobs on campus in Hire-A-Husky including: Administrative Offices, The Bradshaw Fitness Center, Aramark, Chipotle, FedEx, Sprint and many more!
- Improve your resume writing skills by uploading your current resume to your account in Hire-A-Husky in order for a Career Counselor to critique it.
- Attend Career Development Workshops sponsored by the OCC in order to grow professionally.
- Begin asking yourself, "Am I going to go through the motions while I am here or am I going to leave a legacy at HBU?"
- GOAL: Develop your first professional resume.

SOPHOMORE DECLARE

- Schedule an Appointment with Career and Calling to conduct a Professional Mock Interview before applying for internships and jobs.
- Begin attending HBU Career Fairs in order to speak with companies about internships and part-time and full-time job options in your field.
- Join and pursue a leadership position in a Student Organization in order to gain management experience on your resume.
- Begin asking yourself, "Why should an employer hire me rather than someone else?"
- GOAL: Add a minimum of 25 employers you meet at the HBU Career Fairs to your LinkedIn Network.

JUNIOR DECIDE

- Identify a specific industry/field to pursue and locate internships in Hire-A-Husky related to your major and career path.
- Schedule in Hire-A-Husky three Mock Interviews with the OCC for three different internships or jobs you are interested in pursuing.
- Fill out the Internship Interest Application on the OCC site in order to meet with the Internship Coordinator and learn about internship opportunities for Huskies.
- Begin asking yourself, "Is my calling in life relevant to the specific internships and jobs I am applying for?"
- GOAL: Secure your first professional internship or part-time job in your field.

SENIOR DESTINY

- Start researching entry level salaries for college graduates with your degree in order to properly negotiate salary offers.
- Attend HBU Career Fairs in order to speak with companies about full-time positions in your field.
- Attend Career Development Workshops regarding resume writing, mock interviewing, personal branding, dressing for success, business etiquette, and a host of other topics!
- Ask yourself before leaving HBU, "Is my legacy intact at HBU and am I prepared to share with everyone I meet in my professional career?"
- GOAL: Secure your first full-time job in your career.

GRADUATE STUDENTS ALPHA

- Source 5-10 HBU alumni on LinkedIn who have completed your degree and begin a dialogue regarding the many ways your degree can be used in your field(s) of interest.
- Schedule an appointment with the OCC to discuss your degree and possible career paths.
- Join a professional organization(s) that is related to your degree and field(s) of interest.
- Begin asking yourself, "What can I do now to set my resume apart from other candidates with advanced degrees and years of experience?"
- GOAL: Join a professional organization in the Houston area.

GRADUATE STUDENTS OMEGA

- Attend both on- and off-campus job fairs.
- Become a committee member or run for leadership role in your professional organization.
- Ask yourself before leaving HBU, "Is my legacy intact at HBU and am I prepared to share it with everyone I meet in my professional career?"
- GOAL: Secure the job or promotion warranted by your advanced degree.

HIRE-A-HUSKY

Hire-A-Husky is the centralized career services portal at HBU. Students and alumni can apply for campus jobs, internships, part-time, and full-time jobs as well as sign up for **Campus Interviews** and pre-register for **Career Development Workshops** and **HBU Career Fairs**. Appointments with Career Counselors are also scheduled in Hire-A-Husky by following the steps below.

- Online link to Hire-A-Husky:
www.myinterfase.com/hbu/student
- Your username is the beginning portion of your HBU email.
Ex. *jonesae*
- Your password is your H: Number without using the "H"
Ex. *02450293*
- After logging in, update your major and ethnicity and then press SAVE.
- Upload your current resume to your account and press SUBMIT.
- A Career Counselor will review your resume and notify you of whether it is approved or needs to be revised.
- To schedule an appointment, go to the home page of your Hire-A-Husky account. Click Make Appointment and select a day and time.

CAMPUS INTERVIEWS*

The Office of Career and Calling invites employers to campus to conduct interviews for internships, part-time, and full-time jobs. Huskies can be hired as a result of these interviews. In order to participate in a campus interview, please follow the steps above to set up your Hire-A-Husky account and upload your resume. Then follow the steps below:

- Click SIGN UP: Campus Interviews then choose either option to see which employer will be on campus
- Click Request Interview.
- Students and alumni must have an approved resume in Hire-A-Husky in order to sign up for an interview.

**Campus Interviews with companies are actual interviews and require students and alumni to show up on time and dress professionally. Men and women are encouraged to wear suits to all interviews.*

CAREER FAIRS

The Office of Career and Calling hosts Career Fairs each semester. We highly suggest students and alumni attend these events to network with employers in fields related to interest and major. Students should pre-register for the Career Fairs below by signing into Hire-A-Husky:

FALL SEMESTER

- Work-Study & Campus Employment Career Fair
- Nursing Career Fair
- Accounting & Finance Career Fair
- Fall (All Majors) Career Fair

SPRING SEMESTER

- Healthcare Career Fair
- Education Career Fair
- Spring (All Majors) Career Fair
- Texas Job Fair

CAREER DEVELOPMENT WORKSHOPS

The Office of Career and Calling hosts Career Development Workshops each semester. Each workshop focuses on a specific topic that students and alumni need to be aware of while pursuing their professional careers. Our workshops always include employers who serve as subject matter experts at the following types of events:

- Speed (Mock) Interviews
- Resume Clinic
- LinkedIn & Personal Branding
- Dressing to Impress
- Business Etiquette Dinner
- How to Work a Career Fair

Please log into your Hire-A-Husky account. Go to the Upcoming Career Fairs & Events tab to view and pre-register for Career Fairs and Workshops: www.myinterfase.com/hbu/student

COMMUNITY INTERNSHIPS

The Office of Career and Calling assists students with finding and securing internships in the Houston area via the Community Internships program. Students can schedule appointments to meet with the Internship Coordinator and discuss current internship opportunities. Here is how students can participate:

- All majors are welcome to apply- at least 30 credit hours
- Updated Resume and Cover Letter in Hire-A-Husky
- Class Schedule
- Unofficial Transcript
- LinkedIn Profile

Please follow this link to learn more and to fill out the Internship Interest Application:

www.hbu.edu/internship





CAREER COUNSELING

Schedule an Appointment in Hire-A-Husky to meet with a Career Counselor to discuss:

- Graduate/Professional School Options & Personal Statements
- Finding Internships and campus jobs
- Conducting a Professional Job Search before graduation
- Networking on Social Media
- Professional Mock Interviews
- Resume and Cover Letter Critiques
- Discovering Career Paths aligned with your Major
- Alumni Services and Resources

THE CAREER LIBRARY

The following resources are waiting to be utilized in The Career Library:

- Resume, Cover Letter and CV templates
- Virtual Job Interview & Behavioral Interview Questions & Tips
- O*Net Online is a very powerful job research tool
- Hire-A-Husky is a job search tool just for HBU HUSKIES
- Pay Scale is a resource that allows for browsing jobs and average salaries in various industries by city and state
- Personal Branding Guide and actively using it can open doors to competitive internships and full-time jobs at Fortune 500 companies
- Graduate School Resources
- Professional Schools in Texas and their Entrance Exams
 - Medical
 - Dental
 - Physician Assistant
 - Occupational Therapy
 - Physical Therapy
 - Pharmacy
 - HBU BSN Program
 - Chiropractor
 - Veterinarian
 - Law

Students and alumni can access The Career Library by visiting:

www.hbu.edu/careerlibrary

SCHEDULING APPOINTMENTS

Appointments with Career Counselors are also scheduled in Hire-A-Husky by following the steps below:

- Here is the online link to Hire-A-Husky:
www.myinterfase.com/hbu/student
- Your username is the beginning portion of your HBU email
Ex. *jonesae*
- Your password is your H: Number without the "H"
Ex. *02450293*
- After logging in, update your major and ethnicity and then press SAVE
- Upload your current resume to your account and press SUBMIT
- A Career Counselor will review your resume and notify you of whether it is approved or needs to be revised
- To schedule an appointment, go to the home page of your Hire-A-Husky account and click Make Appointment and select a day and time

DROP-IN HOURS

Students and alumni can visit the Office of Career and Calling without scheduling an appointment during Drop-In Hours. These specific appointments are brief and typically last 10-15 minutes. Topics such as Resumes, Cover Letters, Interviewing, Work-Study, Internships, Careers, Discovering Your Calling, Career Fairs, Campus Interviews and Career Development Workshops can be discussed.

Monday & Tuesday - 4:00pm-6:00pm

Wednesday & Thursday - 12:00pm-1:00pm

The Office of Career and Calling is located in
HINTON CENTER, ROOM 101



facebook.com/HBUCareerCalling



[@HBU_career](https://twitter.com/HBU_career)



linkedin.com/in/careerandcalling



[@HBUCareerandcalling](https://instagram.com/HBUCareerandcalling)

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