

## NMHU Faculty and Career Services Partnerships

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**While presentations are one element of a partnership between faculty and Career Services, here are a few other things faculty might do:**

- Encourage and support the University's mission related to career development and planning.
- Attend career fairs and related events on campus, announce these events to your classes, and encourage students to attend.
- Attend the career fairs. Employers welcome faculty to stop by their booths and discuss the latest products, trends, and technologies in business and industry. The acknowledgement by faculty that employers have taken the time to participate in the career fairs goes a long way in the field of public relations.
- Schedule a classroom presentation(s).
- Integrate an assignment related to careers into your curriculum. We would enjoy coming to the classroom to teach stages of career development, resumes, cover letters, interviewing and job search strategies and techniques.
- Send us employer referrals and we will be glad to conduct a follow-up phone call to inform the employer about the services we provide. We will centrally coordinate and schedule their recruiting visits with multiple academic areas and post their job opportunities on our webpage
- Travel with students and Career Services staff to employer site visits. Site visits are essential in the career-development field, and it is important that we build a relationship with the individuals who hire Highlands' University students.
- Attend lunch with an employer who is on campus for interviewing our students. Employers appreciate meeting and talking with faculty.
- Invite employers with valuable experience to speak to your class about a specific topic area or share general information with students.
- Invite a Career Services representative to interview the class if you present a topic area such as interviewing and, as part of the assignment, require students to conduct a mock interview with a career counselor. We would welcome the opportunity. Also, If you are covering resume and cover letters in your class, ask/require students to make an appointment with our office to review their assignment. When assigning an exercise that incorporates mock interviewing, resume construction or cover letter writing, please call and let us know of the assignment. We also have supporting information packets and handouts that cover the mentioned topics. Contact our office at (505)454-3048 or email [careerservices@nmhu.edu](mailto:careerservices@nmhu.edu).
- Use and refer students to Career Services Web site, [www.nmhu.edu/careerservices](http://www.nmhu.edu/careerservices). This site is very comprehensive, and you and the students will see a direct benefit from using it.

## Why is NMHU Investing in Career Services for students?

- Serves as a retention tool.
- Provide direction and focus to students planning career and life goals.
- Assist students in gaining self-awareness and self-confidence.
- Assist with addressing students' self-esteem issues.
- Develop networking opportunities and related work experiences.
- Present a motivated and prepared job candidate for the work force.
- Prepare an individual to make better career and life decisions.

We value our students and their experiences. We are hopeful that these services and partnerships will contribute to an increased number of students that attend and graduate from New Mexico Highlands University. Thank you. We look forward to working with you!