**TIPS FOR GETTING A JOB ON CAMPUS**

1. **How to find job postings**
   1. Go to <http://stuemp.unm.edu/>
   2. Click on “Student Jobs” from the list on the left side of the page
   3. Click on UNM Jobs; takes you to <https://unm.csod.com/ats/careersite/search.aspx?site=13&c=unm#U#UNM%20Jobs>
   4. Click on Student Jobs
   5. Can filter list by keyword and/or campus
   6. Type “regardless” into the key word field to see Student Employment positions only (not Work Study)
   7. Double-click on “Date Posted” to see the most recent postings
2. **What to look for in the job posting**
   1. Employment Type: work study or student employment?
   2. Position Summary: what will you be doing?
   3. Minimum /Preferred Qualifications: what qualifications do you need for the job?
   4. Best Consideration Date: what is the application deadline?
      1. Often hiring managers continue to accept applications after this date
      2. Call the department and ask whether the position has been filled and if they are still accepting applications
      3. Ask for the name of the hiring manager for this position and include it in your cover letter (if required)
   5. Application Instructions: usually a resume and cover letter are required; follow these instructions exactly!
3. **How to apply**
   1. Prepare your resume and write a cover letter; be sure to address the qualifications listed in the job posting, listing them clearly on your resume
   2. Bring your resume and cover letter in to Career Services for review
   3. Complete the online application and upload your resume and cover letter
   4. Schedule a mock interview at Career Services
4. **Student Job Fair strategies**
   1. Before the fair
      1. Register with Handshake <https://unm.joinhandshake.com/login>
      2. Check Handshake for the list of employers who will be at the fair
         1. Click on “Events”, then select “Student Job Fair”
         2. Click “All Employers” to see the list
         3. Research the employers you are interested in
   2. Day of the fair
      1. Nicer attire
      2. Introduce yourself: name, major, student status, your qualifications, and why you’re interested in their organization
5. **Visit Career Services for all your career needs!**
   1. Writing resumes and cover letters
   2. Interview prep & mock interviews
   3. Choosing or changing a major
   4. Career options related to your degree
   5. Job search tools & strategies
   6. Applying to graduate school
   7. And more!