



# Faculty Toolkit



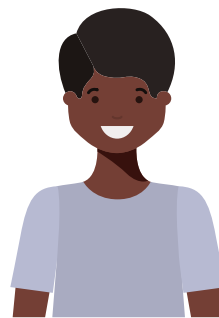
**UT PERMIAN BASIN™**  
CAREER SERVICES

# Overview of UTPB Career Services

## Who We Serve

UTPB Career Services is a centralized office and works with all 5 academic colleges. We serve all students, graduate students, and alumni.

We collaborate closely with the faculty and staff at UTPB to establish a culture that promotes career readiness.



## What We Offer



- Career exploration tools
- Career coaching
- Resume assistance
- Interview practice
- Job & internship search assistance
- Career fairs, employer info sessions, professional development workshops

## Handshake

The # 1 way college students  
get hired!



## Contact Us

careerservices@utpb.edu  
432.552.2890



# Are Your Students **CAREER READY?**

Employers are seeking to recruit college students and recent graduates who possess the ability to utilize their talents, strengths, and interests effectively.

## Career & Self Development



- Professional growth
- Continuous learning
- Skill development

## Equity & Inclusion



- Value differences
- Unity
- Fairness
- Justice
- Empower

## Professionalism



- Integrity
- Time management
- Accountable
- Responsible

## Technology



- Adapt
- Execute
- Integrate
- Utilize
- Navigate



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## Communication

- Oral
- Written
- Listening
- Visual



## Critical Thinking

- Analyze
- Apply
- Problem Solving
- Collaborate



## Leadership

- Manage
- Motivate
- Inspire
- Competent
- Efficient



## Teamwork

- Collaborate
- Support
- Coordinate
- Synergize



# Faculty Engagement Menu

Here are some ways you can partner with Career Services to support students' career development:



## Become a Career Champion

Join the [Career Champions Program](#) to connect with other faculty and staff who support students in their careers.



## Incorporate Career Readiness Into Your Syllabus

Example: This course will provide you with the development of the following essential skills: [insert relevant skill(s)]. These necessary skills will help prepare you for future career opportunities including internships, jobs, and graduate school. You can learn more about these critical skills and how to connect them to your career by visiting UTPB Career Services or exploring [careers.utpb.edu](https://careers.utpb.edu).



## Invite Employers Or Alumni as Guest Speakers

Work with our team to locate guest speakers who want to engage with your students.



## Invite Career Services Into Your Classroom

You can arrange for a session from the [Career Services Menu](#) to be presented to your class by the Career Services team. Email [careerservices@utpb.edu](mailto:careerservices@utpb.edu) to schedule a presentation time.



## Integrate Career- Oriented Assignments

Promote students' utilization of Career Services and the resources available by integrating them into coursework.

- Complete a career assessment in [YouScience](#)
- Create a resume in [SkillsFirst](#)
- Host mock interviews
- Offer extra credit for attending the [UTPB Career Fair](#)

