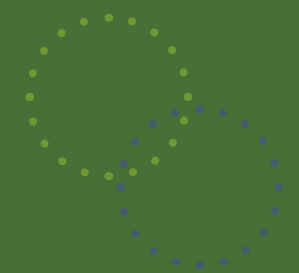




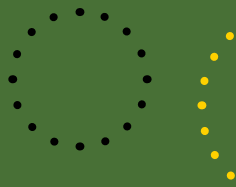
Career Development Center Employer Guide



UVU CAREER
DEVELOPMENT
CENTER

UTAH VALLEY UNIVERSITY

Contact Us Directly



Name	Phone	Email	Position
Michael Snapp	(801) 863-8219	snappmi@uvu.edu	Director, Career Development Center; Career Counselor, School of Education
Jordan Doman	(801) 863-6711	jordan.doman@uvu.edu	Assistant Director; Career Counselor, College of Aviation & Public Services, and School of the Arts
JanaLee Carter	(801) 863-8916	janalee.carter@uvu.edu	Employer Relations Manager
Heidi Festin	(801) 863-7438	hfestin@uvu.edu	Employer Relations Assistant



Special Services

Name	Phone	Email	Position
Malinda Randall	(801) 863-6098	randalma@uvu.edu	Office Manager
Sherry Harward	(801) 863-6813	sherry.harward@uvu.edu	Program Director, CareerPassport
Julie Bagley	(801) 863-6750	julieb@uvu.edu	Career Counselor, Alumni; Program Director, National Student Exchange



Step 1: Reach Out to the Career Development Center



Welcome!

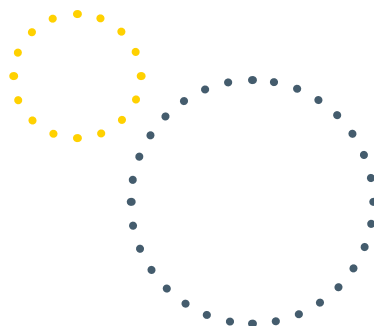
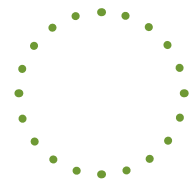
We appreciate your interest in recruiting students, soon-to-be graduates and alumni from Utah Valley University!

At the Career Development Center, we are committed to providing opportunities for organizations to connect with candidates from our student and alumni population.

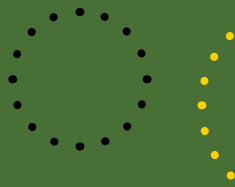
We are also anxious to learn more about your organization and would love to visit with you either in person or by telephone. We look forward to the opportunity to share information about our services and explore ways we can be of assistance to you.

Please call or email us so that we can answer your questions or schedule a time to visit with you in person, by telephone or through email! You can reach us at:

- **801-863-6364**
- **uvu.edu/cdc**
- careerdevelopmentcenter@uvu.edu
- JanaLee.Carter@uvu.edu
- HireAWolverine@uvu.edu
- 800 West University Parkway, Orem, Utah



Step 2: Make Your Positions Available to UVU Students



Accessing Wolverine Career Link

New Users

1. Go to www.uvu.edu/cdc
2. Under the Wolverine Career Link (yellow box on left side of the page), Login through "Employers".
3. Click on "Click here to register!"
4. Find your organization by entering the name of your organization.
 - If your organization is listed, simply click and fill in the blanks to create your personal profile
 - If your organization is not listed, simply click on "Can't find your organization" and fill out the required fields for both your organization and personal profile.

Returning Users

1. Go to www.uvu.edu/cdc
2. Under the Wolverine Career Link, login through "Employers" (below student login).
3. Enter your user name and password.



Posting Jobs

Post a New Job

1. Return to your account as directed under Returning Users.
2. Hover over "My Jobs" and click "New Job".
3. Enter information, then click "Save" to complete the posting or click "Job List". Select an existing job and click "Copy Job" in the left-hand column and edit.
4. Complete both posting information sections, then click "Save" to complete the posting.

Edit a Job Posting

1. Return to your account as directed under Returning Users.
2. Hover over "My Jobs" and click "Job List".
3. Click on the Job ID number.
4. Click "Edit" to make changes, then click "Save" to complete the edit.
5. To re-activate a job, change the posting and closing dates.
6. To close a job, call 801-863-6364 or email careerdevelopmentcenter@uvu.edu.



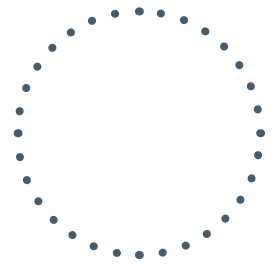
WOLVERINE CAREER LINK

JOBS, INTERNSHIPS, & MORE

We welcome you to make your positions available to students through Wolverine Career Link!

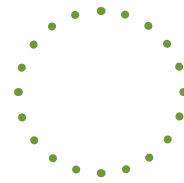
Wolverine Career Link is much more than a job board since it allows you to:

- Post Part-Time and Full-Time Jobs
- Post Internships
- Search Student Resumes
- Schedule Interview Sessions
- Register for Recruiting Events
- And Much More!



Rocky Jobs

You can also post positions through the Rocky Mountain Career Services Consortium!



Also known as Rocky Jobs, this free service allows you to post jobs on one website while reaching students at participating Career Services Centers from across the western United States. Please note that positions must generally require a degree.

Register at www.rockyjobs.org!

Direct questions to Andrew Skaggs at skaggs@dixie.edu.

Participating schools include: Utah Valley University, Brigham Young University, University of Utah, Dixie State University, Weber State, Boise State, University of Wyoming, University of Montana.



Step 3: Participate in On-Campus Recruiting Events

On-Campus Recruiting Information

1. For information regarding on-campus recruiting, please contact the Career Development Center at 806-863-6364 or email JanaLee.Carter@uvu.edu.
2. Organizations must be registered on Wolverine Career Link to be eligible to register for an event.
3. Recruiting events typically include: Wi-Fi access, a table with a tablecloth, refillable drinks and parking for one vehicle in the Parking Garage.
4. Please be aware that while the Career Development Center frequently facilitates and supports direct departmental recruiting opportunities, on-campus recruiting is provided exclusively through the Career Development Center events listed in this brochure. Campus policy does not allow organizations to conduct recruiting on campus without the specific authorization of the Career Development Center.

Interviewing Services

We are happy to provide Interview Rooms and other services at no charge. Please contact the Career Development Center for more information.

Event Registration

Through Wolverine Career Link
www.uvu.edu/cdc

To Register for an Event:

You may register for an event by contacting the Employer Relations Manager, JanaLee Carter, directly at 801-863-6364 or JanaLee.Carter@uvu.edu.

Online Registration:

1. Return to your account as directed under Returning Users.
2. Hover over "Career Events & Info Sessions" on the menu bar.
3. Search the Category for events you would like to review.
4. Select the desired event and register by filling out all the required fields.
5. Be sure to select your fees and payment method in addition to indicating the number of recruiters attending.
6. NOTE: Be sure to confirm your event registration.

On-Campus Recruiting Notes:

1. Please note that an extra charge may be required for additional recruiters.
2. The number of recruiters at a booth at one time may be limited depending on the event.

2015–2016 Recruiting Calendar

We would love to have you participate in our on-campus recruiting events!

Fall 2015 Events

Sept. 2
Sept. 30
Oct. 12
Oct. 28
Nov. 9
Dec. 7

Part-Time Student Job Fair
Fall Career & Internship Fair
Monthly Job Expo
STEM Career Fair
Monthly Job Expo
Monthly Job Expo

Spring 2016 Events

Jan. 4
Jan. 27
Feb. 1
March 23
April 11

Monthly Job Expo
Spring Career & Internship Fair
Monthly Job Expo
Part-Time Summer Job Fair
Monthly Job Expo

The Career Development Center offers three types of opportunities for organizations to reach our students:

1. **Career & Internship Fairs** and the **STEM Career Fair**. These events are targeted to students either nearing graduation or who are looking for a position in their chosen field.
2. **Part-Time Student Job Fairs**. These events typically attract students looking for an opportunity while they are attending UVU.
3. **Monthly Job Expos**. These events are in a busy hallway and offer spectacular exposure.



Step 4: Connect with Students in Specific Programs!

Our Career Counselors provide expert advice in areas such as resume preparation, networking and interview skills. They are also a valuable resource for organizations interested in reaching students in specific departments.

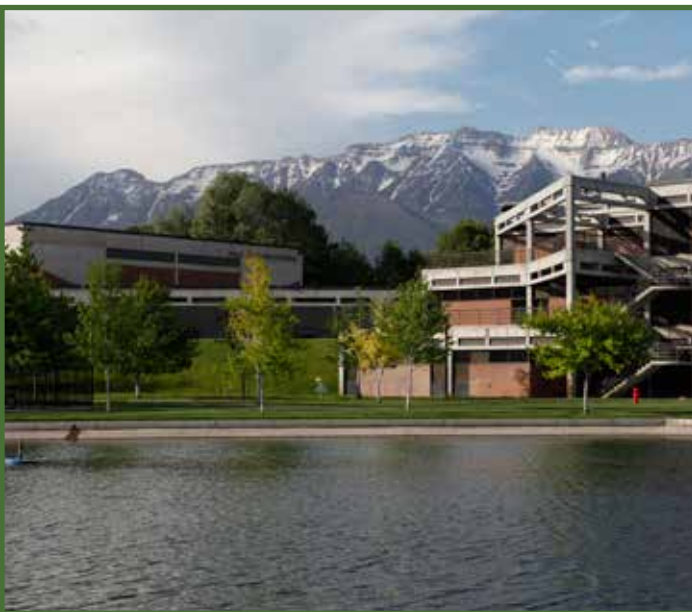


Michael Snapp – Director
 Career Counselor, School of Education
 snappmi@uvu.edu
 801-863-8219



Jordan Doman – Asst. Director
 Career Counselor, School of the Arts, College of Aviation & Public Services
 jordan.doman@uvu.edu
 801-863-6711

School of Education	Enrollment
Curriculum and Instruction	43
Early Care and Education	13
Early Childhood Education	113
Post Bac Education	10
Pre-Elementary Education	8



School of the Arts	Enrollment
Art Education	56
Art & Visual Communications	901
Commercial Music	70
Dance	156
Dance Education	42
Movement Studies	0
Music	74
Music Education	71
Theatre Arts	171
Theatre Art Education	25

College of Aviation & Public Services	Enrollment
Aviation Science	1,232
Criminal Justice Law Enforcement	527
Emergency Services	133
Emergency Services Admin	418
Firefighter Recruit Candidate	20
Forensic Science	89
Paramedic	11
Wildland Fire Management	10



Sue Stephenson
 Career Counselor, College of
 Humanities & Social Sciences,
 University College
 sue.stephenson@uvu.edu
 801-863-6219

College of Humanities & Social Sciences	Enrollment
ASL & Deaf Studies Education	51
Behavioral Science	1,882
Communication	720
Deaf Studies	192
English	405
English Education	169
History & Political Science	9
History Education	181
Humanities	18
Integrated Studies	159
Philosophy	71
Social Work	81
Spanish	77
Spanish Education	44

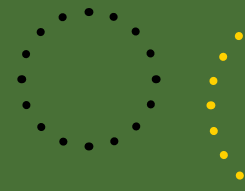


Gayla Cannon
 Career Counselor, College of
 Technology & Computing
 gayla.cannon@uvu.edu
 801-863-8153

College of Technology & Computing	Enrollment
Admin. Information Management	5
Admin. Information Support	5

College of Technology & Computing	Enrollment
Administrative Support	3
Automotive Technology	117
Building Construction	1
Building Inspection Tech.	8
Business/Marketing Education	45
Cabinetry Architect Woodwork	33
Collision Repair Technology	34
Computer Engineering	143
Computer Science	775
Construction Management	199
Culinary Arts	203
Diesel Mechanics Technology	50
Digital Communication Tech.	11
Digital Media	734
Drafting Technology	109
Electrical Auto Robotic Tech.	71
Facilities Management	20
Geomatics	31
Information Systems	157
Information Systems Tech.	47
Information Technology	309
Mechatronics Technology	31
Network Administration	7
Pre-Engineering	369
Programmer	5
Software Engineering	109
Technology	16
Technology Management	241

Step 4: (Continued)



Niki Swan
 Career Counselor, Woodbury
 School of Business
 nswan@uvu.edu
 801-863-6710



Dan Felts
 Career Counselor, College of
 Science & Health
 dfelts@uvu.edu
 801-863-8258

Woodbury School of Business	Enrollment
Accounting	745
Associate in Science & Business	52
Business	117
Business Management	2,010
Economics	72
Finance	295
Hospitality Management	165
Legal Studies	137
Marketing	453
Paralegal Studies	7
Personal Financial Planning	87



Julie Bagley
 Career Counselor, Alumni Support
 julieb@uvu.edu
 801-863-6750

Graduation Year	Graduates
2011-2012	4,559
2012-2013	4,611
2013-2014	5,242

Enrollment Year	Total Enrollment
2013-2014	31,331
2014-2015	33,964

College of Science & Health	Enrollment
Biology	710
Biology Education	57
Biotechnology	158
Botany	38
Chemistry	205
Chemistry/Physics Education	8
Community Health	417
Dental Hygiene	45
Earth Science	14
Earth Science Education	25
Environmental Sci. & Management	55
Exercise Science & Outdoor Rec.	908
Geology	86
Mathematics	119
Mathematics Education	100
Nursing	250
Physical Ed & Recreation	26
Physical Ed Teacher Education	57
Physics	97
School Health Education	90

University College	Enrollment
Intensive English	175
Pre-Professional	1,621
University Studies	1,957

Step 5: Become a Partner with the Career Development Center!



CDC Partnership Program

The Career Development Center Corporate Partnership Program is designed to provide increased access to students and increased visibility on campus. We encourage you to contact the Employer Relations Manager to assist you in putting together a winning program for your organization.

CDC Partners have access to sponsorship and participation opportunities including:

- The Career & Internship Fair Pizza Promotions
- STEM Career Fair Pizza Promotion
- CareerPassport Sponsorship Opportunities
- CDC Website Banner Advertisement
- CDC Flat Screen Advertising
- Company Connections (Direct Networking with Students)
- Event Calendars and much more!

For details about the Partnership Program, please contact the Employer Relations Manager, JanaLee Carter, at JanaLee.Carter@uvu.edu or 801-863-6364.

CareerPassport Program

The CareerPassport Program is an active way for students to engage in career preparation activities! Opportunities to reach students are available in this program through sponsorship of various events and through the CareerPassport Mentoring Program. For more information, contact Program Director, Sherry Harward, at 801-863-6813.





UVU Career Development Center

Losee Center, LC 409

800 West University Parkway, MS 203

Orem, Utah 84059

801.863.6364 | www.uvu.edu/cdc

