



prep. connect. get hired. succeed.

The CMC offers 1-on-1 appointments for Resume Reviews, LinkedIn Profile Builder, Mock Interviews, Career Coaching, Major specific career advice, and more. Stop by 119 to schedule your appointment.



CAREER EXPO

WHEN: Wednesday, February 19th, 11:00 AM-4:00 PM

Transportation provided 10:30 am to 4:30 pm at the BA bus stop, sponsored by Wal-Mart

WHERE: Lubbock Memorial Civic Center

WHAT: Suit up and attend the Rawls-exclusive Career Expo featuring over 100 employers

ETIQUETTE DINNER & EMPLOYER PANEL

Table Sponsors: USAA, Sherwin-Williams, Deloitte, Crowe Horwath, Ferguson, Enterprise Holdings, Wal-Mart...and more!!

WHEN: Tuesday, February 18th @ 6:00 pm

WHERE: Frazier Alumni Pavilion

WHAT: This seated dinner matches students with recruiters from employer partners for a hosted etiquette presentation. There is no cost to students and a great opportunity for casual face to face interaction. Following dinner, employers will participate in a moderated Q&A panel sharing their experiences and what they look for in new employees. ****Dress is Business Casual****

SIGN-UP REQUIRED: Yes, in HireRawls

MOCK INTERVIEWS (EMPLOYER-LED)

WHEN: Tuesday, February 4th & Wednesday, February 5th

WHERE: CMC Room 119 (1st floor, next to the elevators)

WHAT: These 30 minute mock interviews with recruiters will provide you with valuable feedback about your interview skills, what they're looking for and how you can improve.

SIGN-UP REQUIRED: Yes, in HireRawls



RESUME WEDNESDAYS

WHEN: January 22nd, January 29th, February 5th, February 12th

WHERE: 8:00- 9:00 am in BA 27

11:00-12:00 pm in BA 09

1:00-2:00 pm in BA 27

4:00-5:00 pm in BA 27

WHAT: Trying to upload your first resume to HireRawls? CMC policy requires you to start in here.

SIGN-UP REQUIRED: No



ADDITIONAL CMC RESOURCES

• **LinkedIn Photos-** All Semester – Walk-In: 10:00am to 2:00pm, CMC Room 119

Above Waist Professional Dress Required

Take the first step in a great LinkedIn profile with a free professional photo.

• **Resume Walk-In Hours:** Each Wednesday 2:00-4:00pm, CMC Room 119

*The easiest time to come in for resume touch-up assistance with no appointment needed. *Open to any student that has previously attended a resume workshop or a one-on-one appointment with Lacey Runge**

• **Staff-Led Mock Interviews:** Request appointment with Keith Patrick on HireRawls.

These 30-45 minute mock interviews with Keith will be tailored to the specific job or internship you are pursuing. They will provide insight into your body language habits, answer quality, preparedness and ways to improve.



GRADUATING SENIOR SPEAKER SERIES

TIME: All Workshops 5:30-7:00pm

• **Money Matters** – April 28th, BA Room 101

Red to Black discusses how to handle your finances as you begin to support yourself on a salary.

• **Lunches, Dinners, Receptions & Networking**

– April 29th, BA Room 101

A panel of networking professionals discusses how to interact in these sometimes difficult situations that are an ongoing part of the business world.

• **Getting the Most Out of Your First Job**

– April 30th, BA Room 101

Many professionals look back on their first job and wish they'd gained more from it and appreciated it more in the moment. Hear from established professionals about their first job regrets and avoid the mistakes they made.

• **Top Level Sendoff** – May 1st, McCoy Atrium

Join Dean Nail and top administrators from TTU and the TTU System as they offer graduating seniors their parting words and advice prior to graduation.

Professional Dress Required, reception to follow



RAWLS NETWORKING GROUP (RNG)

WHEN: Tuesday, January 28th @ 6:00 pm (speaker: Dean Nail), Tuesday, February 25th @ 6:00 pm (Finance, ENCO & Accounting), Tuesday, March 25th @ 6:00 pm (Marketing, Management & MIS)

WHERE: McCoy Atrium

WHAT: Networking is the most important part of building a reputation in your profession. Join us once a month for a networking reception and remarks from established industry professionals. Hone your skills and learn along the way. All majors are welcome and speakers will be from specific industries as denoted.

Business Casual Dress Required, light snacks and drinks provided



PREP YOUR PERSONAL BRAND

WHEN AND WHERE:

Wednesday, January 22nd: 1:00-2:00pm BA25 & 3:00-4:00pm BA27

Wednesday, March 5th: 11:00-12:00pm BA 09 & 3:00-4:00pm BA09

WHAT: Learning to approach your social media presence as your own brand is the only way to proactively avoid being in the 20% of job candidates who are removed from consideration because of their social media accounts.



CONNECT WITH JOB SEARCH STRATEGIES

WHEN AND WHERE:

Wednesday, January 29th: 1:00-2:00pm BA25 & 3:00-4:00pm BA27

Wednesday, March 26th: 11:00-12:00pm BA09 & 3:00-4:00pm BA09

WHAT: Searching for a job can be an overwhelming task with so many websites, confusing terms and lack of resources to research positions and companies. Learn how to filter out the white noise and focus in on finding the first job that will set you on a great path.



GET HIRED WITH GREAT INTERVIEWING

WHEN AND WHERE:

Wednesday, February 5th: 1:00-2:00pm BA 25 & 3:00-4:00pm BA27

February 13th, 14th & 17th: 1:00-2:00pm McCoy Atrium

Wednesday, April 9th: 11:00-12:00pm BA09 & 3:00-4:00pm BA09

WHAT: The interview is your opportunity to shine in front of potential employers. Learn strategies for presenting an honest and professional view of who you are to employers, as well as what to expect and what to avoid.



HOW TO SUCCEED AT THE CAREER EXPO

WHEN AND WHERE:

Wednesday, February 12th 2:00-3:00pm BA105

February 13th, 14th & 17th 10:00-11:00 McCoy Atrium & 2:00-3:00pm McCoy Atrium

WHAT: The Career Expo is the best opportunity each semester to meet as many employers as possible in a short time, but making a good impression is important. Learn how to impress with limited time and what employers are looking for.



CAREER EXPO RESUME CRAM

WHEN AND WHERE:

February 13th & 14th: 12:00-1:00pm McCoy Atrium

February 17th & 18th: 11:00-12:00pm McCoy Atrium

WHAT: Get your resume in top form before the Career Expo with these final Resume Workshop offerings!



"THEY ASKED YOU WHAT?!" MASTERING THE TOUGH INTERVIEW QUESTIONS

WHEN AND WHERE:

Thursday, March 6th: 5:30-7:00pm BA101

WHAT: Situational and analytical interview questions can stump and frustrate interviewees. Learn how to think on your feet and what employers are really trying to learn about you from our panel of professionals.



WOMEN IN BUSINESS: PROFESSIONAL LEADERSHIP FORUM

WHEN AND WHERE:

Tuesday, April 22nd: 5:30-7:00pm McCoy Atrium

WHAT: Join this panel discussion of women who have earned strong reputations in the business world and have risen to great heights. Come gain from their experiences. *Reception to follow*