

NOW ENTERING
YOUR FUTURE

NO
CITY LIMIT

POP 3,300

ELEV. HBU

HOUSTON BAPTIST UNIVERSITY
Career + Calling

“DISCOVER. DECLARE. DECIDE. DESTINY.”



HBU prepares you to do well in your career and to give back to the community with a Christ-like heart.

— Rene Maldonado

YOUR CAREER ROAD MAP

Have you wondered what you could be doing each year in college that can prepare you for landing your dream job or getting into graduate school? The Career Road Map was designed to give you a structured pathway to career success! Be proactive and begin preparing now! We suggest that you come by and visit the Office of Career and Calling to meet with a Career Counselor. There are many goals you should complete each year, but most importantly the annual goals listed below:



- Freshman: Develop your first professional resume.
- Sophomore: Add a minimum of 25 employers you meet at the HBU Career Fairs to your LinkedIn network.
- Junior: Secure your first professional internship or part-time job in your field.
- Senior: Secure your first full-time job in your career.
- Graduate Students (Alpha): Join a professional organization in the Houston area.
- Graduate Students (Omega): Secure the job or promotion warranted by your advanced degree.

FRESHMAN DISCOVER

- Improve your resume writing skills by uploading your current resume to your account in Hire-A-Husky in order for a Career Counselor to critique it.
- Attend Career Development Workshops sponsored by the OCC in order to grow professionally.
- Locate jobs on campus in Hire-A-Husky including: Administrative Offices, The Bradshaw Fitness Center, Aramark, Chipotle, FedEx, Sprint and many more!
- Begin asking yourself, "Am I going to go through the motions while I am here or am I going to leave a legacy at HBU?"
- **GOAL:** Develop your first professional resume.

SOPHOMORE DECLARE

- Schedule an Appointment with Career and Calling to conduct a Professional Mock Interview before applying for internships and jobs.
- Begin attending HBU Career Fairs in order to speak with companies about internships and part-time and full-time job options in your field.
- Join and pursue a leadership position in a Student Organization in order to gain management experience on your resume.
- Begin asking yourself, "Why should an employer hire me rather than someone else?"
- **GOAL:** Add a minimum of 25 employers you meet at the HBU Career Fairs to your LinkedIn Network.

JUNIOR DECIDE

- Identify a specific industry/field to pursue and locate internships in Hire-A-Husky related to your major and career path.
- Fill out the Internship Interest Application on the OCC site in order to meet with the Internship Coordinator and learn about internship opportunities for Huskies.
- Schedule in Hire-A-Husky three Mock Interviews with the OCC for three different internships or jobs you are interested in pursuing.
- Begin asking yourself, "Is my calling in life relevant to the specific internships and jobs I am applying for?"
- **GOAL:** Secure your first professional internship or part-time job in your field.

SENIOR DESTINY

- Attend Career Development Workshops regarding resume writing, mock interviewing, personal branding, dressing for success, business etiquette, and a host of other topics!
- Start researching entry level salaries for college graduates with your degree in order to properly negotiate salary offers.
- Attend HBU Career Fairs in order to speak with companies about full-time positions in your field.
- Ask yourself before leaving HBU, "Is my legacy intact at HBU and am I prepared to share it with everyone I meet in my professional career?"
- **GOAL:** Secure your first full-time job in your career.

GRADUATE STUDENTS ALPHA

- Source 5-10 HBU alumni on LinkedIn who have completed your degree and begin a dialogue regarding the many ways your degree can be used in your field(s) of interest.
- Schedule an appointment with the OCC to discuss your degree and possible career paths.
- Join a professional organization(s) that is related to your degree and field(s) of interest.
- Begin asking yourself, "What can I do now to set my resume apart from other candidates with advanced degrees and years of experience?"
- **GOAL:** Join a professional organization in the Houston area.

GRADUATE STUDENTS OMEGA

- Attend both on- and off-campus job fairs.
- Become a committee member or run for leadership role in your professional organization.
- Ask yourself before leaving HBU, "Is my legacy intact at HBU and am I prepared to share it with everyone I meet in my professional career?"
- **GOAL:** Secure the job or promotion warranted by your advanced degree.

To view entire
Career Road Map, go to:
HBU.edu/RoadMap

DISCOVER YOUR CALLING

We strongly believe our Heavenly Father has given us all purpose in this life and it is up to each of us to recognize our innate abilities and skills and utilize them to ultimately pursue our calling. Your calling is not necessarily a job that you will pursue, although it could very well involve certain functions or responsibilities within a specific role or field.

HBU.edu/RoadMap

HIRE-A-HUSKY

Hire-A-Husky is available for both students and alumni as this is where companies post internships, part-time and full-time jobs just for Huskies. Hire-A-Husky is accessible by logging into the HBU portal (MyHBU), Blackboard, or by visiting the Office of Career and Calling online. Here are actions you can perform in Hire-A-Husky:

- Upload your resume and profile
- Apply for internships and jobs
- Sign-Up for campus interviews with employers
- Schedule appointments with career counselors
- Schedule a mock Interview
- Register for career fairs & networking events

HBU.edu/CareerAndCalling

COMMUNITY INTERNSHIPS

Community Internship Partners include EthosEnergy Group, Baylor College of Medicine, Signature Financial Advisors, Pine Cove Christian Camps, Rhino Marketing, Fidelity Financial Group, Edward Jones, Waste Management and more.

Please follow this link to learn more and to fill out the Community Internship Program Application:

HBU.edu/Internship

CAMPUS INTERVIEWS

Employers come to campus to conduct interviews for internships, part-time, and full-time jobs. These are real interviews, not practice interviews, and require students and alumni to show up on time and dress professionally. Interviews are conducted inside the Office of Career and Calling and students can sign up in Hire-A-Husky.

CAREER INSIDERS SERIES

The Career Insiders Series is a series of connected workshops that prepare students for the World of Work. Connect with a professional who works in your field of interest and learn about a specific topic like Resumes, Salary Negotiation, Networking, Interviewing, LinkedIn, Internship/Job Searching, Discovering Your Calling, etc. There will be food and snacks served. Students will receive a Certificate of Completion for finishing the series as well as gifts geared to preparing students for their careers. Here are examples of gifts given to students who attend all events in a series:

- Leather Portfolio
- Gift Cards to update professional wardrobe and/or styling
- Free Student Membership in a professional association

CAREER FAIRS

The purpose of Career Fairs is to increase the chances of you getting an internship or job in your field before you leave college. We highly suggest students and alumni attend Career Fairs at HBU as the companies are specifically wanting to recruit Huskies.

HBU.edu/CareerFairs



THE CAREER LIBRARY

The following resources are waiting to be utilized in The Career Library:

- Resume, Cover Letter and CV templates
- Virtual Job Interview & Behavioral Interview Questions & Tips
- Resources for researching majors, careers and industries
- Pay Scale is a resource that allows for browsing jobs and average salaries in various industries by city and state.
- Professional Schools in Texas and their entrance exams:
 - Medical
 - Dental
 - Physician Assistant
 - Occupational Therapy
 - Physical Therapy
 - Pharmacy
 - HBU BSN Program
 - Chiropractor
 - Veterinarian
 - Law

Students and alumni can access The Career Library by visiting:
www.hbu.edu/careerlibrary

CAREER DEVELOPMENT WORKSHOPS

The Office of Career and Calling hosts Career Development Workshops each semester. Our workshops always include employers who serve as subject matter experts at the following types of events:

- Speed (Mock) Interviews
- Resume Clinic
- LinkedIn & Personal Branding
- Dressing to Impress
- Business Etiquette Dinner
- How to Work a Career Fair

Please log into your Hire-A-Husky account. Go to the Upcoming Career Fairs & Events tab to view and pre-register for Career Fairs and Workshops.

DROP-IN HOURS

Students and alumni can visit the Office of Career and Calling without scheduling an appointment during Drop-In Hours posted on our website. These specific appointments are brief and typically last 10-15 minutes. Topics such as Resumes, Cover Letters, Interviewing, Work-Study, Internships, Careers, Discovering Your Calling, Career Fairs, Campus Interviews and Career Development Workshops can be discussed.

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HBU has created an atmosphere of academic and spiritual success.

– Gabrielle Young