UNM | *Office of Career Services*

CHECK ALL THAT APPLY

☐ **First Visit / Contact (New Registration)** ☐ **Follow-Up Visit / Contact (Update Info)**
☐ **Scheduled Appointment** ☐ **Regular Walk-In Visit** ☐ **Presentation / Workshop**

STUDENT INFORMATION

NAME: _____ _____ _____
FIRST M.I. LAST

EMAIL: _____ **UNM I.D.:** |_____|_____|_____|_____|_____|_____|_____|_____|_____|

CITY: _____ **STATE:** |_____|_____| **ZIP:** |_____|_____|_____|_____|_____|

PHONE: _____

WORK AUTH. STATUS: ☐ US Citizen / US National ☐ Permanent US Resident ☐ Student F-1 Visa ☐ Other: _____

The following personal information is used by Career Services only for aggregate reporting purposes. It will <u>not</u> be shared with employers.

ETHNICITY: ☐ American Indian/Alaskan ☐ Asian (incl. Indian Sub-Continent) ☐ Black/African American ☐ Hispanic or Latino
☐ Hawaiian / Pacific Islander ☐ White / Caucasian ☐ I would rather not say

GENDER: ☐ Female ☐ Male **BIRTH DATE:** |___|___| - |___|___| - |___|___|___|___|
MONTH DAY YEAR

ACADEMIC INFORMATION

GRAD. DATE: |_____|_____| |_____|_____|_____|_____| **MAJOR:** _____ **GPA:** |___| . |___|___|
MONTH YEAR

(STUDENT) STATUS:

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Master Candidate
☐ Doctoral Candidate ☐ Post Doctoral ☐ Alumni ☐ Community Member ☐ Other: _____

(EXPECTED) DEGREE

☐ Bachelor's ☐ Master's ☐ Doctoral Degree ☐ Post Doctoral ☐ Other: _____

SCHOOL / COLLEGE:

☐ Anderson School of Mgt ☐ School of Arch + Plan ☐ College of Arts & Sciences ☐ College of Education ☐ School of Engineering
☐ College of Fine Arts ☐ School of Law ☐ Health Sciences Ctr. (HSC) ☐ HSC - Nursing ☐ HSC - Pharmacy
☐ HSC - Dental Hygiene ☐ HSC - Medicine ☐ School of Public Admin ☐ University College (BUS) ☐ Other / Non-Degree

REASON FOR VISIT / CONTACT

☐ Career Assessments ☐ Choosing a Major ☐ Co-op / Internship Info ☐ eRecruiting Info ☐ General Overview
☐ Grad School Info ☐ Interview Skills Info ☐ Job Search Info ☐ Mock Interview ☐ Occupational Info
☐ Personal Statement Info ☐ Portfolio Info ☐ Presentation / Workshop ☐ Resume Critique / Info ☐ Other:

UNM Career Services assist UNM students and alumni in developing, evaluating, and/or implementing career, education, and employment decisions. All career development services are offered free of charge to UNM students, alumni, and staff (exception: career assessments, which are offered at $15 each for UNM students and alumni). UNM Career Services may require alumni to submit a copy of their unofficial transcript to document alumni status.

Community Members are subject to a service fee of $20 per scheduled appointment (after initial meeting). In addition, we offer community members a Career Assessments (MBTI & SII) and Interpretation package for $75. All payments are due prior to each meeting and payable to Career Services through the cashiers department.

Initial: _____
Community Member

I authorize the staff of UNM Career Services to share information regarding my career assessments on a consultative basis within the department to better address my career needs or in the case of supervision of professional UNM Career Services staff members. I understand that information will be shared on a need only basis. Also, I understand that by signing I am allowing my resume and job search related profile information to be released to employers/recruiters.

I understand to be mindful of the ethical implications of my job search and agree to submit resumes to an employer only if genuinely interested in working for that organization. Further, I agree to arrive on time for any scheduled on-campus interview and understand that canceling interviews at the last minute or not showing up without having contacted UNM Career Services at least 24 hours prior to my scheduled interview reflects negatively on me, UNM Career Services, and the University of New Mexico. Therefore, if I don't adhere to these rules, I agree to be suspended from interviewing on campus until I have written a formal letter of apology to the employer and supplied UNM Career Services with a copy.

SIGNATURE _____ **DATE** |___|___| - |___|___| - |___|___|___|___|
MONTH DAY YEAR

UNM Career Services does not discriminate based on race, color, religion, sex, national origin, physical or mental abilities, age, sexual preferences, or veteran status.
We will keep your signature of file for seven years.