

# UT CAREER SERVICES

## 2011-12 HANDBOOK



865-974-5435 [career.utk.edu](http://career.utk.edu)

## LETTER FROM THE DIRECTOR

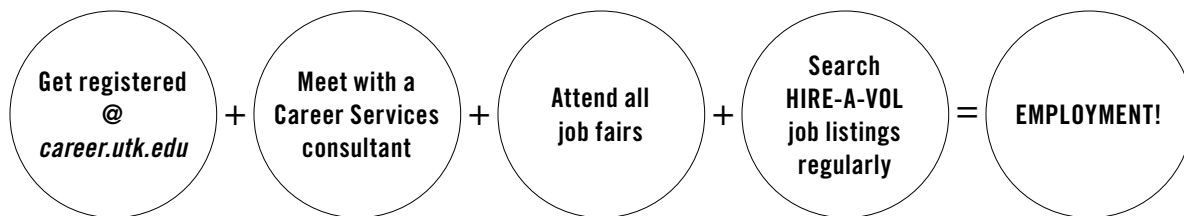
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**Russ Coughenour**  
Director

Welcome back to all returning UT students and a very warm welcome to our new crop of freshmen, transfers, and graduate students. Many of you will be deciding on majors or seeking employment over the next year, whether your goal is in an internship or a part-time or full-time job. If you are reading this, you have gotten off to a good start by investigating what your Career Services office has to offer. One of our primary services is to help you plan a strategy to build a solid portfolio of skills and experiences that will make you attractive to employers and/or graduate schools.

If you are still trying to decide on a major, please consider our **career counseling services**. Appointments are available, and our knowledgeable staff will work with you to find a major that works with your skills, values, and interests. When employment becomes important to you, a great formula to follow for success would be this one:



There are mixed opinions about exactly where employment is headed for the next few quarters, but don't let the negativity in the press discourage your desire to get a job or start your career. Whether the economy rebounds to 2006–07 levels or continues to plod along at 9 percent unemployment, the advice to students remains the same: **Do the best you can in class and strive for the highest GPA possible.** Remember, great talent will always be in demand. Other tips:

- Get major related work experience through internships, co-ops, part-time employment, or summer work.
- Continue to build your network of contacts (try the Tennessee Apprentice Program (TAP) through Alumni Affairs) and work with Career Services early and often on your strategic plan for the future.

Our goal—whether you are a freshman, senior, or graduate student—is to help you plan for the future and gain confidence about your career.

Good luck on a great new school year!



Russ Coughenour  
Director

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## **Career Services Mission Statement**

To create opportunities for employers, faculty, and UT Knoxville students who seek services from us.

## **Equal Employment Opportunity and Career Services**

Career Services has advised every employer participating in our programs that we refer applicants for consideration and arrange campus interviews for applicants on a totally nondiscriminatory basis, without regard to race, sex, color, religion, national origin, age, disability, or veteran status.

If registered users of Career Services feel they have encountered a discriminatory practice in their relationship with any employer contacted through the office, they should report this situation immediately to the office. Career Services will then evaluate the complaint and make an appropriate representation to the employer with regard to this complaint.

## THE CAREER EXPLORATION CENTER

*Locating information related to your major and career goals is easy at Career Services' Career Exploration Center (CEC) in Dunford Hall.*

### CAREER SERVICES

100 Dunford Hall  
Monday–Friday  
8:00 a.m.– 5:00 p.m.  
865-974-5435  
[career.utk.edu](http://career.utk.edu)  
[career@utk.edu](mailto:career@utk.edu)

There are resources in the CEC for everyone at any stage of their college career—freshman or senior, alumnus or graduate student. Come by, grab a book, and have a seat in our CEC. We hope to see you soon!

#### HUNDREDS OF RESOURCES

- Books, directories, handouts, videos, and periodicals
- Dell computer lab for web access

#### WHAT WILL I DO WITH MY LIFE?

If you find that “career indecision” is your problem, or that you need more information about what you can do with your major, there is plenty of accessible information on a wide variety of career areas in the CEC. Some of these resources:

- *The Occupational Outlook Handbook*
- “What Can I Do with This Major” handouts
- “Great Jobs” series
- “Opportunities in . . .” series (includes everything from “Accounting” to “Zoo Careers”)

#### CAN I FIND INFORMATION ABOUT INTERNSHIPS?

If you are in search of contacts and addresses in certain career fields, the CEC carries some great directories for internships and some highly specific career field resources. Take a moment to look at the information in some of these quality resources:

- *Vault Guide to Top Internships*
- *Summer Jobs for Students*
- The Internship Series
- *U.S. Directory of Entertainment Employers*

#### HOW DO I WRITE RESUMES AND COVER LETTERS?

When you are ready to make your final moves to find a job or apply to graduate school, you will probably need to build a resume and write cover letters. If you are applying to a graduate or professional school, you may need to write a graduate admission essay or develop a personal statement. These resources can help:

- *Gallery of Best Resumes*
- *Resumes for Engineering Careers*
- *How to Prepare Your Curriculum Vitae*
- *Killer Cover Letters and Resumes*
- *Graduate Admission Essays*

#### WHAT ABOUT JOB SEARCHING?

Where do you even begin looking for jobs? What steps should you take and how should you prepare? The following books have some great advice:

- *A Foot In The Door: Networking Your Way into the Hidden Job Market*
- *Job Strategies for People with Disabilities*
- *How to Get a Job With Any Major*

#### INTERVIEWS?

Interviewing is a skill that takes time, research, and practice. Brush up on your technique and view sample questions from books like the following:

- *More Best Answers to the 201 Most Frequently Asked Interview Questions*
- *Job Interview Almanac*
- *Preparing for the Behavioral-Based Interview*

#### PEER CAREER ADVISORS (PCAS)

Peer Career Advisors are trained and supervised paraprofessionals who provide career development assistance on a peer to peer level through UT Career Services. They serve as the initial liaison between students and Career Services and help students in various stages of career planning. PCAs staff our resume walk-in hours, conduct mock interviews, assist with workshops and presentations and help promote all Career Services programs. Stop by Career Services to meet with a PCA on a walk-in basis during the academic year for quick questions. You can also ask a question by chat at <http://career.utk.edu/students.php>.

#### WHAT ELSE CAN BE FOUND IN THE CAREER EXPLORATION CENTER?

Visit and see for yourself! There are many more resources where these came from. No doubt there is something for you!



# Are you ready?

To make a positive impact in your community  
and a difference in the lives of others?

Do you want an internship or career that offers:

- Real responsibility
- Flexibility and work-life balance
- Management opportunities in as little as 2 years
- A comprehensive training program

## If you are ready...

then an internship or full-time career as a  
**FINANCIAL SERVICES PROFESSIONAL**  
with New York Life Insurance Company  
just might be right for you!

Visit us on the web at [www.newyorklife.com/collegeagent](http://www.newyorklife.com/collegeagent)  
or e-mail a copy of your resume to:

Kyle Jahng, Managing Partner  
New York Life Insurance Company  
[kjahng@ft.newyorklife.com](mailto:kjahng@ft.newyorklife.com)

We accept all majors.

Open to U.S. Citizens and  
Permanent U.S. Residents only.

EOE M/F/D/V

AR03260(08/09) SMRU 00400803 (Exp.08/11)



(as of September 2008)

*College students face many difficult decisions when choosing majors and setting career goals. Career Services offers a number of programs and services that help students learn more about themselves—their interests, personality, values, and skills—and explore their options.*



**Stephanie Kit**  
**Associate Director**  
Career Planning



**Jenny Ward**  
**Assistant Director**  
Career Planning

## CAREER PLANNING

### Individual Counseling Appointments

Counseling staff members are available by appointment to provide individual assistance with career questions or concerns. Some of the reasons that students see career counselors are idea generation, assessment feedback, indecision, career information, and weighing pros and cons. Call the office at 865-974-5435 to schedule an appointment.

### ASSESSMENTS

The Strong Interest Inventory (SII) is a great starting point for career planning. The SII surveys one's interest patterns and compares them with the interests of individuals in a variety of occupations. Materials used with the SII help students learn which majors at UTK fit their interests. The inventory can be completed in approximately 30 minutes and requires an interpretation with a career counselor. To take the SII, go to <https://online.cpp.com>. Login is utstrong and password is utstudent (leave user id blank). Call the office to schedule an appointment with a counselor to review results.

Career Services also offers two self-directed online systems to help students with career exploration, TypeFocus and FOCUS. Through TypeFocus (site password is *utk34*) students can learn how their personality fits with different careers. FOCUS (access code is *utvol*) allows students to take several assessments and generates lists of possible careers. Students can then explore majors and careers to gather more information.

### CLASSES AND WORKSHOPS

Students who desire more in-depth assistance can enroll in Exploring Majors and Careers (listed as COUN ED 205 in the Timetable). This one-credit course is designed to help freshmen, sophomores, and undecided students identify possible majors and related occupations that fulfill their needs. This seven-week class is offered during both fall and spring semesters.

Each semester Career Services holds workshops for undecided students that help them explore their options at UTK and relevant resources. Details can be found on the events calendar.

### CAREER-RELATED INFORMATION

Career Services maintains a comprehensive collection of career-related Internet sites at [career.utk.edu](http://career.utk.edu) and a library of occupational materials in the Career Exploration Center. Both locations house the popular series, *What Can I Do With This Major?*, which outlines common career areas for more than 75 majors. Exploring occupational information on the Internet or in print helps students identify critical characteristics about fields of interest, such as salary, supply and demand, education requirements, and typical responsibilities.

## STUDENT EMPLOYMENT

Looking for a job to help pay the bills or something to put on your resume? Career Services can assist you with part-time employment listings. Student Employment, also known as Job Location and Development (JLD) is a federally-funded service that was created in 1978 by amendment of the Higher Education Act of 1965. The purpose of JLD is to assist you in finding jobs and to promote self-help in educational financing, as well as to encourage a sense of personal achievement.

Listings for part-time employment can be found using the following resources:

### 1. CAREER SERVICES WEBSITE [career.utk.edu](http://career.utk.edu)

Click on the HIRE-A-VOL icon on the left side of the screen. Username is your UTK email address. Password is your NetID password.

#### • Step 1: Register

Your first step is to complete the Profile/My Account section in the Hire-A-Vol software system. This will allow you to access part-time jobs entered into our database. Note: You do not need to upload a resume in the system in order to view part-time jobs.

#### • Step 2: Search Part-Time Jobs

After you have registered, follow these instructions to narrow your search to part-time jobs only.

+ Once you have filled in your profile information, click on the Jobs tab and select Jobs for UT Students/Alumni.

+ To see part-time positions, select Part Time in the Position Type box; type in the number of miles you are willing to drive to work in the Jobs Located Within box and enter "37916" for the Zip Code.

+ For position description and application instructions, click on each individual Job Title.

### 2. CAREER SERVICES OFFICE

Part-time job listings can also be seen in notebooks at the office located at 100 Dunford Hall, or call 865-974-4462.

### 3. PART-TIME JOB FAIR

Conducted annually at the beginning of the fall semester in the University Center. The 2011 Part-Time Job Fair is on Wednesday, August 24, 2011.

*Career Services can assist you with part-time employment listings.*



**Joann Jeter**  
**Assistant Director**  
Part-Time Employment



**Eugenia Taylor**  
**Placement Clerk**  
Part-Time Employment

*In today's competitive job market, there's no substitute for practical work experience.*

## INTERNSHIPS AND SUMMER WORK

Meaningful work experience in your major field of study or career interest should be a high priority during your college years. Career-related work experience allows you to learn about your chosen field of work, build your resume, earn money for school expenses, make valuable contacts, and much more.

### WHAT ARE INTERNSHIPS?

Internships are one-time work experiences in which students work in the field they plan to pursue after graduation. Internship assignments can be during the summer, during the fall or spring semesters, or even for a six- to eight-month period (regular school term combined with summer). Some students pursue more than one internship experience. For example, an accounting major may intern in public accounting during the spring term and have a summer internship in corporate accounting.

### HOW TO GAIN EXPERIENCE

#### Register with Career Services

In order to have access to internships and summer jobs posted on the Career Services website, submit resumes electronically, and sign up for interviews, you must be registered on HIRE-A-VOL. For registration information and tips on creating and uploading your resume, please see pages 11–14.

#### Summer Job and Internship Fair

The Summer Job and Internship Fair is an annual event held in February. Around a hundred employers participate, including recruiters from business, government, and industry, as well as camps, resorts, and theme parks. This is a great opportunity to talk with a number of employers about their summer jobs and internship openings.

#### Summer Job and Internship Web Job Listings

Think of the Web Job Listings as the classifieds online. To view the job listings, simply go to the Career Services website at [career.utk.edu](http://career.utk.edu) and click on Students. Then click on Job & Internship Search. On the following screen you may select from the choices under the Job Search heading Internships and Summer Jobs. Preferred websites include *Monster*, *CoolWorks.com*, *GetThatGig*, and *WetFeet*.

#### Other Internship Resources

Additional information is also available in our Career Exploration Center, 100 Dunford Hall. These are just a few examples of available resources:

- *Vault Guide to Top Internships*
- *The Congressional Internship Book*
- *Peterson's Internships*
- *The Sports Internship Book*
- *The Media Internship Book*

Go the Career Services website for more information. If you wish to schedule an individual appointment, please call 865-974-5435.

## Career Services can provide the assistance you need to help you prepare for your job search.

**Credit courses.** The classes you are taking in college are preparing you for your career, so why not take a class that will prepare you to find and land a job? Job-seeking skills courses are offered through the colleges of Engineering and Business Administration. These courses are targeted to juniors who want to learn how best to navigate the job market during their senior year.

- Business Career Placement (all majors interested in business careers) BA320
- Engineering Career Planning and Placement (technical majors only) EF301
- Career Strategies for the Arts & Sciences COUN ED 404
- Special Topics: Entering the Real World—Making the Transition from Collegiate Athletics COUN ED 404

**Workshops.** If you cannot fit a class into your schedule, you can still move ahead by attending the 1-hour workshops offered in Career Services. These workshops are repeated several times throughout each semester. The schedule for the following workshops can be found in our Dunford Hall office or on our home page at [career.utk.edu](http://career.utk.edu):

- Networking 101
- Resume Writing
- How to Interview
- Job Search Strategies
- Company Visit
- Dining and Business Etiquette

**Career Exploration Center.** To make good progress in your job search, you will need to put together an excellent resume and practice for your interview. At the Career Exploration Center you will find books on resume-writing and interviewing, as well as resume-writing handouts and samples.

**Video practice interviews.** Feel like you need some interview practice? Schedule an appointment to participate in a video practice interview, a mock interview with a Career Services staff member to prepare you for the real thing. Your interview will be video-recorded, and you will be given personalized feedback. In addition to video practice interviews with a staff member, we now have an innovative program called InterviewStream that allows you to practice and develop your interview skills using a computer and webcam so you can see your own responses. You can make an appointment to come in and use our computers and webcams, or if you have your own, you can practice interviewing in the comfort of your own room or apartment by clicking on InterviewStream on the HIRE-A-VOL home page.

**Handouts.** To make sure you cover all the job-seeking bases, at the Career Exploration Center you will find packets of information on topics like these:

- Resumes and business correspondence
- Curriculum vitae
- Interviewing
- Success after graduation
- Business and dining etiquette

You will also find resources like salary surveys, directories, and contact lists.

**Individual help.** Looked through the materials but still need extra help or assistance? Do you have a particular question or need some advice? Just call and make an appointment with one of our many experienced staff members, or email them with your question. We'll be happy to help!

# JOB FAIRS AND CAREER EVENTS FOR 2011–12

## FALL

**(W) August 24, 2011**

2–5 pm

*The Part-Time Job Fair is held during the first week of the fall semester and is perfect for students seeking part-time job opportunities.*

**Part-Time Job Fair**

UC Ballroom

**(T) September 13, 2011**

2–5 pm

*This event is ideal for students of all majors interested in volunteer and career opportunities in organizations with social impact.*

**Social Impact Fair**

UC Ballroom

**(F) September 23, 2011**

8:30–11:30 am

*The MBA Job Fair is specifically for MBA students seeking full-time or internship opportunities.*

**MBA Fall Job and Internship Fair**

Haslam Business Building,  
5th Floor

**(M) September 26, 2011**

4–6 pm

*This niche fair is for students majoring in logistics and industrial engineering who are seeking full-time or internship opportunities.*

**Logistics/Marketing Job Fair**

Thompson–Boling Arena

**(T) September 27, 2011**

2–6 pm

*The Fall Job Fair, our largest event, kicks off the recruiting year. Ideal for all majors and degree levels seeking full-time or internship opportunities in business and industry, government agencies, and nonprofit organizations.*

**Fall Job Fair**

Thompson–Boling Arena

**(W) October 5, 2011**

10 am–3 pm

*This niche fair focuses on career opportunities, full-time positions and internships, for students in the College of Agricultural Sciences and Natural Resources.*

**Agriculture (CASNR) Career Fair**

Ellington Plant Sciences Auditorium

**(W) October 26, 2011**

2–5 pm

*This event targets students in communication and information seeking internships and full-time opportunities.*

**Communications Job and Internship Fair**

UC Ballroom

## SPRING

**(W) February 8, 2012**

9 am–Noon

*A niche event for students majoring in retail, hospitality, and tourism management seeking internships and full-time opportunities.*

**Retail and Hospitality Career Fair**

UC Ballroom

**(W) February 8, 2012**

2–6 pm

*This event is perfect for students seeking summer jobs and/or internships. Internships can be offered year-round, not just during the summer.*

**Summer Job and Internship Fair**

UC Ballroom

**(T) March 6, 2012**

3–5 pm

*This fair is designed to provide increased opportunities for talented underrepresented students.*

**Diversity Job Fair**

UC Ballroom

**(W) March 7, 2012**

2–6 pm

*This fair targets students of all majors and degree levels seeking full-time employment; some internship opportunities will also be available.*

**Spring Job Fair**

Thompson–Boling Arena

**(W) March 14, 2012**

9 am–Noon

*School systems from around the country come to recruit for various types of teaching positions.*

**Education Job Fair**

UC Ballroom

# GETTING THE MOST OUT OF A CAREER FAIR

More employees are using career fairs to promote their opportunities and to screen applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to giant regional career expositions held at major convention centers.

Most career fairs consist of booths and/or tables manned by recruiters from each organization. For on-campus events, some employers also send alumni to represent their company. Large corporations and some government agencies have staff members who work the career-fair circuit nationwide.

## ATTIRE

Generally, the appropriate attire for career fair attendees is more relaxed than what you would wear to a job interview. In most cases, business casual is the norm. Typically, “business casual” is khakis or nice pants and a collared shirt for men (no denim, shorts, or flip-flops). Women should wear tailored pants or a skirt and a nice blouse. Jackets are optional. If you’re unsure of the dress code, particularly for off-campus events, it would be wise to err on the conservative side. You’ll make a better impression if you appear professional. Think of it as a dress rehearsal for your real interviews!

Remember to bring copies of your resume, a working pen, and a folder or portfolio. Keep track of the recruiters with whom you speak and send follow-up notes to the ones who interest you. Don’t bring your backpack—it’s cumbersome, it gets in the way of others, and it screams *student!* instead of *candidate!*

## STOP, LOOK, AND LISTEN

Keep your eyes and ears open—there’s nothing wrong with subtly eavesdropping on the questions asked and answers received by your fellow career fair attendees. You might pick up some valuable information, besides witnessing some real-life career search do’s and don’ts.

In order to maximize your career fair experience, you must be an active participant, not just a browser. If all you do is stroll around, take company literature, and load up on the freebies, you really haven’t accomplished anything worthwhile (unless you’re a collector of key chains, mousepads, and pocket flashlights). It is essential to chat with the employer representatives and ask meaningful questions.

You need to create a one-minute commercial as a way to sell yourself to an employer. The goal is to connect your background to the organization’s need. In one minute or less, you need to introduce yourself, demonstrate your knowledge of the company, express enthusiasm and interest, and relate your background to the employer’s needs.

## YOU’RE A PROSPECTOR—START DIGGING

The questions you ask at a career fair depend upon your goals. Are you interested in finding out about a particular career field? Then ask generalized questions about working within the industry. If you’re seeking career opportunities with a specific employer, focus your questions on the application and interview process and ask for specific information about that employer.

## A FEW WORDS ABOUT CAREER FAIR ETIQUETTE

1. Don’t interrupt the employer reps or your fellow job-seekers. If someone else is monopolizing the employer’s time, try to make eye contact with the rep to let him or her know that you’re interested in speaking. You may be doing the recruiter a favor by giving him or her an out. If all else fails, move to the next exhibit and plan to come back later.
2. If you have a real interest in an employer, find out the procedures required to secure an interview. At some career fairs, initial screening interviews may be done on the spot. Other times, the career fair is used to screen applicants for interviews to be conducted later, either on campus or at the employer’s site.
3. Don’t just drop your resume on employers’ display tables. Try to get it into a person’s hands and say at least a few words. If the scene is too busy and you can’t get a word in edgewise, jot a note on your resume to tell the recruiter, “You were so busy that we didn’t get a chance to meet. I’m very interested in talking with you.” Look around the display for the recruiter’s business card, or at the very least, write down his or her name and get some literature with the company’s address, and send a follow-up note and another copy of your resume.
4. If you know ahead of time that one of your “dream companies” is a career fair participant, do some research on the company before the fair. At minimum, visit their website. A little advance preparation goes a long way and can make you stand out among the masses of other attendees.
5. If employers refuse your resume and tell you to apply on their website, don’t take this as a personal rejection. Many companies require that the recruiters do this for legal reasons. Carry on a conversation and, if you’re interested, apply on the web.

*In order to maximize your career-fair experience, you must be an active participant, not just a browser.*

## COLLEGE CONSULTANTS

*To better serve your job search needs, Career Services has established the College Consultant Program. Each college of UT Knoxville is represented in our office by a staff member (college consultant) who specializes in information on majors in that college. Please feel free to contact our office at 865-974-5435 and make an appointment to meet your college consultant.*



**Mary Mahoney**  
**College Consultant**  
Agricultural Sciences and Natural Resources  
Architecture and Design  
Education, Health, and Human Sciences  
*mmahoney@utk.edu*



**Shawna Hembree**  
**College Consultant**  
Arts and Sciences; Social Work; Education,  
Health, and Human Sciences (public service  
emphasis); The Public Service Careers Program  
*sbhembree@utk.edu*



**Jeannine Berge**  
**College Consultant**  
Business Administration (marketing, logistics,  
management, human resources, and public  
administration)  
*jberge@utk.edu*



**Jessica Geist**  
**College Consultant**  
Business Administration (accounting, finance,  
statistics/business analytics, and economics)  
*jgeist@utk.edu*



**Elizabeth Pallardy**  
**College Consultant**  
Communication and Information/Arts and Sciences  
*epallard@utk.edu*



**Jenny Ward**  
**College Consultant**  
Education, Health, and Human Sciences  
(teacher placement)  
*jlward@utk.edu*



**April Gonzalez**  
**College Consultant**  
Engineering  
*agonza16@utk.edu*

## WEB REGISTRATION AND ON-CAMPUS INTERVIEW OPPORTUNITIES

Whether you are looking for a summer job, an internship, or a full-time permanent position, you need to register and upload a resume into our database using the HIRE-A-VOL software program, which is funded by your technology fee.

On the Career Services home page, click on the HIRE-A-VOL icon. If it's your first time, click on Students, then Job & Internship Search; on the right under Job Search, select HIRE-A-VOL Help. This will take you through a few instruction screens to assist you in the process.

**IMPORTANT!** The program has a profile section you need to complete before uploading your resume to Career Services. Click on My Account (Profile) and complete the sections of information requested (Personal, Academic, and Privacy). This information is very important for you to complete accurately. It helps to match you with employment opportunities. Once you have completed the Profile section, click on the Documents heading.

The Documents section is where you will upload your resume. Follow the instructions on the screen to upload your resume. You may have multiple resumes in the database. You also have the ability to upload cover letters, writing samples, and other items in the Documents section.

**Career Services encourages students to have their resumes critiqued before uploading it into the database. You may drop off your resume to be critiqued at the Career Services reception desk. It will be ready for you the following morning with comments or suggestions.**

Once your resume has been uploaded into the Career Services database, you are ready to access the On-campus Interview section of the program that tells you about interview opportunities and other job listings.

**On-campus interview opportunities** are at your fingertips when you use our Internet-based software HIRE-A-VOL. This software enables you to complete all parts of interview scheduling on the web. Under the Jobs tab, select Jobs for UT Students/Alumni. You may search for opportunities under the Jobs tab, or the Advanced Search tab will allow you to focus your searches. Be careful that you don't make your search so specific that you omit jobs you may be interested in. Click on each job title to see a more detailed description.

When you see a job for which you are interested in being considered for an interview, click on the job title or the More Choice option to see more information. Click the Application Status box on the right, select your resume and click on the Submit button. You may apply for as many jobs as you are interested in, but if you are selected for an interview, you are committed to take the interview. Once selected for an interview, you **DO NOT** have the option to decline it.

The system will keep a record of your transactions under the Interviews heading. To see if you are selected for an interview, log in to the program, click on the Interviews tab, and under Interview Requests under Options will be a link to Schedule Interview.

For more details on using the HIRE-A-VOL software, please read the online instructions or see a college consultant at Career Services. There are a variety of ways the software can assist you in your job search. Don't miss out on these opportunities to interview for internships and full-time permanent positions.

**IMPORTANT! Remember, submitting a resume to be considered for an interview is making a commitment to take the interview if selected by the employer.** Carefully research the position and employer before submitting your resume. Not scheduling an interview or not showing up for a scheduled interview is considered being a **no-show**, and all no-shows must be discussed with a director.

### HIRE-A-VOL

*Register and upload a resume into our database using the HIRE-A-VOL software program.*



**Sandra Lyke**  
Senior Placement Assistant

*A resume is a written document that displays what you have already accomplished. It is important to provide a resume to employers so they can access your abilities and experiences and determine your potential for successful placement within their organization.*

## PREPARING A RESUME

A resume is a summary or brief overview of work-related accomplishments and experiences; it is not an autobiography. Do not pad your resume to try to make it seem stronger or to hide minimal work-related experience. Employers realize you are just entering the workforce and will be impressed by your initiative in seeking relevant work experience through a part-time, summer, cooperative education, or internship position.

When preparing your resume, be sure to include any information, special skills, training, and education that would be helpful in obtaining the position you want. If you are a freshman or sophomore, include relevant information from high school. As you progress through college, you will drop the high-school information and replace it with more current facts.

STYLE	In most cases, a reverse chronological format is most appropriate. This means information throughout your resume will start from the most recent and work backwards.
CONTACT INFO	Start at the top of the page and include name, complete mailing address (both present and permanent, if you wish), telephone number, and email address.
OBJECTIVE	State the position for which you are applying.
EDUCATION	List the university/college you are attending, type of degree you are working toward, major, and dates of attendance. Include a period of attendance (for example, 2009–present). In your junior or senior year, list just your planned graduation date (for example, May 2012). Include your high school information and date of graduation if you are freshman or rising sophomore.
EXPERIENCE	Include paid full and/or part-time positions, fieldwork, volunteer work, and applicable projects. For each experience, <ul style="list-style-type: none"><li>• List your job title, employer or organization, city, state, and time frame.</li><li>• Describe your skills and what you accomplished while working there, using short phrases that start with strong action verbs. Do not use complete sentences. Do not use “Responsibilities included” to introduce you list of accomplishments. Do not use personal pronouns.</li><li>• Use present tense for present activities and past tense for past activities.</li><li>• Order phrases in each position by importance to the job desired or career objective so that a person reads the most important relevant skill first.</li></ul>
ACTIVITIES	List activities in the following order: 1. professional; 2. leadership; and 3. other. Make general references to religious and political activities rather than specify a denomination or party. This is crucial because you do not know what stereotypes or biases others have.
ADDITIONAL INFO	Include computer skills or special abilities not related to your educational or career objective. Also include anything unique to you, for example, travel to or living in a foreign country, or being a published writer or researcher.
REFERENCES	No need to say “Available upon request”; employers know that. Another alternative is to list three references if you think it will help you. Use academic and employer references rather than personal references. List only references who know your abilities, and be sure to obtain permission from these people before you list them as references. When listing a reference, include the name, job title, complete address, phone number, and email. Use a separate reference page.

# EXAMPLE OF CHRONOLOGICAL RESUME

## Sarah Jane Jones

1521 Cumberland Ave. □ Knoxville, TN □ 37916 □ (865) 595-0000 □ jones@utk.edu

**Objective** Sales Representative with a major manufacturer with opportunity to advance into management

**Education** **The University of Tennessee, Knoxville**  
May 2012 *Bachelor of Science in Business Administration, Marketing*  
Overall GPA: 3.2/4.0  
Completed 12 hours in Retail and Consumer Science

**Honors** Dean's list four semesters  
Phi Chi Theta, Professional Women's Business Fraternity

**Experience** **BELK** Knoxville, TN  
June 10-present *Salesperson*

- Sell women's clothing and suggest appropriate accessories
- Conduct inventory; arrange displays of merchandise
- Received performance-based salary increases

Summers 09-11 **DILLARD'S DEPARTMENT STORE** Nashville, TN  
*Salesperson/ Clerk*

- Promoted to Salesperson after three months; sold clothing and accessories in Junior Department
- Designed and arranged displays for Back-to-School promotions
- Assigned to buyer for six weeks, included trip to New York market

August 08-May 09 **WALGREENS** Knoxville, TN  
*Cashier*

- Collaborated with store manager on orientation and assignments for new employees
- Oversaw cash drawer and made bank deposits
- Assisted pharmacist as needed

**Activities** **American Marketing Association**, 2008-present  
*Vice President*, 2010-11  
*Treasurer*, 2009-10

**Delta Delta Delta Sorority**, 2008-present  
*Panhellenic Representative*, 2009-present  
*Rush Chairman*, 2009-10

- Coordinated eight committees
- Increased membership by 20%

**Additional Information** Financed 60% of college education through employment and loans  
Familiar with Microsoft Word, Excel, Lotus and the Internet  
Working knowledge of Spanish  
Traveled extensively throughout U.S. and Europe

# EXAMPLE OF CHRONOLOGICAL RESUME WITH RELEVANT EXPERIENCE

## JOHN DOE

**Current Address:**  
1234 Forest Ave.  
Knoxville, TN 37916

(865) 555-2222  
johndoe@utk.edu

**Permanent Address:**  
2222 Lockhill Lane  
Bean, MN 55432

**OBJECTIVE:** Industrial Engineering position utilizing training in leadership and development and internship experience in manufacturing.

**EDUCATION:** **The University of Tennessee, Knoxville** May 2012  
*Bachelor of Science in Industrial Engineering*  
Overall GPA: 3.3/4.0 Major GPA: 3.8/4.0

- Financed 50% of education and living expenses during college through co-op program

**HONORS:** Howard Robinson Scholarship: Award for top UT engineering students  
Dean's List four semesters

**RELEVANT  
EXPERIENCE:**

**ABC Boats/University of Tennessee Industrial Engineering** Knoxville, TN  
*Senior Project –Development and Design* Aug. 2011-Apr. 2012

- Served on student-led development team researching and analyzing work measurement in support of an engineered labor standards program
- Evaluated and recommended improvements to maximize workflow and spatial utilization

**Saturn Corporation** Spring Hill, TN  
*STAR Student Intern* Summers 2009-2011

- Successfully coordinated the implementation of over 500 Operation Certification Boards throughout the six modules of Vehicle Systems as part of GM's Global Manufacturing System strategic plan
- Performed a significant number of stop-watch time studies on the job cycles of over 40 new KUKA robots in an effort to correct slow work-stations
- Participated in a study that successfully solved robot welding problems caused by improper loading of car body doors on carriers

**OTHER  
EXPERIENCE:** **Walgreens Drug Stores** Knoxville, TN Feb. 2009-Sep. 2010  
*Cashier*

- Assisted store manager in training and assigning five new employees
- Oversaw cash drawer and made bank deposits up to \$3000

**ACTIVITIES:** **National Society of Black Engineers (NSBE)**  
*Membership Chair*

- Increased membership by 10% and led two highly successful campaigns targeting women and honors program students

**Habitat for Humanity-UTK Chapter**

**ADDITIONAL  
INFORMATION:** Familiar with Microsoft Office, MATLAB, AUTOCAD, C/C++  
Fluent in Spanish-traveled extensively throughout Spain and Portugal

# CAREER SERVICES CODE OF CONDUCT

The Department of Career Services has policies and procedures established for the job and internship search to provide a basis for ethical conduct. Please keep in mind these policies are in place to protect you and the employer. Unprofessional behavior by students hurts the Career Services Department's reputation and the university's reputation with employers. It can ultimately deny recruiting opportunities to other students.

## **INTERVIEW NO-SHOW AND LATE CANCELLATION POLICY**

Submitting a resume requesting an interview and scheduling an interview are formal commitments to the employer. If you are selected for an interview for which you submitted a resume, you are committed to scheduling an interview and showing up for the interview. If a legitimate reason arises and you must cancel, contact our office immediately.

A *no-show* is defined as someone who

- submits a resume expressing interest for an interview, is selected by the employer for an interview, but fails to schedule an interview time;
- schedules an interview with an employer and does not show up for the interview; or
- cancels an interview less than 24 hours before the interview.

If you violate the no-show policy, your HIRE-A-VOL account will be deactivated and your on-campus recruiting privileges will be suspended. In order to reinstate your account, you must meet with either the director, Russ Coughenour, or the assistant director, Mary Mahoney.

## **ACCEPTANCE POLICY FOR PERMANENT AND INTERNSHIP JOBS**

After accepting a job offer, you **should not** continue to interview. You must notify Career Services of your acceptance and cease further job search activity.

## **ACCURATE REPRESENTATION POLICY**

Always provide accurate information during the job search process. Do not falsify work experience, GPA, dates, eligibility, leadership roles, and so forth.

## **RESUME REFERRALS**

When you first log on, the HIRE-A-VOL software gives you response options to the Release Resume to Employers/Internet statement. A "yes" answer grants your permission to Career Services to refer your resume to prospective employers.

## **GRADUATE PLACEMENT SURVEY**

All students graduating during academic year 2011–12 will be required to complete the Graduate Placement Survey in order to retain access to the HIRE-A-VOL system as UTK alumni. You will be reminded via email following your graduation to complete this survey. Prompt response to the survey will guarantee that your account will not be suspended.

## **CONCLUSION**

These policies are in place to protect you, the student. No-shows hurt UT's reputation with employers and deny an interview spot to other students who might have taken advantage of it. We will do everything we can to work with you, but we ask you to be responsible and avoid being a no-show. If you have questions about this code, please contact Russ Coughenour, director of Career Services, at 865-974-5435.

*Unprofessional behavior by students hurts the Career Services Department's reputation and the university's reputation with employers. It can ultimately deny recruiting opportunities to other students.*

## DISABILITY CAREERS OFFICE



**Sarah Helm**  
**Associate  
Coordinator**  
Disability Careers  
Office

In cooperation with Career Services and the Office of Disability Services, the purpose of the Disability Careers Office (DCO) is to assist individual college students and alumni who have various disabilities by providing career-planning services and guidance pertaining to their specific disability-related issues.

The office provides assistance to all students with a documented disability as evidenced by their registration with the Office of Disability Services and/or with Tennessee Vocational Rehabilitation Services. The services offered include the following:

- Exploration through assessment tools of career paths and academic majors
- Job-seeking skills
- Interview techniques and preparation
- Development of self-advocacy skills
- Disability disclosure techniques
- Information regarding the process to request reasonable workplace accommodations
- Resources related to the Americans with Disabilities Act
- Employment and internship opportunities specifically for students with disabilities

- Access to employers who are actively recruiting students with disabilities
- Referrals to Career Services and the Office of Disability Services

Individual interaction with the DCO staff teaches students how to use the already existing campus and career development resources more effectively. The DCO serves as a bridge between your academic success and learning what career opportunities are available so you can plan and conduct your ultimate job search. We look forward to meeting you and helping you explore all of the opportunities available through the Disability Careers Office and Career Services.

The DCO staff works with students with all types of disabilities, including these:

- Learning disabilities
- AD/HD
- Psychological disabilities
- Mobility disabilities
- Hearing disabilities
- Visual disabilities
- Chronic health disabilities

Please feel free to contact the Disability Careers Office at 865-974-6860 or email [shelm1@utk.edu](mailto:shelm1@utk.edu) to make an appointment at your convenience. For more information, visit our website at <http://career.utk.edu/dco.php>. The DCO is located in 2221 Dunford Hall.

Put  
your  
brain  
to  
work.

Garmin is currently hiring software engineers with experience in C, C++, Java and Embedded Linux.

EO/AA/M/F/D/V

**jobs.Garmin.com**

# CHECKLIST: HOW TO ACE YOUR JOB INTERVIEW

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## BEFORE

### Know yourself

- What do you have to offer?
  - \_ Skills
  - \_ Accomplishments
  - \_ Goals
- \_ Complete the “Self-Assessment for Interviewing” exercise  
<http://career.utk.edu/interviewtest.php>

### Research the company

- What questions should you ask an interviewer?  
<http://career.utk.edu/students/questionscommonlyasked.php>
- Learn as much as you can beforehand
  - \_ Size of company
  - \_ Public or private company
  - \_ Products and services
  - \_ Number of employees
  - \_ Types of customers
  - \_ Key competitors
  - \_ Sales and profit trends
  - \_ Possible future ventures
  - \_ Department or division reporting structure
- Where to find the information
  - \_ Company websites
  - \_ Chambers of Commerce
  - \_ Library/local newspapers
- Websites that can help
  - \_ [www.lib.utk.edu](http://www.lib.utk.edu)
  - \_ [www.vault.com](http://www.vault.com)
  - \_ [www.irin.com](http://www.irin.com)

### Practice

- Sign-up for a mock interview with UT Career Services
  - \_ Practice interviews with family or friends
  - \_ Practice by yourself in front of a mirror
  - \_ Use our InterviewStream software
- Attend a workshop offered by UT Career Services
  - \_ Resume Writing
  - \_ How to Interview
  - \_ The Company Visit
  - \_ Business and Dining Etiquette

## DURING

### Be prompt and prepared

- \_ Arrive 10 to 15 minutes before the interview
- What to bring
  - \_ Academic history/transcript
  - \_ Extra copies of your resume
  - \_ List of references
  - \_ Know your questions for the interviewer
  - \_ Folio with pen and paper
- **Don't be a no-show!**

### First impressions count

- \_ Make sure clothing is pressed
- \_ Polish shoes
- \_ Attend to personal grooming
- \_ Give a firm handshake
- \_ **Smile!**
- \_ Avoid nervous laughter

### Q & A

- \_ Answer the interviewer's questions concisely but thoroughly
- \_ Ask questions yourself
- \_ Use the STAR method for answering behavioral questions
- \_ Be enthusiastic
- \_ Show you're a go-getter and excited about the company

### Closing

- \_ Be prepared with your closing statement expressing interest
- \_ Ask the interviewer for a business card
- \_ Thank the interviewer

## AFTER

### Follow-up

- \_ Send a thank you note ASAP (emailed or handwritten)
- \_ Jot down information about the interview

### Evaluate

- Is this job for you?
  - \_ A good fit = A successful career
- Critique yourself
  - \_ Was I prepared?
  - \_ What would I do differently next time?

## COMMONLY ASKED INTERVIEW QUESTIONS

*When answering behavioral questions in an interview, remember to tell a story—describe the situation or task, the actions you took, and the results of those actions.*

- ▶ Tell me about yourself.
- ▶ What are your long-range and short-range goals?
- ▶ Why did you choose this major? this career path?
- ▶ Why should I hire you?
- ▶ What motivates you?
- ▶ What is your greatest strength?
- ▶ What is a weakness you have?
- ▶ Why is your GPA not higher?
- ▶ What have you learned from participation in extracurricular activities?
- ▶ What do you know about our company?
- ▶ Will you relocate? Does relocation bother you?
- ▶ Describe your most rewarding college experience.
- ▶ Are you a team player?
- ▶ How would you describe yourself?
- ▶ What do you see yourself doing five years from now?
- ▶ Do you have a geographical preference? Why?
- ▶ What have you learned from your mistakes?
- ▶ Why did you seek a position with this company?

(Sample interview questions compiled from printed resources, employers, and UT Knoxville Career Services staff.)

### PHONE INTERVIEWS

Telephone communication has been around much longer than email, so it seems we have had more time to form bad habits. Like the face-to-face interview, preparation is a must. You must research the employer and anticipate questions. In the phone interview, you have to psychologically prepare yourself to communicate formally. It may be hard to do this in a home where there are so many distractions—TV, stereo, roommates, pets, and so on. Prepare a quiet place for yourself.

Try to use a landline instead of a cell phone if possible to avoid losing your connection. The challenge in interviewing on the phone is that there is no nonverbal communication, so be enthusiastic. The first seconds are crucial, and interest in your voice is key. Even the way you answer the phone has an impact on the interviewer. Speak distinctly and confidently. An advantage of the phone interview is that you can collect written notes and write notes from your conversation. As always, be cordial and thankful for the interview! More information on telephone Interviews can be found in our “Ace Your Interview” handout.

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## BEHAVIORAL INTERVIEW QUESTIONS

When answering behavioral questions in an interview, remember to tell a story. Use the “STAR” technique, as outlined below.

### Situation or Task

Describe the situation you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, a volunteer experience, or any relevant event.

### Action you took

Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did—not the efforts of the team. Tell what you did, **not** what you might do.

### Results you achieved

What happened? How did the event end? What did you accomplish? What did you learn?

### EXAMPLE:

**Situation (S):** Advertising revenue was falling off for my college newspaper, *The Daily Beacon*, and large numbers of long-term advertisers were not renewing contracts.

**Action (A):** I designed a new promotional packet to go with the rate sheet and compared the benefits of the *Beacon*'s circulation with other ad media in the area. I also set up a special training session for the account executives with a College of Business Administration professor who discussed competitive selling strategies.

**Result (R):** We signed contracts with 15 former advertisers for daily ads and five for special supplements. We increased our new advertisers by 20 percent [quantity is always good] over the same period last year.

- ▶ Can you tell me about a complex problem you solved? Describe the process you used.
  - ▶ What leadership positions have you held? Describe your leadership style.
  - ▶ Describe a situation where class assignments and work or personal activities conflicted. How did you prioritize? How did you manage your time? What was the outcome?
  - ▶ Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
  - ▶ Describe a time when you had to conform to a policy with which you did not agree.
  - ▶ Tell me about a time when you had to go beyond the call of duty in order to get a job done.
  - ▶ Give me an example of a time in which you had to make a split-second decision.
  - ▶ Give me an example of a time when something you tried to accomplish failed.
  - ▶ Can you tell me about an occasion where you needed to work with a group to get a job done?
  - ▶ Describe when you or a group that you were a part of was in danger of missing a deadline. What did you do?
  - ▶ Tell me about a situation when you had to learn something new in a short time. How did you proceed?
  - ▶ Tell me about a challenge that you successfully met.
  - ▶ What is your typical way of dealing with conflict? Give me an example.
  - ▶ Tell me about a time when you missed an obvious solution to a problem.
- ▶ How have you demonstrated initiative?
  - ▶ How have you motivated yourself to complete an assignment or task that you did not want to do?
  - ▶ Tell me about the riskiest decision that you have made.
  - ▶ Walk me through a situation where you had to do research and analyze the results for one of your classes.

## THE VERDICT IS IN: INTERVIEW SUCCESS IS IN THE RESEARCH

*Each year employers rate UT students low in two areas: “Knowledge of how to sell themselves to the employer” and “Students had researched our organization.”*

Career Services is often asked how students can separate themselves from the rest of the crowd when they are trying to impress an on-campus interviewer. Should students wear crisp new business suits? Should they spend top dollar on a fresh hairstyle or cut? Maybe a mock interview to help cut down nervousness would help. Simply put, all of these things will help impress employers. But the best way for students to stand out is to conduct serious research on the company they are interviewing with. In Career Services we have a long-standing tradition of surveying on-campus recruiters to gauge how well students do while being interviewed for position openings.

The table below shows the survey results. The most obvious finding was that students would be advised to know the primary product or service and its history within the organization. This was ranked number one.

Students looking to gain an advantage during on-campus interviewing should refer to this chart as they prepare for their interviews and spend the majority of their time researching the top five rated items on the chart.

The Career Services webpage at <http://career.utk.edu/employerresearch.php> provides links to some very helpful sites that will help with employer research. Keep in mind, however, that personal contacts, news publications, and other sources of information should also be used.

<b>What students need to know about companies for their first interview</b>	<b>Average rank</b>
Our organization mission statement	
Where our headquarters are located	4
When our company/organization was founded and by whom	
Who are our competitors	
Who are our typical clients and/or customers	3
Our corporate/organizational culture	
Specific details of the job they are interviewing for	5
Our CEO's, president's, or director's name and his/her bio	
Our primary product or service and its history	1
Emerging issues that may affect the industry or our organization	
Our company/organization's expectations for relocation	
Our secondary or emerging products or services and their potential	
All of the divisions that make up our organization	
Recent mergers or acquisitions that have occurred that affect our company	
Our relative standing in the marketplace	2
Our stock symbol/what our stock traded for recently	
Our rank in the Fortune 500	

# PROFESSIONAL ATTIRE

Let's face it. Your clothes do say a lot about you. For interviewing and professional meetings, you should not want them to speak too loudly!

## INTERVIEW ATTIRE FOR MEN:

- Wear a dark or gray business suit, solid or with subtle pinstripes.
- A white or muted-color shirt is best.
- There is more flexibility with ties; conservative colors and patterns are most appropriate.
- Wear polished leather lace-up shoes with dark matching socks.
- If you have facial hair, make sure it is neatly groomed.
- Be conservative with watches and other jewelry; note that earrings might not be viewed positively.
- Avoid wearing cologne or aftershave on the day of your interview.

## INTERVIEW ATTIRE FOR WOMEN:

- A neutral business suit; if wearing a skirt, it should be knee length. Avoid high slits.
- A white or light colored blouse under the suit jacket; do not show cleavage.
- Neutral hosiery with basic low-heeled pumps; avoid open-toed shoes or sandals.
- Jewelry should be simple, with no dangling or flashy earrings.
- Light makeup is recommended, with minimal eye makeup.
- Nail polish should be either clear or light colored.
- Consider not wearing perfume.
- If you carry a purse, keep it small and simple.

### INTERVIEW IN STYLE

#### business professional

**Wear a blouse or camisole in a light color**

**Skirts should be knee length**

**Don't forget pantyhose!**

**Wear a white or light colored long-sleeved shirt**

**Ties should be conservative in color**

**Suit should be solid or have subtle pinstripes**

**Watches**

**Business professional dress is the appropriate attire for interviews and most job fairs.**

**ACCESSORIES**  
Be conservative with watches and jewelry

**SHOES**  
Polished leather shoes should be worn with socks that match shoe color

**BELT**  
Match belt to shoes

**BAG**  
Professional bag or small purse

**JEWELRY**  
Stay simple, one pair of earrings and one ring per hand

**SHOES**  
Avoid open toed shoes  
Basic pumps with a low heel are best

**suit**  
Professional  
Neutral Colors  
Avoid Trendy Styles

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# SOCIAL MEDIA TIPS

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## LINKEDIN

LinkedIn is a professional networking site that helps people find and share opportunities. You can connect with and keep up to date with your network, which is key when job searching. You can also find alumni groups, job postings, company information, and much more. To create your profile, visit <http://www.linkedin.com>. Your LinkedIn profile is the resume every potential employer will see. Even if you don't use LinkedIn on a regular basis, recruiters do. Make sure to join the Career Services group (The University of Tennessee Career Services) to share information and tips about the job search; connect to students, employers, and Career Services staff; and stay up to date on events.

## FACEBOOK

The fact that Facebook has more than 500 million active users is a good enough reason to use it as a job-search and networking tool. Many businesses that know the power of the web are already there. Another thing that you should note as a job seeker is that many recruiters are constantly scouring social networking sites to reach out to potential candidates, and they don't ignore Facebook. If you are thinking of using social sites as a job search tool, you should definitely have a presence on Facebook. When you search for a particular term on Facebook, you can narrow it down to people, pages, groups, link, and so on, which gives you wide range of options regarding whom to network with and reach out to. Two very important features of Facebook are "Facebook Pages" and "Facebook Groups." These features allow you to join a group of people with similar interests, provide you an opportunity to learn more about a company, or connect with recruiters. Career Services has our own Facebook page at [www.facebook.com/UT.Knoxville.CareerServices](http://www.facebook.com/UT.Knoxville.CareerServices).

## TWITTER

More people are using Twitter to find jobs. Not only are people on Twitter to look for jobs, employers are also looking for people to hire. Some are on Twitter specifically to recruit. Use it while you search for jobs in other more typical ways, and you will land the job you have been looking for. Connect with people in the companies and jobs that you are hoping to get into, tweet questions you may have about your field, use Twitter search to look for jobs that are tweeted using keywords that pertain to what you are looking for, tweet that you are job hunting, and so forth. Follow Career Services at <http://twitter.com/VolCareers>.

## EMAIL

Many use this form of communication in a highly informal manner. The most important rule is "Think before you write." Just because you can send information faster than ever, does not mean that you should click the send button as quickly as possible. Keep your messages concise. The screen shows only about half of a hard-copy page. Save longer messages and formal reports for regular or overnight mail. However, do not keep your text so short that the reader has no idea what you're talking about.

**DON'T DO NOT TYPE IN ALL CAPS!** It may appear that you are yelling. But don't type in all lowercase, either. Know that professional communication must be professional in style, and if you violate the rules of grammar and usage, you make it difficult for the reader to interpret your message.

The subject line is important. Use it to get the reader's attention. Replace vague subject lines ("My Resume" or "Publishing Job") with clear statements.

Proofread your message. Use a spell and grammar checker. You do not want to damage your credibility with a misspelled word.

## TEXT MESSAGING

Text messaging is not an appropriate communication method to use in your job search. Do not correspond with a potential employer through texts. The recruiter, unless you've known him or her a long time, is not your friend. While it's OK to be yourself, you still want to maintain a sense of professionalism.

# SALARY INFORMATION

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What is the salary range for someone with your education and experience? Salaries depend on the job and the location of the job. The following links will help you investigate how job salaries or offers compare with those surveyed. Along with researching salaries, researching the cost of living of potential employer locations is important.

## SALARY CALCULATORS

- NACE Salary Calculator ([www.jobsearchintelligence.com/NACE/salary-calculator-intro](http://www.jobsearchintelligence.com/NACE/salary-calculator-intro))
- Salary.com ([www.salary.com](http://www.salary.com))
- HomeFair.com ([www.homefair.com/real-estate/salary-calculator.asp](http://www.homefair.com/real-estate/salary-calculator.asp))
- CBSalary.com ([www.cbsalary.com/salary-calculator](http://www.cbsalary.com/salary-calculator))
- BankRate ([www.bankrate.com/brm/movecalc.asp](http://www.bankrate.com/brm/movecalc.asp))

## SALARY SURVEYS AND RESOURCES

- CareerOneStop ([www.careeronestop.org/SalariesBenefits/SalariesBenefits.aspx](http://www.careeronestop.org/SalariesBenefits/SalariesBenefits.aspx))
- Jobstar (<http://jobstar.org/tools/salary/index.php>)

## SALARY NEGOTIATION

Many new college grads have only a vague idea of the amount of money they'll want/need to earn in their first job. Here are some tips you should keep in mind.

### Plan Ahead

Before the interview, research the company's salary ranges and benefits. Think about what you want from the job, both salary and benefits.

### Don't agree too quickly

Employers may offer the job and salary simultaneously. Never say yes right away. Instead, tell them that you will think about the offer and get back to them within a specified amount of time.

### Everything Counts

When calculating your salary, remember to include the value of benefits, such as bonuses, commissions, health insurance, flexible spending accounts, profit sharing, paid vacation, and stock offerings.

### Do Your Homework

The best way to know the salary you should be making is to see what others in your position make. You can also check with trade associations or browse through other job postings to see how your salary compares with others.

### Don't Get Personal

The employer doesn't care about your student loans or other personal financial obligations. Your salary will be based on the hirer's assessment of three things:

- ▶ Your ability to do the job
- ▶ The organization's budget
- ▶ Market rates for your job

## "I HAVE AN OFFER BUT I'M STILL WAITING ON ANOTHER—NOW WHAT?"

### Stall.

- ▶ Take time to think about opportunities before deciding.
- ▶ Ask for more time or get the offer in writing. Employers are expected to give you time to do your due diligence to make a decision (one week minimum).

### Contact the other employer.

Inform them of the situation and see if they can speed up their process or let you know where you stand.

### Don't burn bridges!

There are major ethical considerations if you renege on offer: you represent both your peers and the university.

## SALARIES ACCEPTED BY 2010–11 GRADUATES

The salary figures represent job offers accepted immediately following graduation. They do not represent salaries for all students who accepted jobs because some students choose not to disclose this information

BACHELOR'S DEGREE COLLEGE/Major	#	High (\$)	Low (\$)	Mean (\$) 2010-2011	Mean (\$) 2009-2010	Mean (\$) 2008-2009	Mean (\$) 2007-2008	Mean (\$) 2006-2007
<b>AGRICULTURE &amp; NATURAL RESOURCES</b>	16	76,000	17,000	34,965	35,333	33,341	31,830	30,961
Ag Economics & Business	3	31,500	17,000	23,447	NA	17,680	NA	30,552
Food & Ag Business	4	76,000	17,000	45,933	NA	42,000	NA	NA
Plant Sciences	3	35,000	24,000	28,000	33,500	NA	NA	NA
<b>ARCHITECTURE &amp; DESIGN</b>	10	46,000	19,760	36,622	27,480	35,833	39,543	39,118
Architecture	8	46,000	24,960	38,808	27,480	35,833	40,842	39,118
<b>ARTS &amp; SCIENCES</b>	31	55,000	14,000	26,765	30,357	33,087	36,398	34,055
Biological Sciences	3	46,000	15,080	35,693	NA	NA	NA	NA
Mathematics	3	30,000	14,000	22,033	NA	NA	NA	NA
Political Science	4	24,000	15,000	17,650	33,666	26,585	36,500	30,298
Psychology	6	30,000	18,000	23,420	27,884	26,850	29,648	25,297
Sociology	3	30,000	18,000	25,167	NA	38,500	NA	NA
<b>BUSINESS ADMINISTRATION</b>	211	75,000	18,600	43,742	43,184	43,861	43,069	38,783
Accounting	36	58,240	30,000	43,959	42,400	49,159	44,162	41,404
Enterprise Management	4	40,000	20,800	31,450	54,000*	42,444	42,833	NA
Finance	24	75,000	20,000	45,933	40,117	43,732	41,706	42,296
Human Resource Development & Management	6	50,000	24,000	37,767	34,900	32,186	27,000	35,250
Logistics & Transportation	84	67,000	24,960	48,225	48,755	49,788	47,564	45,006
Management	19	60,000	20,000	36,358	39,696	46,214	36,500	38,000
Marketing	30	70,000	20,800	40,859	38,987	34,180	37,775	36,925
<b>COMMUNICATION &amp; INFORMATION</b>	15	43,000	15,392	26,202	29,686	33,942	32,060	31,598
Communication Studies	4	42,000	18,000	30,750	30,142	33,666	32,473	35,000
Journalism	6	33,000	18,000	24,167	25,476	24,000	32,366	31,640
Public Relations	3	43,000	24,000	31,000	30,875	38,000	31,750	25,400
<b>ENGINEERING</b>	96	96,000	18,000	56,225	56,715	55,608	53,855	54,067
Aerospace	4	70,000	18,000	51,562	57,393	44,833	57,250	50,300
Biomedical	4	96,000	33,000	61,625	NA	43,900	NA	NA
Chemical	11	89,000	26,500	64,604	67,504	58,346	65,894	63,416
Civil	13	90,000	21,600	49,831	45,658	55,423	47,445	44,325
Computer Engineering	6	69,200	41,600	53,800	NA	48,630	55,000	56,833
Computer Science	4	68,000	30,000	50,500	NA	48,630	55,000	56,833
Electrical	13	68,000	50,000	59,512	56,106	60,500	55,027	51,760
Industrial	10	68,000	21,000	57,538	55,642	54,273	52,100	55,000
Mechanical	26	96,000	20,000	56,209	57,787	55,069	59,017	56,836
Nuclear	3	64,200	50,000	56,067	59,100	59,021	57,171	NA

EDUCATION, HEALTH & HUMAN SCIENCES	21	44,000	15,000	32,323	31,662	28,753	35,142	38,642
Hotel, Restaurant, & Tourism	8	42,000	15,600	30,998	31,280	19,760	31,160	NA
Retail & Consumer Sciences	4	42,000	38,850	40,613	40,000	35,542	38,936	38,642
Sport Management	4	38,000	15,000	29,500	29,604	35,000	26,804	NA
<b>MASTER'S DEGREE COLLEGE/Major</b>	<b>#</b>	<b>High (\$)</b>	<b>Low (\$)</b>	<b>Mean (\$)</b> <b>2010-2011</b>	<b>Mean (\$)</b> <b>2009-2010</b>	<b>Mean (\$)</b> <b>2008-2009</b>	<b>Mean (\$)</b> <b>2007-2008</b>	<b>2006-2007</b>
BUSINESS ADMINISTRATION (MACC)**	62	NA	NA	49,900	48,600	50,847	48,520	47,047
<b>MASTER'S DEGREE COLLEGE/Major</b>	<b>#</b>	<b>Median (#)</b>	<b>High (\$)</b>	<b>Mean (\$)</b> <b>2010-2011</b>	<b>Mean (\$)</b> <b>2009-2010</b>	<b>Mean (\$)</b> <b>2008-2009</b>	<b>Mean (\$)</b> <b>2007-2008</b>	<b>Mean (\$)</b> <b>2006-2007</b>
BUSINESS ADMINISTRATION (MBA)**	100	NA	118,000	71,740	73,658	73,828	73,353	75,300
Supply Chain Mgmt	58	84,000	118,000	77,438	79,471	88,333	67,450	71,000
Finance	20	74,200	92,400	68,544	62,400	71,000	81,500	69,700
Marketing	18	57,000	75,000	58,500	72,333	57,000	53,750	85,500
Consulting	4	65,000	65,000	65,000	81,667	NA	NA	NA
<b>MASTER'S DEGREE COLLEGE/Major</b>	<b>#</b>	<b>High (\$)</b>	<b>Low (\$)</b>	<b>Mean (\$)</b> <b>2010-2011</b>	<b>Mean (\$)</b> <b>2009-2010</b>	<b>Mean (\$)</b> <b>2008-2009</b>	<b>Mean (\$)</b> <b>2007-2008</b>	<b>Mean (\$)</b> <b>2006-2007</b>
AGRICULTURE & NATURAL RESOURCES	3	53,000	32,000	45,000	NA	31,000	NA	NA
EDUCATION, HEALTH & HUMAN SCIENCES	10	45,000	20,000	35,300	38,077	37,002	35,142	38,642
Teacher Education	6	45,000	36,000	39,667	37,629	NA	NA	NA
ENGINEERING	19	115,000	24,000	60,464	59,321	66,566	55,547	NA
Civil	3	55,010	30,000	45,670	NA	57,617	NA	NA
Mechanical	6	115,000	60,000	75,833	67,400	NA	NA	NA

## COST OF LIVING

Along with researching salary, researching the cost of living of potential employer locations is important. As you may know, the cost of goods may vary greatly between two cities. "Cost of living" is usually considered to be the composite cost of groceries, housing, utilities, transportation, healthcare, clothing, and entertainment within a city. ACCRA ([www.coli.org](http://www.coli.org)) collects data to produce a comparable index; however many organizations, including nonprofits, charge for up-to-date cost-of-living reports.

There are many free resources on the web that will help you calculate average salaries for a particular geographic area and sometimes compare those salaries with another geographic area. Using some of the websites below will help you in comparing cost of living:

- Salary.com ([www.salary.com](http://www.salary.com))
- Homefair.com Salary Calculator ([www.homefair.com/real-estate/salary-calculator.asp](http://www.homefair.com/real-estate/salary-calculator.asp))
- Cost of Living Wizard ([www.homefair.com/real-estate/cost-of-living.asp](http://www.homefair.com/real-estate/cost-of-living.asp))
- BankRate ([www.bankrate.com/brm/movecalc.asp](http://www.bankrate.com/brm/movecalc.asp))

## CAREERS IN THE NEW PUBLIC SERVICE— DOING WELL BY DOING GOOD!

*The nation's largest employer is hiring! In the next five years, the Office of Personnel Management (OPM) projects that one-third of the entire full-time permanent workforce will leave the government.*

Careers in public service can be defined as work with positive social impact. Opportunities exist traditionally in government, NGOs, and other nonprofits, but can increasingly be found in businesses as well. We want to help you learn more about the diversity of careers with social impact and facilitate your efforts to gain the necessary experience and develop effective job search strategies based on your interests and skills. Our resources focus especially on these options:

- government service (federal, state, local)
- nonprofits/NGOs
- public health
- human services
- environment/green
- education (not K–12)
- politics/public policy
- legal/law enforcement
- advocacy/lobbying
- socially responsible business

### WORKSHOPS AND INFORMATION SESSIONS

A variety of workshops and employer information sessions are held throughout the year and are open to all students and alumni. These are just some of the workshop topics:

- “The Federal Government Job Search”
- “Doing Well by Doing Good: A College Student’s Guide to Socially Responsible Careers”
- “The Green Economy: Careers in Environmental Sustainability”
- “Applying for Jobs with State of Tennessee”
- “Don’t Delay the Real World. Impact It! Service Corps Panel”
- “So, You Want to Work in Oak Ridge? Employer Panel”
- “Careers in Foreign Affairs: Meet the U.S. Department of State”

### CAREER FAIRS

**The Social Impact Career Fair** (formerly the Volunteer and Service Corps Fair)—Held each fall semester by Career Services and TeamVOLS to provide opportunities to connect with local and national organizations to volunteer, complete a term of service, or start a career.

**Job and Internship Fairs**—Career Services hosts job fairs each semester for students seeking internships and jobs. A number of nonprofits/NGOs, government agencies and businesses with social impact are regularly in attendance.

To stay up-to-date on upcoming events visit <http://career.utk.edu>.

### HIRE-A-VOL

Job and Internship database—Access jobs and internships posted with Career Services register on HIRE-A-VOL Database and upload your resume. Register at <http://career.utk.edu>.

Listserv—Receive email notifications regarding jobs/internships, employer information sessions and Career Services events by filling out your HIRE-A-VOL profile “desired industry” with categories like nonprofit/social services, volunteer, education, government, military, law enforcement, and international affairs.

### PUBLIC SERVICE CAREER COUNSELING

We welcome students of all majors with interest in any aspect of public service to begin their research at <http://career.utk.edu/publicservice>. You may also schedule an individual advising appointment with Shawna Hembree, our public service careers consultant, by calling 865-974-5435.

# NETWORKING

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Networking is the process of gathering helpful information from a network of contacts to assist you in planning your career and in looking for jobs.

## GETTING STARTED

Decide the purpose of contacting your network. What is to be gained from meeting with these networking contacts? Information about jobs and careers of interest to you? Advice on how to conduct your job search? Getting leads?

## THE SECOND STEP

Consider and list your existing and potential network:

- Family, friends, and neighbors
- Friends and co-workers of your parents or other relatives
- Supervisors and acquaintances from past and present jobs and internships
- School faculty and administrators
- Contacts through church or other religious organizations, hobbies, athletic participation, community involvement
- People you have met at on-campus information sessions or other presentations
- Members of professional organizations relevant to your field or area of career interest
- Contacts through public service and volunteer work
- Other professionals including doctors, dentist, accountant, lawyer, banker, and insurance agent
- Alumni, especially recent grads

## THE THIRD STEP

Determine what you have to offer.

- What are your greatest accomplishments?
- What interests you professionally and personally?
- What is important to you?

You want to be able to quickly and concisely communicate to the networking contact your purpose—to set up an informational interview or to develop specific job leads. You will need a brief self-introduction or sound bite and commercial that tells about your background, experience, and what direction you are headed. Think about your education, interests, skills, values, and what industries, locations, and types of jobs interest you. It is a good idea to write out this introduction and practice it before calling a contact.

### How to use a sound bite:

Introduce yourself by name and university, what your major is, and purpose of networking.

**Example:** “Hi, I’m Mary Jones. I’m a psychology major at the University of Tennessee and I’m interested in the field of human resources.”

### How to use a commercial:

**Example:** “I became interested in the human resources field last summer when I interned at XYZ Company and got to know the human resources director there. I found her job very interesting. She worked in all aspects of employee relations and hiring. When I returned to school this fall, I decided to add a business class, and I also joined the Human Resources Management Association. Next semester I will begin taking courses as a management major and I hope to obtain an internship in human resources next summer.”

## PUTTING YOUR NETWORK INTO PRACTICE

### Schedule and conduct informational interviews:

Informational interviews are a crucial and often overlooked aspect of networking. They are the best way to find out about a job and make a contact.

Call, write, or email the person you want to meet, emphasize that you are not looking for a job, but researching an industry or position.

Set up a meeting and have 10 to 20 questions prepared. Before the meeting, it is **imperative** that you research the business in which you are interested. Don’t waste your contact’s time. Research the interviewing individual(s), the company, and the industry using reference books, periodicals, company literature, annual reports, and the internet.

Set a time limit of about 30 minutes.

### Prepare questions:

- How did you get started in this business?
- What experiences helped you to be prepared and qualified for this job?
- How did you get to this point in your career?
- What do you believe is the ideal education and background for this career?
- What are your primary responsibilities in your current position?
- What do you like most about your job, your company, and your industry? What do you dislike about them?
- What has been your greatest challenge?
- What are typical career path options for someone in this company/industry?
- If you could change something about your career path, what would it be?

Always end by thanking the contact for their time; within one or two days, follow up with a thank-you note.

Once you achieve your goal, don’t stop. Ask your contact for the names of two other contacts in the industry. Keep your network current. Remember to maintain your network even after you find a secure job. You never want to have to rebuild, so stay in touch with those in your network, and add people to it.

## SURVIVING THE GRADUATE ADMISSIONS PROCESS

*Students can meet with a career counselor to discuss their questions and to get an overview of the process of admission to graduate school.*

### GAINING ADMISSION INTO HIGHLY COMPETITIVE GRADUATE PROGRAMS

September 14, 2011  
University Center Auditorium  
4:00–5:30 General Session  
6:00–7:30 Engineering Session

Career Services provides assistance to students planning to attend graduate and professional school. Students can meet with a **career counselor** or a **consultant** to discuss their questions and to get an overview of the process. Internet links on the Career Services website and books in the Career Exploration Center are available to help students find universities that offer programs of interest, learn about required entrance exams, and much more.

Each fall, Donald Asher, a nationally recognized speaker and author, is invited to campus to present a dynamic seminar on graduate school admission. This program is a must-see for all those considering advanced degrees. Other graduate school–related workshops are offered throughout the year, including Graduate School Admissions 101 and Writing a Winning Personal Statement.

Some students find the graduate admission essay to be one of the most challenging tasks to complete. Career Services has several books that provide examples of winning essays, as well as useful tips for writing your own. Staff members can critique students' essays and offer suggestions for improvement.

Pick up a copy of our Admissions Guide for Graduate School or view it online at [http://career.utk.edu/pdf/CS\\_Gradschool\\_guide.pdf](http://career.utk.edu/pdf/CS_Gradschool_guide.pdf) to learn much more about the graduate admissions process.

#### Applying to grad school? Make sure you do the following:

1. Choose a program and degree, for example, a master's or a doctorate.
2. Find a minimum of six schools to which you can apply.
3. Collect admissions materials.
4. Prepare for and take appropriate admissions test.
5. Ask faculty for letters of recommendation.
6. Complete applications.
7. Write required admissions essays.
8. Research financial aid and graduate assistantship opportunities.
9. Visit schools of interest.
10. Meet all deadlines, applying early if possible.

## ALUMNI SERVICES

Career Services provides job search assistance to UT Knoxville alumni. Alumni can enter our resume database and take advantage of the following services:

- Inclusion in the Web Resume Book accessed by employers
- Resume referrals to employers who report immediate vacancies to us
- Opportunity to participate in campus interviews based upon employer pre-selection

**To be eligible** for these services, alumni need to register with Career Services as follows:

- Call Career Services at 865-974-5435 to create an account.
- Within 24 hours, go to our website and click on the HIRE-A-VOL icon. See page 11 for more information on completing your registration.
- Review and observe the policies for interviewing on campus. Special allowances cannot be made for alumni.
- **Keep your resume up-to-date.** After eight months of inactivity it will be deactivated.

If your job search needs to be strictly confidential, Career Services does not guarantee that your current employer will not find your resume in our database. Registration is at your own risk in this regard.



*Counseling · Ministry · Psychology · Formation*



## Are You Called to Help People Who Are Hurting?

### Degree Programs

- M.A. in Professional Counseling
- M.A. in Marriage and Family Therapy
- M.A. in Ministry
- M.S. in Christian Psychological Studies

### Certificate Programs

- Addictions Counseling
- Child & Adolescent Counseling
- Christian Sex Therapy
- Spirituality & Counseling
- Trauma Counseling

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### Career opportunities and internships include:

- Brand Management
- Finance
- Human Resources
- Information Technology
- Marketing
- Procurement
- RQI
- Sales
- Supply Chain



# RECRUITING EMPLOYERS 2010–11

The employers listed below participated in on-campus recruiting during the 2010–11 academic year. This list does not yet reflect the changes in employer participation for 2011–12.

21st Mortgage	Belden	Cisco Systems	disABILITY Resource Center	Gensler
Acadia Healthcare	Belk	Citadel Broadcasting Company	Discover Spanish	Georgia Pacific Corporation
Access America Transport	Big Brothers Big Sisters of East TN	City of Cleveland, Tennessee	Disney College Program	Gerdau Ameristeel
Ackermann PR	Biltmore	Cityview Magazine	Dixon Hughes Goodman LLP	Gilbane Building Company
Advance Auto Parts	Bingham Group Inc.	Civil & Environmental Consultants Inc.	Dollywood	Girl Scouts of Southern Appalachians
Aeon Amity Corporation	BMW Manufacturing Co. LLC	Civilian Logistics Career Management Office	Dow	Goodwill Industries
Aerotek	Boeing Company	Clarksville Montgomery County School System	Drake Software	Gresham, Smith & Partners
Aflac	Boy Scouts of America	Clayton Homes/Vanderbilt Mortgage and Finance	Drury Hotels	Grief Outreach
Alco Inc.	Boys & Girls Club	Clear Channel Radio, Chattanooga	DSC Logistics	Hamblen County School District
Alday Communications Inc.	Bridgestone Americas Holding Inc.	Cleveland Police Department	Duke Energy	Hastings Architecture Associates
Aldi Inc.	Brookhaven Retreat	Clinch-Powell Resource Conservation & Development Council	DuPont	HCA
Altec Industries	Brooksource	Clorox Company	East Tennessee Healthcare Partners LLC	Helen Ross McNabb Center
Amazon	Brown and Caldwell	Cockrill Design & Planning	Eaton Electrical	Hertz Corporation
American Cancer Society	Buckeye International Inc.	Colgate-Palmolive	Ecumenical Storehouse Inc.	Hinson Miller Kickirillo Architects
American Greetings	Burlington Northern Santa Fe	Comcast Cable	Emerald Youth Foundation	Holston Valley Broadcasting Corporation
American Junior Golf Association	C.H. Robinson Worldwide Inc.	ConAgra Foods	Enercon Services Inc.	Home Depot
American Megatrends Inc.	Camelot	Connolly Inc.	Enterprise Rent-a-Car	Honeywell Technology Solutions Inc.
American Red Cross	Camp Arrowhead for Boys	Consolidated Electrical Distributors	Ernst & Young LLP	HonorGuard Pest Management
American Tire Distributors	Camp Ton-A-Wandah	Consolidated Graphics	Erwin Utilities	Ijams Nature Center
AMETEK	Camp Wesley Woods	Construction Science and Engineering Inc.	ESa Architects	Insight Global Inc.
Amputee Coalition of America	Capital Financial Group LLC / Mass Mutual	Convergys	Exel	Intel Corporation
Analysis & Measurement Services Corp	CareerBuilder.com	Cooper Carry Inc.	ExxonMobil	Internal Data Resources
ARAMARK	Cargill	Copart Inc.	Falling Creek Camp	Internal Revenue Service
AREVA	CarMax Auto Finance	Cornerstone of Recovery	Farm Credit Services	International Paper
ARG Financial Staffing	Carpenter Company	Coulter & Justus PC	FasTrac Training	IRS-Criminal Investigation
Arnold Engineering Development Center	CASA of the Tennessee Heartland	Cracker Barrel	Federal Bureau of Investigation	J&J Health Care Systems
Asurion	Caterpillar Financial	Crane Worldwide Logistics	Federal Deposit Insurance Corporation	Jacobs Engineering
AT&T	Caterpillar Inc.	CROSSMARK	FedEx-Internal Audit	Jacobs Technology
Atlanta Spirit LLC	Catholic Charities of East Tennessee	Crowe Horwath LLP	Ferguson, a Wolseley Company	JB Hunt Transport
Autism Society of East Tennessee	Catholic Volunteer Network	CSX Transportation	Fifth Third Bank	JC Penney
Auto-Owners Insurance Co	C-E Minerals	CUMMINS INC.	Firestone Complete Auto Care	Jewelry Television
Avery Dennison	Celadon Group Inc.	Cypress Semiconductor	First Tennessee Bank	John Marshall Law School of Atlanta
B&W Y-12	Center for International Education	Davidson County Head Start	Florence Crittenton Agency	Johnson & Johnson
Babcock & Wilcox Company	Central Intelligence Agency	Deloitte	Flowserve Corporation	Johnson Controls Inc.
Barber McMurry Architects	CHEP	Denso Manufacturing	Friends of Literacy	Johnson Johnson Crabtree Architects PC
Bayer HealthCare	Chick-Fil-A		Frito Lay	Joseph Decosimo & Company PLLC
BB&T	Christian Appalachian Project		Garmin International Inc.	Journal Broadcast Group
BDO Seidman	CIGNA		General Dynamics—Bath Iron Works	
Beardsley Community Farm	Cintas		General Electric	
Bechtel Corporation				

Kaplan Test Prep & Admissions	Maxim Healthcare Services	Pilot Travel Centers LLC	Smith & Nephew Inc.	US Department of the Interior
Kenco Group Inc.	McNeely Pigott & Fox Public Relations	Pinkstaff, Simpson, Hall & Headrick PC	Smith Seckman Reid Inc.	US Nuclear Regulatory Commission
Kendall Electric Inc.	Merion Realty Management	PolyOne Corporation	Social Security Administration	US Xpress Inc.
Keyence Corporation of America	Metropolitan Nashville Police Department	Pricewaterhouse Coopers	Sonoco	Unilever
Kiewit Power	MGA Research Corporation	Procter & Gamble	South Central Media	United Mountain Defense
Kimberly-Clark	Michael Brady Inc.	Professional Engineers Inc.	Southern Teachers Agency	United States Enrichment Corporation Inc.
King College	Milligan College	Professional Service Industries Inc.	SPX Corporation	University Directories
Knox Area Rescue Ministries	Mohawk Industries	Public Allies North Carolina	SRG Global	University of Tennessee
Knox CAC Office on Aging	Murphy-Brown L.L.C.	Pugh & Company PC	Staples	Unum
knoxAchieves	National Instruments	Quanta Computer	Streamline Group	URS Corporation
Knoxville Family Justice Center	National Nuclear Security Administration	RaceTrac	Student Conservation Association	USDA
Knoxville News Sentinel	Naval Surface Warfare Center	Reckitt Benckiser	Sunrise Community of Tennessee	Victoria's Secret
Knoxville Opera	NAVSEA Warfare Centers	Reformed Theological Seminary	SunTrust Bank	The Village
Knoxville TVA Employees Credit Union	Navy Officer Programs	Regal Entertainment Group	Symplicity Corp.	Volkswagen Group of America
Knoxville Volunteer Emergency Rescue Squad Inc.	NCI Building Systems	Regions Financial Corporation	Target Stores	Volunteer Ministry Center
Knoxville Zoo	Nebraska Book Company	Richmont Graduate University	TaTa Consultancy Services	Waddell & Reed Inc.
Kohl's Department Stores	Nestle	Robins Air Force Base	Teach For America	Waffle House Inc.
KPMG LLP	New York Life	Rockbrook Summer Camp for Girls	TEACH/Here	Walgreens
KraftCPAs PLLC	New York Life Insurance Co.	Rock-Tenn Company	Techmer PM	Warner Robins Air Logistics Center
Kroger Company	Newell Rubbermaid	Rockwell Automation	Techtronic Industries NA Inc.	WATE 6
Landair Transport	Nielsen Media Research	Royal Mouldings	TEKsystems	WBIR
Lattimore, Black, Morgan & Cain PC	Nissan	Rush Enterprises Inc.	Tennessee Board of Probation and Parole	WBXX-CW 20
Lauren Engineers & Constructors Inc.	Norfolk Naval Shipyard	Ryder	Tennessee Farmers Cooperative	WCYB-TV
Libera Inc.	Norfolk Southern Corporation	S&ME Inc.	Tennessee Press Association	WDVX
Liberty Mutual Group	North Carolina Department Of Transportation	SABIC Innovative Plastics	Tennessee State Parks	Whirlpool Corporation
Life Care Centers of America	NorthSouth Productions	Saddle Creek Corporation	Tennessee Valley Authority	Williams-Sonoma
Lincoln Financial Group	Northwestern Mutual Financial Network	Safe Haven Center	Tessella Inc	Winn-Dixie Stores Inc.
Linde Gas LLC	Novelis	Salvation Army	Think Resources Inc.	WTVC
Lonesource	Nuclear Fuel Services Inc.	Sam Dong Inc.	Thompson Ventulett Stainback & Associates	WVLT-TV
Lonson International	Oak Ridge Associated Universities	Savannah River Nuclear Solutions	Total Quality Logistics Inc.	Wyndham Vacation Ownership
Lowe's Companies Inc.	Oak Ridge National Labs/UT Battelle	Savannah River Remediation	Trane	YMCA of East Tennessee
LP Building Products	Olin Chlor Alkali Products	Schlumberger	Transportation Insight	YOKE Youth
Macy's Logistics & Operations	OSIsoft LLC	Schneider Electric	TruGreen Companies	Youth Villages
Mahle Inc.	Parker Business Consulting & Accounting PC	Schneider National	TRW Automotive	Zimmer
Mane Support	Peace Corps	Scripps Networks	Turner Universal Construction Company	
Manhattan Associates, Inc	Peg Broadcasting Crossville LLC	Sears Holdings Corporation	Turnkey Transportation Services LLC	
March of Dimes	Penske Corp.	ServiceMaster	US Army Corps of Engineers	
Marine Corps	PepsiCo	ServiceSource	US Army Redstone Test Center	
Marriott Business Services	Pershing Yoakley & Associates PC	Shaw Industries	US Cellular	
Mars Petcare US, Inc	Pfizer	Sherwin-Williams Company	US Department of Energy	
Marten Transport		Shoemaker Financial	US Department of State	
		Shoney's Restaurants of Knoxville Inc.		
		Siemens		

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## TAKE THE PATH OF MOST RESISTANCE.

Our officer candidates are rigorously screened, tested and evaluated for the moral, intellectual and physical qualities required to lead Marines in defense of our nation. If you prove



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