

## **Class Assignment Options**

### **Resumes**

Career Services offers access to scheduled classroom presentations on resume standards, a rubric for scoring resumes, and an online Career Guide with resume/cover letter examples. We are happy to support students' resume development and have found that in-class presentations or workshops combined with instructor guidance create the best outcomes for students. Instructors are encouraged to visit and utilize all of the resources available through Career Services and work with their students on discipline-specific advice.

Because we are unable to offer individual resume critiques as part of required class assignments, due to volume and staff limitations, we have developed a series of standing workshops for students on resume development. These workshops on professional resumes, including for class assignments, will be held in McLemore Hall 125 on Wednesdays and Thursdays throughout the semester; a schedule is available [online](#). We will provide attendance verification to faculty who choose to make workshop attendance a course requirement, so please let us know if you are requiring your students to attend. A video of the resume workshop is available to address the needs of our online students and is posted on our website.

Relatedly, we have observed that students who are offered extra credit for attending a resume workshop are often more motivated and engaged in the process. The result in such cases is typically a better quality resume, which saves time and is more likely to be improved with a single revision following the critique.

In addition to the resume critique workshops, we are able to visit your classes individually to offer your students resume guidance. If you are interested in that option, please contact our office.

Visit the upcoming events section at [www.usm.edu/career-services](http://www.usm.edu/career-services) for workshop dates and times. Please remind your students that they can also access workshop information using Handshake, and encourage them to review their resources through that platform.

### **Mock Interviews**

Career Services is pleased to offer the platform Big Interview to faculty for class assignments. Big Interview is an online interview training and practice platform that can support the interview training and development that you do in your classes or with your students more generally.

Big Interview allows students to:

- Practice interview questions online from a personal computer.
- Record interview answers.
- Receive quality feedback from the instructor.

Please click [here](#) for details on using Big Interview in the classroom setting. As with resumes, we recommend the use of extra credit for a mock interview, as that tends to result in higher levels of student motivation and participation. If students need specific assistance or additional input following use of the Big Interview, we encourage you to refer them to Career Services. Although we are unable to do mock interviews in-house for class assignments, we can work with individual faculty to support their class assignments and students' use of Big Interview.

In addition to providing Big Interview, Career Service staff members can also lead a class presentation on interview preparation including in-class practice interview. Please contact us at least two weeks prior to your preferred dates using our [online form](#). We also offer individual interview rooms in Career Services that faculty can schedule for mock interviews with community partners or others, and those rooms can be reserved by contacting our office.

Thank you for your support of Career Services, and we look forward to talking with you in the future about how best to utilize our resources and how we can assist you in reaching your instructional goals.