

## SPH Career Services Appointment Policy

*Welcome to UIC SPH Career Services. Appointments are in high demand and we ask that students come prepared for their appointment. In order to be accessible to more students and offer quality advising, please see below on how to prepare for an appointment as well as our canceling policies.*

### HOW TO PREPARE FOR AN APPOINTMENT:

- Plan-ahead. Come with specific questions for your advising session if possible. Sessions are 30 minutes or 1 hour long and begin on time.
- Please send any relevant documents (resume, cover letter etc.) prior to your appointment (otherwise bring a hard copy during your session).
- Mock Interviews: Bring a copy of your resume, cover letter and job description (if applicable).

### CANCELING YOUR APPOINTMENT:

- We understand that life happens and priorities change. Please email or call us if you need to cancel or reschedule your appointment.
- If you cancel or are a “no show” please allow 2 weeks before scheduling your next appointment.

### LATE ARRIVAL FOR APPOINTMENT:

- Arriving more than 15 minutes late for an appointment without calling will require rescheduling or only using the remaining time allotted.

### SERVICES AVAILABLE TO ALUMNI:

As UIC SPH alumni, you have access to the following career services and resources to support your career development. Services include:

- Resume, CV and cover letter review and preparation;
- Mock interviews;
- Job search and career transition strategies;
- Maximizing LinkedIn / online social networking;

### Individualized Career Coaching

Due to limited capacity, individualized coaching sessions for alumni a year out are limited to one session per year or at the discretion of the office. Current UIC SPH students have first priority of scheduling career-advising appointments. Alumni are welcome to schedule a phone, video or in-person appointment. Contact Liz Herrera, Associate Director of UIC SPH Career Services at [eherre3@uic.edu](mailto:eherre3@uic.edu) or 312.413.9126 for availability.

### **Online Career Resources and Tools**

The UIC SPH Career Services website contains various career resources including information on resumes, cover letters and interviewing. Information can be found [here](#).

### **Career Events / Workshops / Webinars**

SPH Career Services offers a series of career programs and workshops throughout the academic year. All workshops are open to alumni. Career events are posted on the website at <http://publichealth.uic.edu/career-services/career-events>.

### **Access to uiccareers.com & Job Listings**

- UIC CAREERS.COM - an exclusive job search database for current UIC students and alumni. Please contact Liz Herrera at [eherre3@uic.edu](mailto:eherre3@uic.edu) to re-activate your account.
- Job announcements - posted on the [UIC SPH Career Services website](#)

### **SPH VIEWS Listserv**

UIC SPH Career Services shares job announcements through this listserv.

To subscribe, click the following link. <mailto:listserv@uic.edu?body=sub%20SPH VIEWS>

### **LinkedIn Groups**

Alumni are invited to join the SPH Community on LinkedIn to remain engaged in the school and continue to access a network of public health professionals.

- [UIC SPH Group](#)
- [UIC SPH Alumni Mentoring Group](#)