

Nitsáhákees *Nahátá* *Tina* *Silhasin*
NAVAJO TECHNICAL UNIVERSITY

Office of Career Services

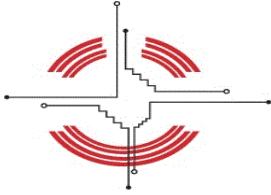
Welcome to Navajo Technical University's Career Services Program! We are glad that you have decided to pursue a career after graduation. Thank you for utilizing our services in your job search. Before we begin, please fill out the necessary information to get us better acquainted with you.

Forms to complete:

On the next page, please read and sign the **Information and Conditions of Service** form. Remember to carefully read this document. Any forms utilized in this office are kept strictly confidential and will not be released without your signed consent. In order to proceed with career development, you have to provide your consent.

Next, you may complete the **Release of Information** form. This document allows the Career Services Coordinator to release information regarding enrollment and employment status to all entities of the Navajo Nation and other organizations for the purpose of helping you gain employment. The student may decline. Please be aware that your consent would help the Career Services Coordinator to facilitate employment after graduation.

Also, complete the **Student Information Questionnaire**. This form asks for demographic and personal information to assist in your job search. Again, this form is kept strictly confidential and will not be released to an employer without your signed consent. Any relevant information will be useful in finding you employment or post-graduation opportunities.



Office of Career Services

Information and Conditions of Service

The Office of Career Services offers a variety of career development resources and services, including student assessment, résumé development, cover letter assistance, interview preparation, and more. The Career Services Coordinator assists students in their job search by connecting students with companies and other businesses on and off the Navajo Nation. While this program helps students with ascertaining employment, it is ultimately up to the students to work hard in school and exhibit additional efforts. If you have any concerns about the services provided by the Office of Career Services, do not hesitate to contact the Dean of Student Services.

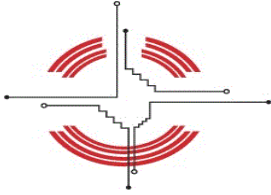
Please read the following information and conditions for service:

1. Any information shared with the Career Services Coordinator is strictly confidential and will not be disclosed outside the office without your written permission except when disclosures are legally required. The information gathered may be shared among staff in Career Services and Student Services to better assist students in finding post-graduation employment.
2. All student records are kept in locked filing cabinets. Career information, such as résumés, cover letters, and letters of recommendation are kept for students up to a year after graduation. The Office of Career Services does not share student information with non-Student Services personnel. If, at any time, students feel that their confidentiality is being violated, please contact the Dean of Student Services, Jerlynn Henry, at jhenry@navjaotech.edu or by calling (505) 786-4104.
3. When students request our services, either by appointment or walk-in, they will fill out a Student Questionnaire to better assist the Career Services Coordinator. Students will also be asked additional questions pertaining to career development and career planning.
4. Services provided by the Office of Career Services are free. Although Career Services assists students with gaining employment and career exploration, students are responsible for getting to interviews and for other miscellaneous costs associated with finding a job. Some services may be provided by the Office of Career Services with available funding. However, this is not a guarantee. Students are also responsible for doing necessary research and completing necessary forms as discussed with the Career Services Coordinator. Career development can only work if students do their part. While students may use our services, this does not guarantee job placement. Ultimately, it is up to student's dedication and qualifications.
5. For scheduled appointments, please contact the Office of Career Services at least 24 hours before for cancelations or rescheduling. Our services are in high demand and we need to accommodate all students. By being courteous and cancelling or rescheduling your appointment 24 hours in advance, you allow other students the opportunity to seek the help they need.

Please discuss any questions or concerns with the Career Services Coordinator before signing. By signing below, I have read and understood the conditions listed above and consent to them.

Print Name

Signature & Date



Office of Career Services

Release of Information

Read first: before you decide whether or not to let Navajo Technical University's Office of Career Services share some of your confidential information with another agency or person, an advocate in Student Services, namely the Career Services Coordinator, will discuss with you any potential risks and benefits that could result from sharing your confidential information. If you decide you want the Career Services Coordinator to release some of your confidential information, you can use this form.

Please complete the following information:

I understand that Navajo Technical University's Office of Career Services has an obligation to keep my personal information, identifying information, and my records confidential. I also understand that I can choose to allow the Office of Career Services to release some of my personal information to certain individuals or agencies for the sole purpose of employment or graduate school enrollment.

By virtue of my signature, I hereby give my consent to the Career Services Coordinator to release pertinent information regarding my enrollment and employment status to all entities of the Navajo Nation, and all others in need of said information to facilitate any obligations documented between the entity, the Navajo Technical University, and myself. This consent will cover the duration of my tenure as a student of the Navajo Technical University and one full-year thereafter.

I, _____, authorize Navajo Technical University's Office of Career Services to share any information pertinent to employment or graduate school enrollment. I give my consent on this _____ day of _____ 20____, to the Career Services Coordinator.

The information may be shared: ____ in person ____ by phone ____ by fax ____ by mail ____ by e-mail

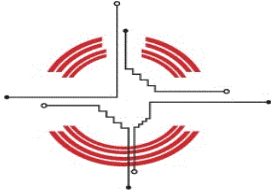
____ I understand that electronic mail (e-mail) is not confidential and can be intercepted and read by other people.

I understand:

- That I do not have to sign a release form. I do not have to allow Navajo Technical University's Office of Career Services to share my information. Signing a release form is completely voluntary.
- That releasing information about me could give potential employers and other agencies information about my location and would confirm that I have been receiving services from Navajo Technical University and the Office of Career Services.

Student Signature & Date

Career Services Coordinator Signature & Date



Office of Career Services

Personal Data Questionnaire
(Confidential)

Date: _____

Personal Information:

Student Name: _____ Student ID Number: _____

Gender: Female Male Intersex Transgender High School: _____

Race: Native American/American Indian (Tribal Affiliation: _____) White

Hispanic or Latino African American Asian/Pacific Islander Other

Major: _____ Dorm Student: Yes No Advisor: _____

Personal Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____ Chapter: _____

Optional Demographic Information:

Age: (Circle one) a. 18-25 b. 26-35 c. 36 or older Veteran: Yes No

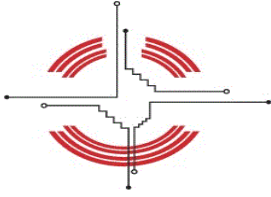
Other Information:

Current Occupational Status: Work Study Internship Full-Time Part-Time
 Self-Employed Student Other

Newsletter: Is it okay to email you our newsletter and announcements? Yes No

How did you find out about the Career Services Program: University Official Instructor
 Academic Counselor Friend Family Member Community Member Online

What career fields are you interested in? (Please list all that apply)



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Education/Training:

Please list all levels of formal education you have obtained and any other relevant education, certifications, or specialized training:

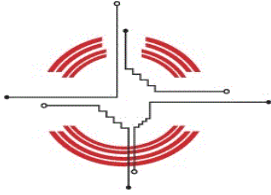
What subjects have you most enjoyed studying? What subjects have you least enjoyed studying?

Why did you choose to continue your education? Why did you choose to attend Navajo Technical University?

Academics:

How is your academic life going? Be specific. You can discuss the following: grades, study habits, class attendance, interactions with faculty, etc.

Please list your non-academic or extracurricular activities or responsibilities. (For example, work, clubs, babysitting, childcare, etc.)



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Employment Information:

Current job title/employer: _____ Years in current position: _____

Number of hours worked per week: _____

Has it been difficult attaining a job on- or off-campus? Why? Please explain in detail.

What are some barriers keeping you from attaining a job?

Career/Job Information:

What type of assistance are you seeking from the Job Placement Program?

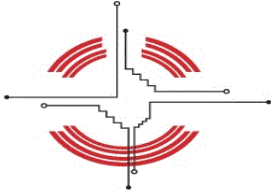
Advising A career direction Information about jobs/employment opportunities

Mentorship Résumé or job search assistance Mock interview Other

What do you hope to accomplish from job counseling?

What are your current career goals? Where do you hope to be a year after completing your degree or certificate program? (Even you aren't sure, fill in any thoughts or ideas you might have.)

What do you ultimately want to do for a career?



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Pick 3-5 of these values that are most important to you regarding your career/job:

- Achievement Environment Leadership Stability Enjoyment Creativity
- Helping Others Helping in my Community Money Status/recognition Free time
- Moral Fulfillment Intellectual Stimulation Self-Direction Security Variety
- Authority Competition Challenge/Adventure Independence

What do you think you have to do now to get ready for your future job/career? And are you doing them?

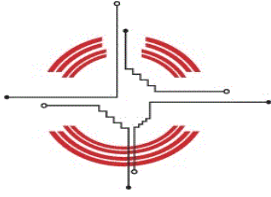
List any related experience and all aspects of your previous experience that you most liked:

Skills:

What are the skill requirements for your next job (the job you are currently seeking or would like to pursue)?

What are the top three skills that you offer an employer?

What can you do easily that other people find difficult?



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What is difficult for you that others seem to find easier?

If you have received any special awards or other forms of recognition, what have they been for?

Hobbies:

How do you like to spend your free time?

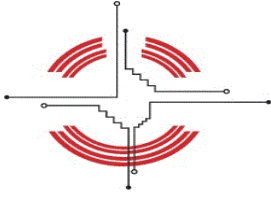
Family Background:

This section will ask about your family member's occupations. This information will be used to get a better picture of who you are and where you are coming from. It would also be helpful for establishing an Alumni and Career Network.

What are your parents jobs/careers?

What types of careers do other family members have (brothers, sisters, grandparents, clan relatives, etc.)?

Are any of your relatives alumni of Navajo Technical University? If so, what degree or certificate program were they in and what are they currently employed as?



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Job Advising Expectations:

When you think about the role of the Career Services Coordinator, what is the first thing that comes to mind?

What information or topics do you think will be discussed during the Career Services Program?

Have you ever worked with the Career Services Coordinator before? If so, what was that like?

Please indicate which days of the week, including time of day, that best works for you to schedule an appointment: