

# Welcome to Career Services!

careercenter@utahtech.edu | HCC 5th Floor | career.utahtech.edu | 435.652.7737

## What we do:



*Major Exploration*  
*Career Exploration*  
*Career Assessments*  
*Resumes/CV*  
*Cover Letters*  
*Internships*  
*Mock Interviews*

*Job Searches*  
*Graduate School Exploration*  
*Networking Opportunities*  
*Career Closet*  
*Virtual Interview Rooms*

Watch this video for  
more information!



## Meet our Staff



**Dottie Catlin, Executive Director**  
[dottie.catlin@utahtech.edu](mailto:dottie.catlin@utahtech.edu)



**Leann Weibert, Career Coach**  
**Majors:** STEM (Science, Technology, Engineering, Math),  
Business (Juniors & Seniors)  
[leann.weibert@utahtech.edu](mailto:leann.weibert@utahtech.edu)



**Shane Blocker, Assistant Director**  
**Majors:** Health Sciences  
[shane.blocker@utahtech.edu](mailto:shane.blocker@utahtech.edu)



**Asha Stapley, Career Coach**  
**Majors:** CHASS (Communications, Humanities, Social Science), Art  
[asha.stapley@utahtech.edu](mailto:asha.stapley@utahtech.edu)



**Cheryl Brandt, Employment Specialist**  
Employer Relations, Student  
Employment  
[cheryl.brandt@utahtech.edu](mailto:cheryl.brandt@utahtech.edu)



**Chelsea Buck, Career Coach**  
**Majors:** Business (Freshmen & Sophomores)  
[chelsea.buck@utahtech.edu](mailto:chelsea.buck@utahtech.edu)



**Brianna Iverson, Career Coach**  
**Majors:** General Studies & Education  
[brianna.iverson@utahtech.edu](mailto:brianna.iverson@utahtech.edu)

**\*\*Scan the QR codes to make an appointment with your CAREER COACH**



College Student to Career Professional

# Get your CAREER questions answered!

## How do I find a JOB?



To search and apply for jobs:

**Go to:** [utahtech.joinhandshake.com](https://utahtech.joinhandshake.com)

**Username:** D# = d (lowercase d) and # (number only) **Password = same as myUT**

You can search and apply online for jobs and internships including: on campus, Work Study and local, regional, and national opportunities!

**Temp Agency Staff:** Students can work on-campus doing a variety of jobs with different departments, such as: office work, setting up events, custodial, and working as a ticket scanner. Positions are temporary and hours are very flexible! **Contact Cheryl Brandt for more information** ([cheryl.brandt@utahtech.edu](mailto:cheryl.brandt@utahtech.edu) or 435.652.7869)

## What events should I attend to help me on my career path?

Career Services sponsors several events and fairs each year. For the more current information log onto your Handshake Profile. Select the "Events" tab. Event information can also be found around campus and on our social media. Some of the events we host include: **Student Job Fair, Career and Internship Fair, Grad Fair, and the Major & Minor Fair.** Watch for Career Seminars and Networking Nights throughout the semester.

## What if I don't have any professional clothes to wear to an event?

A Career Closet is available in Career Services to borrow or take professional attire. You can feel prepared to do class presentations, interview for a job or internship or attend a seminar. A variety of styles and sizes are available.

## How do I create a resume?



Hiration is an AI-powered career platform: resume and cover letter builder, LinkedIn optimization, and interview practice.

**Go to:** [utahtech.hiration.com](https://utahtech.hiration.com)

**Username & Password:** same as MyUT

## How do I Explore Majors & Careers?

**Assessments:** We offer several assessments to help you develop and pursue a career path. Our staff is trained and certified to offer the following assessments:

**Visit our website:** [career.utahtech.edu](https://career.utahtech.edu) | **Students**

**What Can I Do With This Major:** Allows students to explore career opportunities for different majors.

**Career Coach: FREE** to all students. 60 question online assessment, be sure to create an account so you can save your information!

**Career Exploration & Assessments:** Schedule a 90 minute in depth meeting with a career coach to delve into your interests, strengths and possible major and career paths as well as formulate an action plan.

**Class:** You can also take **SSC 1200- Career Workshop**, a one credit class that will guide you through self-discovery and equip you with valuable career readiness skills. Designed specifically for students who are seeking clarity and direction in their professional lives.

## How do I make an appointment with Career Services?

Appointments may be made through the Navigate Student App



**Email:** [careercenter@utahtech.edu](mailto:careercenter@utahtech.edu)

**Phone:** 435.652.7737.

**Students can also drop in HCC 5th Floor to schedule an appointment.**

**Follow us on social media!**

**@utahtechcareerservices**

