

Employer Relations Process: Appointments & Recommendations

The Employer Relations Team helps BUSINESS students obtain internship and full-time positions. This involves a variety of things such as: providing students with job search strategy and support, seeking out new opportunities to promote to students, helping align students' skills and career goals with open positions, and more.

All business students that have a perfected resume, know their career direction, and have an idea of the types of roles they are seeking, are able to book a one-on-one appointment with a member of the Employer Relations Team. The goal of this meeting is to get to know the student better in order to draft a recommendation that can be sent to hiring managers for future roles. Throughout this partnership, the Employer Relations Team will continue to update the student with new opportunities on *knightline* and send recommendations to companies of interest while providing necessary advice along the way.

The below information details our process in order to provide a seamless experience for the student.

STEP 1: RESUME REVIEW

If you have not already done so, schedule an appointment to get your resume critiqued by a Career Development Career Coach through your "*myKnight STAR*" account.

STEP 2: KNIGHTLINE

Knightline is an exclusive job board for College of Business undergraduate students.

- **CREATE your Knightline account** at business.ucf.edu/knightline; choose "Not a member?" to begin.
- **UPLOAD your resume to Knightline:** Login to *Knightline* account, choose "My Profile", and click "Upload Files" under "Add Resume", **OR**
- **UPDATE your resume to Knightline:** Login to *Knightline* account, choose "My Profile", click "View" next to your current resume upload, and choose "upload new version" at the top of your screen.

STEP 3: MAKE AN APPOINTMENT

Make an appointment with an Employer Relations Career Coach through your "*myKnight STAR*" account.

STEP 4: AFTER APPOINTMENT

Apply to roles on *Knightline*. **After applying, email your Employer Relations Career Coach:**

- Company name and position title
- Job application number (If applicable) and the date you submitted your application
- Website you used to apply.

Example:

Gartner – Financial Analyst (applied on *Knightline* on 1/22/20) #324521

Raymond James – Portfolio Manager (applied on *Knightline* 1/24/20) #452311

DON'T FORGET: Pay attention to weekly updates from your Employer Relations Career Coach via email and keep in touch throughout your journey to finding employment!