

# Career Services

## Policies and Procedures

### General

The New Mexico Tech Career Services office, under the umbrella of the Center for Student Leadership and Engagement (CSLE), is responsible for the coordination of on-campus student employment postings. Career Services is located in Fidel Center room 262, and can be reached at 505/835/5022 or by email at [careerservices@nmt.edu](mailto:careerservices@nmt.edu).

### Hiring Process

The posting of student employment is coordinated through Career Services. Departments are encouraged to use Handshake to post student jobs. Students will need to establish an account with Handshake to have access to the student jobs posted online. Once the student is hired, they will need to establish eligibility for employment by the following steps:

1. Complete an I-9 form at the Budget & Analysis office located in Brown Hall 114.
2. Submit a work authorization form. The form can be found here:

<https://www.nmt.edu/finaid/Student%20Work%20Authorization.php>

### MISC.

#### Post-Graduation Surveys

All graduating students are required to complete post-graduation surveys to help provide information to departments and NACE (National Association of Colleges and Employers). All information on the form is used for statistical purposes and remains confidential.

#### Privacy of Information

Career Services maintains files containing release forms, transcripts, resumes, and other information. The Coordinator of Career Services is responsible for these files and access is limited to CSLE personnel and specific employers.