**Faculty Request Form for Office of Career Development Engagement**

Hello Faculty/Staff **TIGERCareer** Partner,

The Career Development Team is excited to provide a variety of career opportunities for UWA students. We are here to assist you in the professional career development of your students. To best serve you, students, and to have a positive connection experience, please view our service list below and complete the following request form for classroom engagement, on campus or online, where applicable. Thank you for completing this request form and returning it to [grobbins@uwa.edu](mailto:grobbins@uwa.edu), as this serves as a data collection tool for Career Development.

**PROFESSIONAL DEVELOPMENT SUPPORT TO SCHEDULE a class or group meeting**

* Office of Career Development General Overview
* Resume, Cover Letter Assistance, and/or Job Packet Assistance
* Practice Mock Interview/Resume Review
* Career Assessment and Report Interpretation
* Classroom Speaker Presentation

**STUDENT WORKSHOPS AND EVENTS are provided throughout the year**

* Career Fair/Employer Connection
* Professional Job/Workplace/Soft Skills Workshops
* Career Exploration/Professional Engagement Field Trip (as approved/available funding)

**Please complete and return the information below to Gena Robbins at** [**grobbins@uwa.edu**](mailto:grobbins@uwa.edu)**.**

**1. Name of faculty/staff member:**

**2. Name of class/section number:**

**3. Number of students in the class:**

**4. Insert or attach class roster, including student name and email:**

**5. Your requested beginning and end date for the service:**

**6. Campus building/Room number if applicable:**

**7. Please list the service(s) you want to schedule. Please be as detailed as possible.**

Thank you for contacting the Office of Career Development. We look forward to a strong partnership with you in preparing a confident and qualified future **TIGERCareer** employee!

*Gena Robbins*

*Office of Career Development*