

# Career Planning and Resources

## NORTHWEST SPRING BRANCH/KATY CAMPUSES

### Frequently Asked Questions

**Q. Where are you located and what are your office hours?**

A. The Career Planning and Resources (CPR) Office is located at our Spring Branch Campus, 1010 W. Sam Houston Pkwy. North. Our office hours are Monday – Thursday from 9 a.m. until 5:00 p.m. and Friday's 9:00a.m – 1:00p.m. After hours available upon request

**Q. I don't attend Houston Community College but I would like to use the Career Planning and Resources Services.**

A. CPR Services are exclusively for current and former students of HCCS. You must be currently enrolled or have formerly attended classes in the Houston Community College System. However, you may use any links on the Web site and ask to see any of our resources on resume writing, the job search, etc.

**Q. I am not sure what I want to do. I am interested in several careers--how can I determine what career/degree to pursue?**

A. CPR Staff will assist you with identifying career and personality assessment tools.

**Q. I am interested in employment with the Houston Community College System.**

A. CPR does not handle employment opportunities within the HCCS system. You will need to contact HCCS Human Resources or log on to [www.hccs.edu](http://www.hccs.edu).

**Q. I saw some jobs on your Student Job Bank site but they didn't list the employer contact information. How can I find out about applying for those jobs? Can I just come in and find out more about them?**

A. No. You will need to register by completing the profile, upload a current resume, save and submit your information. A CPR Staff will review your documents, make suggestions for any needed corrections, and approve once documents are ready for employer review. This can be done by logging on to [https://www.myinterfase.com/hccs\\_northwest/student/](https://www.myinterfase.com/hccs_northwest/student/) and complete a student profile.

**Q. When can I meet with one of your CPR Staff if I have private concerns about my job search or need more individualized attention?**

A. Job and Career Development services are primarily offered by appointment. To make an appointment, please call 713-718-5423 or stop our office.

**Q. I am a full time student and I only have time for a part time job. Do you have jobs that will allow me to work around my class schedule?**

A. Yes we do. Actually, most of our employers are rather flexible about a student's days and hours of employment. Many of our employers want to hire students part time.

**Q. I am a full time student but my spouse was recently laid off. Can I use CPR Services to help my spouse find work?**

A. If your spouse currently attends or formerly attended classes at HCCS, we can certainly help.

**Q. Can you find me a job?**

A. Yes and No. CPR's goal is to empower students with job search skills that will last a lifetime. Therefore, we teach students how to effectively job search and how to use the resume as a marketing tool. CPR will actively send resumes of students (who have been activated) to employers who are seeking to fill immediate job openings. We can help you refine your document, work on your career or job search strategies, and help you find examples of effective cover letters. We will also direct you to local job fairs, offer coaching, workshops, mock interviews, as well as provide a library of resource books, web sites, and additional materials designed to make you a better candidate for employment. Keep in mind, this is a team effort, and you'll have to do your share of the work.

**Q. I don't have a resume, will you write one for me?**

A. CPR is not a resume writing service; however, we will assist students with refining their resumes. For those who do not have a resume, CPR provides a detailed Resume Worksheet that will help students pull together their educational, work and skills history. Students are then given frequently used templates which will allow them to organize this information into a resume. Resume workshops are held throughout the year. Students are urged to register with CPR to receive notices of workshop dates or go online to our Career Planning and Resources to view the calendar.

**Q. When are your Career Fairs held?**

A. The Career Planning and Resources Office sponsors various career fairs during the academic year. For specific dates and information visit our office in mid-August for the fall semester and mid-March for our spring semester.