The following options have been created to assist those affected by budget-related reductions-in-force. Please discuss these program/workshop options with your manager to choose the option which is best for you and the department.

**Option 1 – Human Resources**

Human Resources developed a two-hour workshop for any current staff or persons affected by reduction-in-force at the University, exempt and non-exempt as well as persons with or without a college degree.

The **Job Seeker Career Workshop** will provide:

- Resume writing
- Networking tips
- Interviewing essentials

For more information or to register visit [www.hr.utah.edu/training](http://www.hr.utah.edu/training) or call: 801.585.2300.

**Option 2 – Alumni Career Services**

Alumni Career Services (ACS) is a partnership between the University of Utah Alumni Association and Career Services to provide the following options. In this particular case, you do not need to be a U of U Alumni or join the U Alumni Association to take advantage of these services.

**Career Jump Start-Intensive Program ($250.00)**

- Geared to the exempt-level professional with a university or college degree.
- Tailored tips from a professional résumé writer to help you craft a winning results-driven résumé
- Analysis of your shortcomings for your career objectives
- Mock interviewing to prepare you for the challenge
- Six one-hour private coaching sessions (by phone or in person)
- Access to all proprietary web-tools including Ucareerlink, CareerBeam, InterviewMastery and Career LiftOff.

**Individual A La Carte Offerings**

- Introductory career consultation session of one-hour ($40.00)
- Access to CareerBeam ($50.00)
  - Job Board access
  - 10 different assessment tests to analyze your talents, interests, and skills
  - Résumé, cover letter, and interviewing advice along with tactical search strategies
- Access to Ucareerlink for six-months ($50.00)
  - Access database of job postings with employers approved and registered employers with Career Services.

To register for these services call 801.581.5469. For more information visit [http://www.alumni.utah.edu/career/new-programs.html](http://www.alumni.utah.edu/career/new-programs.html). If you are interested in Career Services and currently enrolled as a University of Utah student, please call 801-581-6186.