

Career Services

Policies and Procedures

General

The New Mexico Tech Career Services office, under the umbrella of Student Affairs, is responsible for the coordination of on-campus interviews for permanent, summer, and cooperative education employment. Current students and alumni may use the service, although current students have priority for interviews. All students who utilize the on-campus interview service are required to have a placement file and a Career Connect account. Information about establishing a placement file and copies of necessary paperwork are available in the Career Services office in the Student Affairs Suite, Room 262 Fidel Center. Career services can be reached at 505/835/5022 or by email at careerservices@admin.nmt.edu.

Hiring Process

The posting of student employment is coordinated through Career Services. Departments are encouraged to use Career Connect to post student jobs. Students will need to establish an account with Career Connect to have access to the student jobs posted online. Jobs are also posted on a bulletin board outside the Student Affairs office at Fidel 262.

Once the student is hire, he/she will need to establish eligibility for employment by the following steps:

1. Complete an I-9 form in Payroll office. Wells 113
2. Pick up Work Authorization Form from Financial Aid. Fidel 222

Complete information can be found at: <https://www.myinterfase.com/nmt/student/>

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 Student Affairs personnel and specific employers.