



Career READY Applicant Guide



TEXAS A&M UNIVERSITY-SAN ANTONIO
Mays Center for Experiential Learning
and Community Engagement

Career READY (Relevant Experience Academics Develop and You) is a program to support students who are interested in pursuing an experience in a field that typically does not offer pay. Through Federal Work Study funds, students can be awarded amounts based on their unmet need. Due to limited spots for each semester, this is a first come, first served program, please read this document fully.

PROGRAM ELIGIBILITY

- Career READY is available to students who are completed a FASFA and are Federal Work Study eligible.
- Students must be enrolled at Texas A&M University-San Antonio in at least 6 credit hours the semester they are applying.
- Must have a minimum of 2.0 GPA and be in good standing with the university.
- Students must be eligible to work in the United States.
- Must complete a minimum of 100 hours at their site throughout the span of the semester applying.
- Student clinical teaching experiences are eligible.
- Must be completing an experience with an off-campus organization.
- Students receiving another award/scholarship for an internship experience might not be eligible.

REQUIREMENTS OF PROGRAM PARTICIPANTS

- Students enrolled in the Career READY program must complete a criminal background check through A&M-SA Human Resources' Sterling System.
- Attend a 3 hour orientation (if applicable) from A&M-SA Human Resources to complete hiring paperwork and gain access to Workday for payroll processing.
- Must attend a 30 minute Career READY orientation session, led by the Career READY staff.
- Complete 10 hours (if applicable) of university Compliance Training within 2 weeks of hire date.
- Submit bi-weekly timesheets signed by site supervisor and uploaded into Workday.
- Be in good standing, display professionalism, and attend the hours agreed upon with the internship supervisor throughout the semester experience.
- Submit a picture working at your site or at your remote work station by mid-term review.
- Participants AND site supervisors will need to complete a mid-term and the end-of-experience evaluation in Handshake as part of this program.

APPLICATION CHECKLIST

Please complete everything in **HANDSHAKE** and on this checklist. See the instructional video <http://bit.ly/CareerREADYApply> and/or contact the Mays Center for questions at mays@tamusa.edu.

- Login to Handshake- <https://tamusa.joinhandshake.com/>
- Complete the Career READY Application in the "Experiences" section under "Career Center" tab.
- Provide your *site supervisor's (person you report to at your site) name and contact information.
- Tell your site supervisor to expect an **email from Handshake** to approve your application.
- Attach your resume in **PDF format** (not a Word document) to the application.
- Attach your A&M-SA semester class schedule in **PDF format** (not a Word document).
- Attach your proposed weekly work schedule at your site (weekend times acceptable) in **PDF format**.
- Set up your **phone voice mail**, you will receive calls from A&M-SA and your work site!

**Submission of this application gives Mays Center Staff permission to contact your internship site supervisor to verify your internship listed on the application form and permission to disclose you are a Texas A&M University-San Antonio student.*

ADDITIONAL INFORMATION & RESOURCES

Internship Site:

- It is preferred you have an internship/ field experience **site secured prior to applying for this program**.
- If you are pursuing this internship/ experience for academic course credit, your major might have a preferred list of internship sites, please connect with your department to find out.
- You are not required to do this experience for academic credit, but if you are interested and eligible, your Academic Advisor can guide you on enrolling for the course.
- If you need assistance in finding an internship, please see below in the “Resources” section.

Resources:

- Just getting started on Internship Search? **Start Here-** [Internships 101](#)
- Meet with your Mays Center **Career Advisor** for personalized planning and resources!
 - Schedule via [Handshake](#)
 - Click “Career Center” tab, Click “Appointments”, follow prompts to schedule.
- **Search Resources:**
 - [Handshake](#)
 - [Mays Center Website](#)
 - [Chegg Internships](#)
 - [Indeed.com](#) (#college)
 - [Wayup.com](#)
 - [InternQueen.com](#)
 - [LinkedIn Internships](#)
 - [Internweb](#)
 - [Startups](#)
 - Job Fairs & Conferences
 - Network!
 - Professors/Department
 - Career Advisor
 - Informational Interviews
 - Professional Associations
- Updated, standout **Resume-** [Samples](#)
- Well crafted, tailored **Cover Letter-** [Sample](#)
- 2-4 Professional/Personal **References** (past/ present work supervisors, professors, colleagues, project team members, volunteer supervisors, anyone who can speak to your work and character)
- **Portfolio** of your work (if applicable for your field/industry)
- Virtual **Interview Practice-** [Big Interview](#)
- What to **Wear-** [Career Clothes Closet](#)

ONCE SELECTED FOR THE PROGRAM

While it is requested for you to secure your own experience site, once you are selected for the program, you will be hired by A&M-SA as a federal work study student. This is how you will report hours and get paid bi-weekly. You must complete these steps IN A TIMELY MANNER for the opportunity to get paid for your entire internship experience. Delays in completing these items could delay your official start date and you cannot be paid for hours at your internship site done before your A&M-SA start date.

Hiring by A&M-SA*

- You will receive an email to complete a Criminal Background Check (CBC) from **Sterling-** you MUST complete within 48 hours! This only takes 5 minutes to fill out. DO NOT DELAY!
- You will be added to **Workday** and will receive an email to sign up, you have 48 hours to complete this, but the sooner the better to have a quicker start date.
- Attend your scheduled **HR Orientation** to complete your I-9 form and do other required onboarding. YOU CAN NOT START GETTING PAID UNTIL YOU ATTEND THIS ORIENTATION, EVEN IF YOU ARE ALREADY WORKING AT YOUR SITE.
- You will have to complete REQUIRED university training, you will get an email from **Train Traq** on finishing these, it will take 8-10 hours to complete, but they are online and self-paced.
- A required **Learning Goals** document will be provided at your Career READY orientation and completed within your first 2 weeks in the program.
- Additional evaluations and site photograph are required and have mid-term and final due dates.

**Note: All onboarding activities, document completion, and trainings are payable hours.*