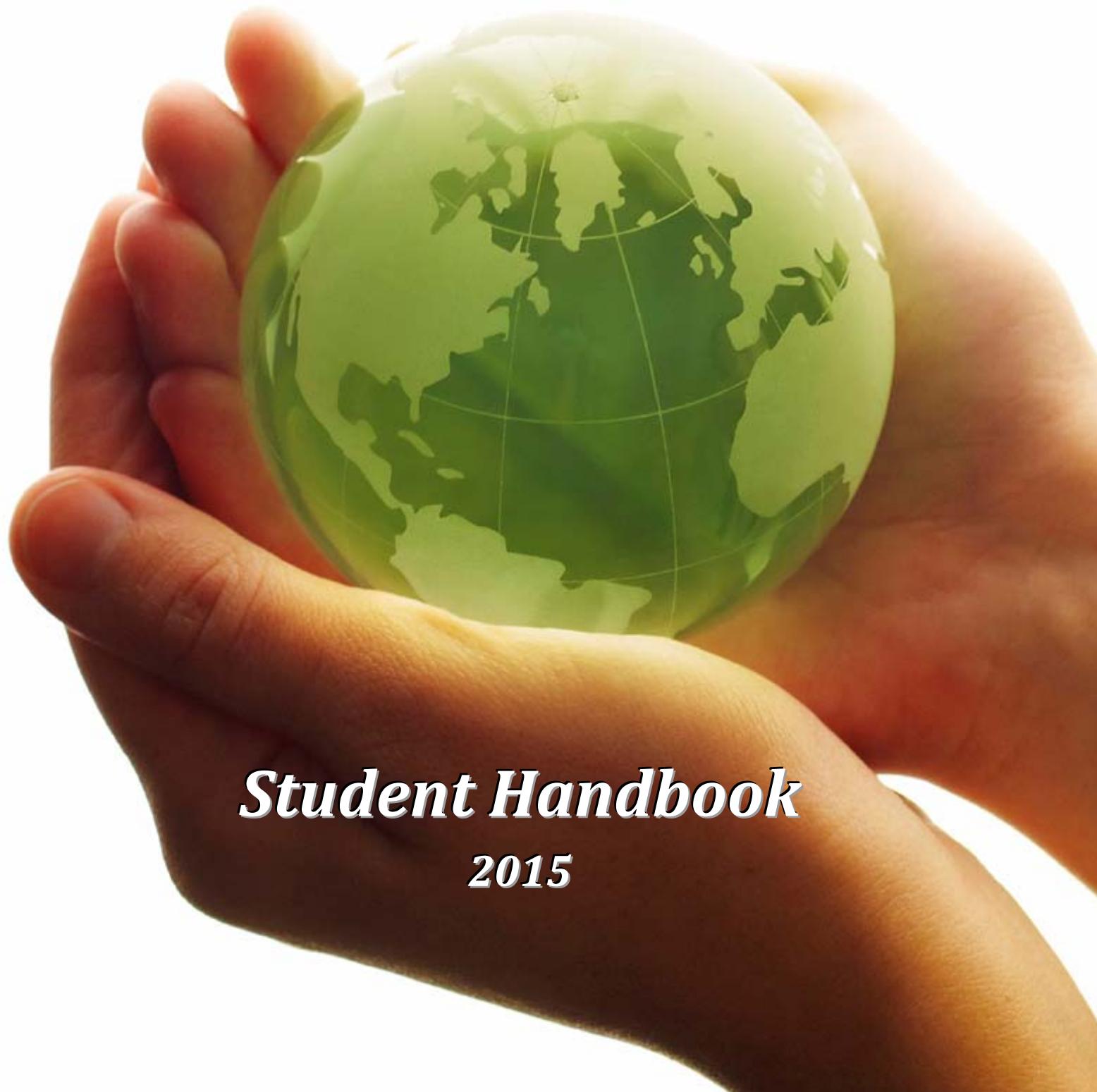


# Leadership *walton*



*Student Handbook*  
2015

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# WHAT IS LEADERSHIP WALTON?

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**Leadership Walton is:**

- A developmental program
- A combination of leadership experience, academic learning, and professional and career development training
- Designed to guide you toward lifelong professional success
- Unique to the Walton College

## Mission

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The mission of Leadership Walton is to offer a unique program with a blend of academic, leadership and career development opportunities specifically designed to guide the student toward lifelong professional success. This program fills the gap between academic pursuits and workforce preparation.

## Purpose

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The purpose of this program is to provide students a defined progression of professional development requirements as an enhancement to their educational experience.

## Objective

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The objective of this program is to develop skills sets in the area of career, professional and leadership development, as well as to provide an understanding of the scope of the challenging professional environment and the subsequent success skills formulation and implementation needed to ensure lifelong achievement. To accomplish this goal, the program is designed to incorporate required and optional academic coursework, career development programming and leadership development opportunities blended in a defined course of progression that ensures well-rounded opportunities for student development and preparedness.

## Value

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Leadership Walton is framed within and nurtures the values of the Sam M. Walton College of Business:

*Excellence:* We strive for excellence in all we do.

*Professionalism:* We believe organizational practices must be built on an ethical foundation and high standards of professional behavior.

*Innovation:* We value creativity, innovation, and entrepreneurial spirit.

*Collegiality:* We believe in working together to examine situations and ideas from diverse perspectives.



# LEADERSHIP WALTON PROGRAM CHECKLIST & TIMELINE

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In addition to Leadership Walton orientation, members are required to complete 40 requirements/components in order to graduate from the program, as outlined below. Items listed in bold must be completed by the end of the academic year listed. If these items are not completed on time, students will be removed from the program. The remaining items (not in bold) may be completed at any time, as long as they are completed before graduation. They are divided out by year as a suggested sequence to help students stay on track.

<b>4 Year Plan (for freshmen)</b>	<b>3 Year Plan (for sophomores)</b>	<b>2 Year Plan (for juniors)</b>
<b>Year 1</b>	<b>Year 1</b>	<b>Year 1</b>
<input type="checkbox"/> FBC	<input type="checkbox"/> FBC	<input type="checkbox"/> FBC
<input type="checkbox"/> Communications	<input type="checkbox"/> Communications	<input type="checkbox"/> Communications
<input type="checkbox"/> Four Year Academic Plan	<input type="checkbox"/> Three Year Academic Plan	<input type="checkbox"/> Two Year Academic Plan
<input type="checkbox"/> Type Focus	<input type="checkbox"/> Type Focus	<input type="checkbox"/> Type Focus
<input type="checkbox"/> Optimal Resume	<input type="checkbox"/> Optimal Resume	<input type="checkbox"/> Optimal Resume
<input type="checkbox"/> VMock	<input type="checkbox"/> Razorback CareerLink	<input type="checkbox"/> Razorback CareerLink
<input type="checkbox"/> <b>1 Community Service Project</b>	<input type="checkbox"/> VMock	<input type="checkbox"/> VMock
<input type="checkbox"/> <b>1 Lecture</b>	<input type="checkbox"/> <b>2 Community Service Projects</b>	<input type="checkbox"/> <b>1 Resume Revision</b>
<input type="checkbox"/> <b>1 Misc. Component</b>	<input type="checkbox"/> <b>2 Lectures</b>	<input type="checkbox"/> <b>1 Career Fair</b>
<b>Year 2</b>	<b>Year 2</b>	<b>Year 2</b>
<input type="checkbox"/> Razorback CareerLink	<input type="checkbox"/> Optimal Resume Interview	<input type="checkbox"/> Optimal Resume Interview
<input type="checkbox"/> Optimal Resume Interview	<input type="checkbox"/> Company Visit	<input type="checkbox"/> Company Visit
<input type="checkbox"/> Company Visit	<input type="checkbox"/> LinkedIn Profile	<input type="checkbox"/> LinkedIn Profile
<input type="checkbox"/> LinkedIn Profile	<input type="checkbox"/> <b>3 Community Service Projects</b>	<input type="checkbox"/> <b>3 Lectures</b>
<input type="checkbox"/> <b>2 Community Service Projects</b>	<input type="checkbox"/> <b>1 Resume Revision</b>	<input type="checkbox"/> <b>1 Resume Revision</b>
<input type="checkbox"/> <b>2 Lectures</b>	<input type="checkbox"/> <b>1 Career Fair</b>	<input type="checkbox"/> <b>1 Career Fair</b>
<input type="checkbox"/> <b>1 Resume Revision</b>	<input type="checkbox"/> <b>1 Misc. Component</b>	<input type="checkbox"/> <b>2 Misc. Component</b>
<input type="checkbox"/> <b>1 Career Fair</b>	<input type="checkbox"/> <b>2 Community Service Projects</b>	<input type="checkbox"/> <b>2 Community Service Projects</b>
<input type="checkbox"/> <b>1 Misc. Component</b>	<input type="checkbox"/> <b>2 Lectures</b>	<input type="checkbox"/> <b>3 Lectures</b>
<b>Year 3</b>	<b>Year 3</b>	<b>Year 3</b>
<input type="checkbox"/> Dining Etiquette Training	<input type="checkbox"/> Optimal Resume Interview	<input type="checkbox"/> Dining Etiquette Training
<input type="checkbox"/> Mock Interview	<input type="checkbox"/> Company Visit	<input type="checkbox"/> Mock Interview
<input type="checkbox"/> Diversity in the Workplace	<input type="checkbox"/> LinkedIn Profile	<input type="checkbox"/> Diversity in the Workplace
<input type="checkbox"/> Dressed for Success	<input type="checkbox"/> Dining Etiquette Training	<input type="checkbox"/> Dressed for Success
<input type="checkbox"/> Work Experience	<input type="checkbox"/> Mock Interview	<input type="checkbox"/> Work Experience
<input type="checkbox"/> <b>2 Community Service Projects</b>	<input type="checkbox"/> Diversity in the Workplace	<input type="checkbox"/> Starting a New Job Video
<input type="checkbox"/> <b>2 Lectures</b>	<input type="checkbox"/> <b>2 Community Service Projects</b>	<input type="checkbox"/> Academic Elective
<input type="checkbox"/> <b>1 Resume Revision</b>	<input type="checkbox"/> <b>1 Resume Revision</b>	<input type="checkbox"/> Salary Negotiation
<input type="checkbox"/> <b>1 Career Fair</b>	<input type="checkbox"/> <b>1 Career Fair</b>	<input type="checkbox"/> Senior Survey
<input type="checkbox"/> <b>1 Misc. Component</b>	<input type="checkbox"/> <b>1 Misc. Component</b>	<input type="checkbox"/> <b>3 Community Service Projects</b>
<b>Year 4</b>	<b>Year 3</b>	<b>Year 2</b>
<input type="checkbox"/> Starting a New Job Video	<input type="checkbox"/> Dressed for Success	<input type="checkbox"/> <b>3 Lectures</b>
<input type="checkbox"/> Academic Elective	<input type="checkbox"/> Work Experience	<input type="checkbox"/> <b>2 Resume Revisions</b>
<input type="checkbox"/> Salary Negotiation	<input type="checkbox"/> Starting a New Job Video	<input type="checkbox"/> <b>2 Career Fairs</b>
<input type="checkbox"/> Senior Survey	<input type="checkbox"/> Academic Elective	<input type="checkbox"/> <b>1 Misc. Component</b>
<input type="checkbox"/> <b>1 Community Service Project</b>	<input type="checkbox"/> Salary Negotiation	
<input type="checkbox"/> <b>1 Lecture</b>	<input type="checkbox"/> Senior Survey	
<input type="checkbox"/> <b>1 Resume Revision</b>	<input type="checkbox"/> <b>2 Community Service Projects</b>	
<input type="checkbox"/> <b>1 Career Fair</b>	<input type="checkbox"/> <b>2 Lectures</b>	
	<input type="checkbox"/> <b>1 Resume Revision</b>	
	<input type="checkbox"/> <b>1 Career Fair</b>	
	<input type="checkbox"/> <b>1 Misc. Component</b>	

# **LEADERSHIP WALTON COMPONENT DESCRIPTIONS**

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Below are descriptions and instructions for each Leadership Walton requirement. Please contact the Leadership Walton coordinator with questions or concerns. In order to keep track of the Leadership Walton requirements and receive credit for a completed component, students will submit their activities through Blackboard - an online classroom that enables students and the Leadership Walton coordinator to monitor progress in the program. A guide to using Blackboard is included on page 8.

## **Academic Elective**

Students must complete one of the following before graduation. Contact an academic advisor with questions about these courses or when they are offered.

- Business minor, certification or double major
- FINN 3163, Fixed Income Securities I
- FINN 4143, Portfolio Management I
- MGMT 4243, Ethics and Corporate Responsibility
- MGMT 4253, Leadership
- MGMT 4993, Entrepreneurship Practicum
- WCOB 3033, The African American Experience in Business
- WCOB 3043-WEB1, From Books to Boardrooms
- WCOB 455V, Service Learning Practicum

## **Academic Plan**

The academic plan is a schedule of the classes students plan to take each semester until graduation to help students stay on track and graduate on time. Students may complete this in FBC, with their academic advisor, or on their own to receive credit.

## **Career Fairs**

Students must attend three career fairs before graduation. There is a Business Career Fair every fall and spring semester. Other events that will satisfy the requirement include the Dallas Career Fair, the STEM Fair, the All Majors Fair, and the accounting career fair (Meet the Employers).

## **Communications**

Most students will complete Fundamentals of Communications (COMM 1313) their freshman year. If students are not required to take Fundamentals of Communications at the U of A because they transferred a similar class from another school or tested out of the class, they may submit that information in Blackboard to receive credit.

## **Community Service Projects**

Students must complete at least 6 community service projects before graduation. This can include any project through Leadership Walton, such as volunteering in the Career Closet or with the Scull Creek Trail Cleanup. Details on upcoming volunteer opportunities will be shared via email and Blackboard announcements. Individual projects that enhance leadership experience may also satisfy credit – check with the Leadership Walton coordinator to verify if a project will count for credit.

## **Company Visit**

The Career Center hosts at least one company visit per semester in order to give business majors exposure to the business community and their career interests. Students must participate in at least one company visit before graduation. Details on each visit will be shared via email and Blackboard announcements.

### **Dining Etiquette Training**

Students must participate in a Dining Etiquette training session before graduation. There is one formal session each semester, which includes a lecture training and a three course dinner with the company of local employers and fellow students. There is also an informal session at least once per year, which includes a lecture training. Details on each event will be shared via email and Blackboard announcements.

### **Diversity in the Workplace**

Diversity in the Workplace is a panel presentation that will take place once a year, during which company representatives will discuss the value and impact of diversity in their organizations. This presentation will be recorded and posted online. Students who cannot attend will be able to watch the video and complete a short assignment in Blackboard to receive credit.

### **Dressed for Success**

Students are required to complete a short assignment in Blackboard to learn the difference between business professional and business casual and when each is appropriate. Follow the instructions in the "Assignments" section of Blackboard to receive credit.

### **FBC (Freshmen/Transfer Business Connections)**

All business freshmen are required to take Freshmen Business Connections (FBC, WCOB 1111). If students transferred from another college or school and are not required by the Walton College to complete FBC, they may submit that information in Blackboard to receive credit.

### **Lectures**

Students must attend at least 6 Career Center sponsored lectures before graduation. Upcoming approved lectures will be shared via email and Blackboard announcements.

### **LinkedIn Profile**

Students must create a professional and appropriate LinkedIn Profile before graduation, and connect with the Walton College Career Center.

### **Miscellaneous Components**

Students must complete at least 3 of the following components before graduation. For more information about these components, please contact the Leadership Walton coordinator.

- Serve as an officer for one year in a student organization
- Serve one year as an active member of a business student organization
- Serve on the Walton College Dean's Student Advisory Board
- Serve as a Walton College Student Ambassador
- Participate in an approved study abroad program
- Be a member of the Four Year Walton College Honors Program
- Complete one additional community service project
- Participate in Students Day of Caring, Make a Difference Day, or Emerging Leaders Program
- Complete the Job Search Strategy Plan in Blackboard
- Complete a Graduate School Admission Packet
- Complete a second relevant job/internship experience

### **Mock Interview**

Students must complete a mock interview with a career advisor before graduation. To schedule a mock interview, please call the Career Center at 479-575-6100.

## **Optimal Resume**

Optimal Resume is an online program that helps students create and format resumes and letters. Students can start a resume from scratch or reformat an existing resume at: [uark.optimalresume.com/](http://uark.optimalresume.com/). A guide to Optimal Resume is included on page 11. Students who already have a resume that does not need to be reformatted may submit their current resume in Blackboard to receive credit.

## **Optimal Resume Interview**

Optimal Resume offers an online interview training program. This virtual mock interview asks sample questions and gives students the opportunity to develop their answers. It also provides suggestions for appropriate answers. To complete the trainer, login at: [uark.optimalresume.com/](http://uark.optimalresume.com/).

## **Razorback CareerLink**

Razorback CareerLink is the University's online database of job and internship postings. In order to fulfill this requirement, students must login to Razorback CareerLink and complete their profile. Login at: [careerlink.uark.edu](http://careerlink.uark.edu) using your uark username and password. A guide to uploading resumes and searching and applying for jobs in Razorback CareerLink is included on page 9.

## **Resume Revisions**

Students must have their resume revised at least three times before graduation. There are three ways to have a resume revised: (1) Bring it to the Career Center, WJWH 226; (2) Email it to [careercenter@walton.uark.edu](mailto:careercenter@walton.uark.edu); (3) Bring it to Extreme Makeover: Resume Edition, which takes place each semester the week before the Business Career Fair.

## **Salary Negotiation**

Students are required to read a short article in order to gain a basic understanding of negotiating a job and salary offer. To receive credit, students must read the article in the documents section of Blackboard then complete the related quiz in the assignments section of Blackboard.

## **Senior Survey**

Graduating students must complete a brief survey available in WJWH 226 during their last semester. The information is used for reporting purposes to university and college surveys that calculate the Walton College's rankings.

## **Starting a New Job (Video Training)**

Students must watch a short video to help prepare for entering the workforce. A link to the video is available in Blackboard. To receive credit, students must watch the video and complete the related quiz in the assignments section of Blackboard.

## **TypeFocus**

TypeFocus is an online personality assessment, which helps students make wise career choices by learning about their personality type. To complete the assessment, go to [typefocus.com](http://typefocus.com) and create a new account, using the site password "Uark89".

## **VMock**

Students must upload their resume in the VMock system ([vmock.com/walton](http://vmock.com/walton)) and make suggested changes before submitting it for a revision from Career Center staff.

## **Work Experience**

Students must complete a relevant work experience (internship, co-op, etc.) before graduation.

# RECEIVING CREDIT FOR A LEADERSHIP WALTON REQUIREMENT

In order to keep track of the Leadership Walton requirements and receive credit for a completed component, students will submit their activities through Blackboard. Blackboard is an online classroom that enables students and the Leadership Walton coordinator to monitor progress in the program.

## GUIDE TO BLACKBOARD FOR LEADERSHIP WALTON STUDENTS

- To login to Blackboard go to: <https://learn.uark.edu>.
- Your username and password are the same as your uark username and password.

### ***Submitting a completed requirement for credit:***

- When you login, click “Leadership Walton” under “My Courses.” You will then see the Leadership Walton announcements page. Upcoming events and opportunities to receive credit will be listed here.
- From the left menu, click “Assignments.” The required components of Leadership Walton will be listed here in alphabetical order.
- When you have completed a particular component or “assignment,” click on the assignment name. You will then be prompted to fill out a form with the details of that component. The instructions will tell you what information to include in the text box. When you are finished, click “Submit.”

The screenshot shows the Blackboard homepage for the University of Arkansas. The top navigation bar includes links for 'My Places', 'Home', 'Help', and 'Logout'. Below the navigation, there are two main tabs: 'Leadership Walton' and 'Announcements'. On the left, a vertical sidebar menu lists 'Assignments' (which is highlighted with a yellow arrow), 'Announcements', 'Course Documents', 'External Links', 'Discussion Board', and 'Tools'. The main content area is currently displaying the 'Announcements' page for the Leadership Walton course.

### ***Checking the status of submitted requirements:***

- To check the status of your assignments, click “Tools” on the left menu, then click “My Grades.”
- This will take you to your grade book where all the Leadership Walton requirements are listed.
- Once you have submitted an assignment for credit, a green exclamation point will appear next to the assignment in the “Grade” column.
- Once this component has been verified and approved, the exclamation point will be changed to “complete.”

The screenshot shows a specific assignment submission form titled "Upload Assignment: Lecture (1)". At the top, there are buttons for "Cancel", "Save as Draft", and "Submit". The form is divided into two main sections: "Assignment Information" and "Assignment Materials".  
Section 1: Assignment Information  
- Name: Lecture (1)  
- Instructions: A list of items required for attending a lecture.  
Section 2: Assignment Materials  
- Submission: A rich text editor with various formatting options.  
- Content: The text "Careers in Consulting" by Ben Barr, October 5, 2-3pm, WWH 203, and a note about signing the Leadership Walton signup sheet.  
At the bottom right, there is a note: "I can signed the Leadership Walton signup sheet; the Leadership Walton Coordinator can verify".

This diagram illustrates the three-step process for checking assignment status:  
1. The first panel shows the 'Tools' section of the Blackboard sidebar, with the 'Tools' link circled in red.  
2. The second panel shows the 'My Grades' section of the Blackboard homepage, with the 'My Grades' link circled in red.  
3. The third panel shows a table titled 'My Grades' with columns for 'Item Name', 'Details', and 'Grade'. The 'Grade' column contains an exclamation point icon, indicating an unverified assignment. The word 'complete' is shown in the 'Grade' column for another row.

# GUIDE TO RAZORBACK CAREERLINK

Razorback CareerLink (CareerLink) is an online software system that allows students and alumni to search current part-time, full-time, co-op and internship job listings, as well as sign up for on-campus interviews.

## CareerLink Login:

- **Login:** The CareerLink login page can be found at:  
<http://careerlink.uark.edu>
- **Username & Password:** Your username and password are the same username and password you use to login to ISIS and your UARK email address.
- **Integrated Login Through LinkedIn:** Students can now associate their LinkedIn account with their CareerLink account:
  - 1) From the CareerLink login page, click “Sign in with LinkedIn”.
  - 2) Enter your LinkedIn login information in the popup box and click “Continue” to grant access to LinkedIn.
  - 3) Login to CareerLink to complete the association with LinkedIn.

When you login to CareerLink you will see 10 menu tabs across the top of the screen. The first tab, and default login screen, is the “Home” page. On the home page you are able to view announcements concerning important CareerLink information, as well as upcoming events and opportunities. There is also a “shortcuts” menu on the home screen, which allows you to review your activity summary. The far right tab, “calendar”, displays upcoming events and opportunities. Click on a day to view scheduled events.

## Editing Profile and Personal Settings:

Before searching for opportunities you will need to complete your profile. Click on “Profile” (second tab on the top menu) and fill in the required information. After completing each section of your profile, be sure to click “Save Changes.”

There are multiple sections to your profile:

- 1) Personal information includes your name, phone number and address.
- 2) Academic Information includes your graduation date, major(s) and minor(s), etc. This is also the section where you can indicate membership in the honors college and participation in Leadership Walton.
- 3) Privacy (third sub tab) allows you to enable or disable email notifications and text message alerts, as well as add your resume to a resume book. (The Walton College Career Center does not recommend the use of resume books.)
- 4) Password/Preferences allows you to change your password.
- 5) Activity Summary allows you to view your activity history within the system.

Once you have completed your profile, you can begin searching for available positions in CareerLink.

**NOTE:** You will not be able to apply to any positions posted **until** you have uploaded your resume into the system.

## Employer Search:

- You can search all companies in CareerLink using the “Employers” tab (sixth tab on the top menu).

## Information Sessions:

- You can view details on upcoming company information sessions by clicking on the “Events” tab or the “Calendar” tab (ninth and tenth tabs on the top menu).

## Uploading Resumes and Cover Letters: *(submit cover letters only when requested by the employer)*

- 1) Click on the third menu tab: "Documents."
- 2) Click on the "Add New" button at the bottom left.
- 3) Select a label or name that will help you easily identify it later (ex: John Smith Resume or John Smith Sales Analyst)
- 4) Select the document type (Resume, Cover Letter, etc.)
- 5) Browse to find your document then click "Submit." (Employers will see the file name when you submit your resume, so please save your file as your name, ex: John Smith Resume.doc.)

Once your document is uploaded, your file is converted to a .pdf so no one can alter it. If you need to change something on your resume, delete the original file in CareerLink, make changes to the original document, and upload the revised version.

## Searching for Job Opportunities:

Once you have completed your profile and uploaded your resume you are ready to begin searching the job database. There are two different search options, which are described below. Select an option then follow the instructions below for reviewing job descriptions and submitting your resume.

- **Option One: Positions Posted by My Career Center** – Allows you to view positions in which employers are specifically looking for U of A students/alumni. This is the best way to begin your search. To view a list of these positions click on "Jobs/Internships" (fifth tab on the top menu) then click "Posted by My Career Center."
- **Option Two: Extended Online Job Search Resources** – Enables you to view nationwide job listings in the NACELink system. To view this list click the "Jobs/Internships" tab, then "Extended Online Job Search Resources."

### Narrowing Your Results:

- After selecting one of the options above a list of available jobs should appear. You can narrow the search by position type, job function, industry, keywords, on-campus interviews, and location using the search box at the top.
- Click on the job titles to read a description of the position and review the qualifications and responsibilities. After viewing a job description, you can return to your previous search by clicking the "back" button at the bottom of the page or you can submit your resume to apply for the position.

### Submitting Your Resume:

- If you meet the qualifications set for the position you can apply using the "Application Status" box at the right. Select the resume you wish to use and click submit. (The "Application Status" box will indicate if you do not meet the qualifications set by the employer for this position and you will not be able to submit your resume.) You can view the status of your applications by clicking on "Applications" (fourth sub tab of the Jobs/Internship section).

### Search Tips:

- CareerLink is updated every day. Log in at least twice a week to view the latest opportunities.
- You must apply to positions! You cannot simply upload your resume and hope that an employer contacts you.
- Don't narrow your search results too much – you may miss out on some great opportunities.

## On-Campus Interviews:

- To view upcoming on-campus interviews, under "Jobs/Internships" (fifth tab on the top menu), click "Posted by My Career Center." Select "Advanced Search", then select "All Interviews" from the drop down menu under "Show Me", then hit search. This is a list of the remaining on-campus interviews for the semester. **NOTE:** Not all job postings have on-campus interviews associated with them. Some companies want to accept resumes through CareerLink and invite you to interview at their office if you are selected.
- The "Interviews" tab (seventh tab on the top menu) allows you to view your upcoming on campus interviews.

# GUIDE TO OPTIMAL RESUME

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If you have not started your resume, or you have a resume that you would like to restructure, Optimal Resume is just the tool for you. This free web-based resume builder allows you to create professional looking resumes and letters in minutes. To get started, go to [https://uark.optimalresume.com/validate\\_user.php](https://uark.optimalresume.com/validate_user.php). Enter your University of Arkansas student ID number and click "Continue." After your account is created, you will be prompted to create a password and complete a profile with your personal information. You can login to your Optimal Resume account at: <https://uark.optimalresume.com/> using your full UARK email address (including @uark.edu).

## Creating a Resume in Optimal Resume

Once you have created your account, you are ready to start your resume:

1. To begin a new resume, find the Resumes box in the Document Center and click "Create New Resume." You will be asked to enter a name for your resume on the next page. We suggest using your first and last name.
2. You will then be able to browse a variety of section sets or sample resumes:
  - By selecting "Browse Section Sets" you will be able to choose between lists of sample sections to use in your resume. Select a subcategory such as "Business." The sections that will be included in your resume will appear to the left. Click "Continue" to use the sections listed or select another subcategory for other options.
  - By selecting "Browse Samples" you will be able to view entire resumes, which include sections, as well as writing samples. Select a category such as "Business & Finance" or "Transportation." Then select an experience level: entry, mid-career or experienced. The available samples will appear below. Choose a sample and click "Select."
3. You are now able to add and edit the content of your resume. When you click on a section you can edit the content for that area using the tool bar that appears above the section. You can bold, italicize, underline and bullet text using this tool bar. You can also view sample wording by clicking "Examples" and "Action Words." The "Infobyte" button on the toolbar allows you to add an optional description or further details that will only appear on the online version of your resume. You can add new sections to your resume, reorder existing sections or delete a section by hovering over a section title and clicking "Options."
4. When you are finished editing the content of your resume, you can use the blue menu bar at the top of the screen to do the following:
  - **Rename** allows you to change the name of your resume
  - **Clone** allows you to create an exact copy of your resume
  - **Style** allows you to pick a different format for your resume
  - **Spell Check** highlights spelling errors in your resume
  - **Download** allows you to download your resume in Word, PDF, HTML and Plain Text formats
  - **Print Preview** shows how your resume will appear in downloadable versions
  - **Switch Resumes** shows all of your resumes and allows you to select a different resume to edit
5. Your resume will automatically be saved in the Documents Center. You can access your resume when you login by clicking on the resume name in the "Resumes" box.

## Creating a Letter in Optimal Resume

Optimal Resume also has a letter building feature that allows you to create many different letter types, including cover letters and thank you letters. The steps to creating a letter are similar to the step outlined above to create a resume. Click "Create New Letter" in the Letters box in the Document Center, name the letter and click "Start Letter". You will then have the option of browsing letter types, browsing sample letters, or starting from scratch. Follow the steps to add and edit the content of your letter. Your letter will automatically be saved in the Documents Center. You can access your letter when you login by clicking on the letter name in the "Letters" box.

# Practicing and Enhancing Your Interview Skills

Optimal Resume also offers a virtual Interview Trainer to help students refine their interview skills and prepare for upcoming interviews.

1. To begin the Interview Trainer, click “Create New Interview” in the “Interviews” box in the Document Center.
2. Name the interview and click “Start Interview.”
3. Select an interview type from one of the eight types available, ranging from first-round behavioral interviews to final-round interviews. Click on an interview type to view a description of each.
4. Next, choose the length of your interview by selecting the number of questions.
5. You will also need to select an interview format. You can choose from:
  - Spoken and Video: Records video responses with a webcam and microphone and allows you to evaluate physical attributes such as eye contact, facial expressions, and body language.
  - Spoken Only: Requires a microphone to record voice responses to questions.
  - Written: Allows you to type responses to interview questions.
  - No Recording: Allows you to view interview questions without responding.
6. For all interview formats except “Written” you will also need to select an interviewer. We suggest that you choose the “Random Interviewer” option to prepare you for different types of potential interviewers and questions.
7. Next, click “Continue Interview” and follow the steps below for the interview format you selected.

## **“Spoken and Video” or “Spoken Only” interview format:**

- Before you begin your interview you will need to adjust your microphone and/or camera. You must click “Allow” in the pop-up box to continue. When you have finished this process, click “Continue Interview.”
- To begin the interview, click “Play Question” in the “Interviewer” screen.
- When you are ready to record your response, click “Record” in the “Candidate” screen. Recording begins three seconds after you click “Record.” When your answer is complete, click “Stop.” You can then play your answer back, redo the recording or save your answer. When you are satisfied with your answer, click “Next Question.”

## **“Written” format:**

- You will be brought directly to the interview page where you will see a list of interview questions. To answer a question, click the “Respond” link under the question, type your answer in the text field and click “Save.”

## **“No Recording” format:**

- You will be brought directly to the interview page to view interview questions and will not need to respond.
8. You can select “Save Interview” at the bottom of the screen if you would like to complete the interview later or save it for future reference. You can access your interviews in the Document Center in the “Interviews” box.

**Tips to remember:** Optimal Resume Interview Trainer has a “Coach” feature available in the interview module. For every question, the interview coach will be available to provide tips for answering that particular question. When you are working on a question, click play to hear the coach’s advice. If you are struggling with your interview skills or to develop an answer to a particular question, don’t forget to ask a Career Advisor for assistance. Complete the Optimal Resume Interview Trainer as many times as you want to be prepared for any situation!

# Creating a Website in Optimal Resume

Optimal Resume allows you to display your completed resume and letter to potential employers on your own secure website. Select “Create New Website” in the Document Center to get started. Name the website and click “Start Website.” Next you will select which documents you want to be displayed. To include a resume or letter, click “Enable” in the appropriate box. Select the documents you wish to display and click “Save & Continue.” Next you will need to choose a website template. Pick a design and click “Save & Continue.” You also have the option of adding a sidebar to your website, which links to your social media profiles such as Facebook and Twitter. We recommend that you NOT enable the sidebar.

## **IMPORTANT LEADERSHIP WALTON WEBSITES**

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<b>Leadership Walton Homepage</b>	<a href="http://walton.uark.edu/career/leadership-walton.php">walton.uark.edu/career/leadership-walton.php</a>
<b>Blackboard</b>	<a href="http://learn.uark.edu">learn.uark.edu</a>
<b>Razorback CareerLink</b>	<a href="http://careerlink.uark.edu">careerlink.uark.edu</a>
<b>Optimal Resume</b>	<a href="http://uark.optimalresume.com/">uark.optimalresume.com/</a>
<b>Walton College Career Center</b>	<a href="http://walton.uark.edu/career">walton.uark.edu/career</a>

## **LEADERSHIP WALTON CONTACT INFORMATION**

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