Career Services Operations for Fall 2020 Semester

Available Services to Online/Distance Education Students on a 24/7 Basis

FREQUENTLY ASKED QUESTIONS (FAQs)

Q1. During Fall 2020 semester, what services are available to students on-campus or off-campus (online/distance education)?

A1. CURRENTLY FSU ONLINE CAREER SERVICES AVAILABLE INCLUDE:

- Visit the Career Services Website for the following online tools/services: https://www.uncfsu.edu/life-fsu/student-services-and-organizations/career-services

  CAREER ASSESSMENT TOOLS

  - If needed, do a Personality Assessment to Determine Career Interests and Best Fit using the Focus 2 Assessment Tool (A Career, Major and Education Planning System): https://www.focus2career.com/Portal/Login.cfm?SID=779

  - If needed, visit the "What You Can Do with Your Major" [LINK] https://www.uncfsu.edu/life-fsu/student-services-and-organizations/career-services/for-students/top-careers-and-skills
    - Provides information about employment related to majors

  JOBS AND INTERNSHIP PREPARATION AND SEARCH TOOLS

  - To search for current jobs or internships, utilize the "Handshake Online Tool and Database": https://uncfsu.joinhandshake.com/login
    - For Students
      - Create individual profile (If you have not done so already)
      - Upload Resume - Employers can seek students of interest (See “Optimal Resume” information below if you need to create a resume.)
      - Students can find employers of interest based on employer name, industry type, geographic location, academic major, part-time, full-time; and more
    - For resume assistance if you do NOT have a first draft, use the Optimal Resume online tool at: https://uncfsu.optimalresume.com/
      - Use the “Resume and Letter Builder” feature and create a draft.
      - Submit draft to the Office of Career Services by email for review to: careerservices@uncfsu.edu
      - Make revisions after review and resubmit for final approval.
      - Upload final resume in Handshake profile and/or send to employer of interest.
• For resume assistance if you DO have a draft, then:
  o Submit to the Office of Career Services by email for review (careerservices@uncfsu.edu)
  o Make revisions after review and resubmit for final approval.
  o Upload final resume in Handshake profile and/or send to employer of interest.

• For Interview Preparation, utilize the “Interview Stream” online tool
  at: https://uncfsu.interviewstream.com/Account/Login?ReturnUrl=%2f
  o Assists with interviewing preparation and techniques
  o Features and Resources
    ▪ InterviewSuite feature including tips, advice, key questions, and topics: https://training.interviewstream.com/interviewsuite/
    ▪ InterviewStream Pre-Recorded Video Interview Best Practices
    ▪ Elevator Pitch Guide
    ▪ Practice interviews based on position types with pre-determined questions to answer
    ▪ You can receive feedback from anyone with an email address.
    ▪ Self-Evaluation: Verbal Communication, Non-Verbal Communication, and Other Considerations for Improvement

**CAREER COUNSELING**

• Career Counseling services will be provided to students based on Career Counselor staff availability. Appointments are preferred and recommended. Career Counselors are:
  o Ms. Daisy Osborn. Assistant Director of Career Services & Career Counselor
  o Ms. RaShaunda Ashford, Career Counselor
• To make an appointment, please do the following:
  o Send an email to careerservices@uncfsu.edu and request an appointment with a Career Counselor. Briefly include what you need.
  o Appointments can be by phone, email, Skype or Zoom.
  o A Career Counselor will attempt to respond within 24-48 hours.
• Peer Career Counselors may be utilized by the Career Counselor to respond as appropriate.

For other Career Services staff assistance:

• Call (910) 672-1205 (main number) and leave a Voicemail message.
• Send Email to: careerservices@uncfsu.edu