Career Services Operations for Remainder of Spring 2020 Semester and
Available Services to Online/Distance Education Students on a 24/7 Basis

FREQUENTLY ASKED QUESTIONS (FAQs)

Q1. While FSU Offices are closed for the remainder of the Spring 2020 semester, what services are available to students who are off-campus temporarily and/or are designated as online (distance education) students?

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
     o 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
     o 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
     o For resume assistance if you do NOT have a first draft, use the Optimal Resume online tool at: https://uncfsu.optimalresume.com/
       o Use the “Resume and Letter Builder” feature and create a draft.
       o Submit draft to the Office of Career Services by email for review to: 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 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

Q2. While FSU Offices are closed for the remainder of the Spring 2020 semester, is it possible to obtain Career Counselor services or to reach other staff?

A2. The Office of Career Services will continue to provide Career Counselor services on a somewhat limited basis as follows:

• 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
• The office staff will attempt to respond within 24-48 hours.