



The Career Center

Mission Statement

The Career Center Advisory Board, composed of students, faculty/staff members and employers, assists the Director in strategic program development, evaluation, and planning.

Agenda

Introduction

- Committee Members went around the room and introduced themselves.

Handouts & Review of Agenda

- List of Board Members
 - Organizational Chart
 - Annual Report
 - Graduating Senior Survey
 - Employer Handbook
 - Fundraising Brochure
 - Fast Fact Sheet
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- Myrna gave a high-level overview of each item in the folder packet provided to each Advisory Board Member.
 - The Advisory Board was launched to help the Career Center identify areas of improvement and stay up to date on how our hiring employers recruit talent.
 - Unfortunately, this year there was significantly lower attendance than past several years. As a result, The Career Center is considering a potential restructuring of the Advisory Board and researching how to better serve the board (you) and our students.
 - The Career Center's mission mirrors the university through service, instruction and research making it unique from other centers who do not provide classroom instruction or a research center. Our Career Center Annual Report reflects this work.
 - The Career Center is proud of the Garnet & Gold Scholar Society inducting the largest number of graduates this Spring.
 - As indicated by the Graduating Senior Survey, The Career Center is increasing employment of our graduates, with the fifth year students reporting that the number one way they found employment was through Career Center services.
 - Additionally, The Graduating Senior Survey shows a 5% increase in students successfully being admitted to graduate or professional school.
 - Employers & Friends of The Career Center is a fundraising brochure outlining various sponsorship opportunities to support our student services and resources and many of you have taken advantage of these opportunities.

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The Career Center

Staffing Updates

- Assistant Director, Experiential Learning/Career Liaison, College of Arts & Sciences: Psychology & Biological Sciences – Jen Harshner
- Assistant Director, Experiential Learning/Career Liaison, Colleges of Fine Arts & Music – Kyle Roark
- Assistant Director, Experiential Learning/Career Liaison, College of Criminology & Criminal Justice/Student Veterans Liaison – Kevin Pierce
- Assistant Director, Employer Relations/Mock Interview Program Manager – Michelle Futo
- Senior Assistant Director, Employer Relations/Career Liaison, College of Business – Coleman Carlisle
- Program Director, Career Advising & Counseling – Erica Stallings
- Instructional Specialist – Nancy Friedman (new)

Open Positions

- Program Director, Employer Relations – TBA
- Assistant Director, Employer Relations/Career Events – TBA
- Program Assistant, Experiential Learning – TBA

New Positions/Line Upgrades Requested

- Assistant Director, Employer Relations/Career Liaison, College of Business – Second largest college of students.
- Assistant Director/Career Liaison, FSU Panama City and College of Applied Studies
- Assistant Director, Employer Relations/Career Events to Assistant Director, Employer Relations/Career Events and Career Liaison CARE (Center for Academic Retention & Enhancement).
- Job Shadow Program Manager.

Discussion Topics

Career Center Reports

- Career Advising & Counseling– Erica Stallings
 - Over 20,000 students seen for advising. Continue to have counselors in training.
 - One-day event, Resume Café, where over 1000 students attended to develop resumes with Career Center staff and visiting employers.
 - Hosted Graduate School Boot Camp to help students explore graduate school opportunities, and discuss how graduate school can help them meet their career goals.
 - Started infusing the NACE competencies into our workshops.

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- In 2019, will be working on a committee that will look at campus-wide competencies.
- Match Major Sheets will be updated and changed to become Pathway Sheets.
- Diversity & Inclusion is looking at transfer students, first generation students, students with disabilities and how we can better serve them.
- Experiential Learning - Tracey Dowling
 - With feedback from the 2017 Advisory Board Meeting, FSUshadow is launching a summer session this August. Most students seek a job shadow experience outside of Tallahassee, either in their hometown or a location they are visiting. Also, will have first experience international site host this academic year. Experienced a student participation increase of 200%. Feedback from both student participants and employer site hosts indicated 100% would recommend participating in the FSUshadow program to a friend or colleague.
 - With generous funding from the Provost's Office, we launched InternFSU, a paid on-campus internship program for 100 opportunities at \$10/hour. Funding is recurring for 3 years.
 - Our Internship Fund provides funding for students that have an internship offer, but may need some form of financial assistance in order to accept or complete the experience. For example, a student may not be able to afford a plane ticket to a paid internship location or may need funds for housing in the location. We received 47 applications requesting \$100,000 and were able to support eight students with funding. All applicants must write a short answer response on "Share with the funding selection committee how this specific internship/experiential learning opportunity aligns with your current post-graduation plans." and "Share with the committee the reason of your funding request and how you will specifically use the funds?"
 - In conjunction with the Student Veterans Center, the Veterans Resume Book was launched in Handshake and is now accessible and searchable by all hiring employers.
 - In response to the media coverage of the #MeToo Movement, we are working with the University's Title IX Office to create resources for Internship Safety available for students if needed while participating in an off- or on-campus internship opportunity.
 - Comments:
 - Where does funding come from for Internship Fund? Mainly, FSU's Great Give 24-Hour annual fundraising campaign and individual donations throughout the year. Suggested reaching out to smaller local companies/business for funding in Tallahassee, such as shared funding campaigns or small donations.
 - Suggested creating a curated list of available housing for those that need to acquire housing for an internship outside of Tallahassee. Responded that we always recommend connecting with local higher education institutions that may be offering short-term housing solutions specifically to students.
 - Suggested possibly have on-going communication with academic internship coordinators. Responded that we will be launching on Internship Council of



The Career Center

on-campus academic internship partners to share best practices, common goals and brainstorm potential shared resources or expectations.

- Employer Relations – Heather Scarboro
 - Transitioned from SeminoleLink (Symplicity) to Handshake. Very student-centered. Have posted 14,000 jobs around the country (double from what we had previously).
 - We maintain an internal speaker’s database of employers who will present in classes.
 - Continuing to have more campus partners. Housing/hospitality/actuary interviews/counseling center/higher ed visiting days.
 - Want to increase our non-traditional opportunities for students.
 - Launching a virtual mock interview program. This program will help distance students and students in Panama City or those students away from school during summer.
 - New Professional Development Series. Will be looking for employers to help and collaborate with us. Will consist of a 15-minute workshop with a 15 min Q&A.
 - If you have and know of a student that is a rock star, let us know. Can highlight them in Career Center success stories.
 - Comments:
 - What do students want from us, the employer, outside of the typical elevator speech that you get at Career Fairs? Very interested in getting company ambassadors to connect with students. Love the EIR Program. Looking for students that have great soft skills. Can carry on a conversation, good communicator.
 - What resonates with students:
 - Sitting down and talking with employers.
 - Students like asking employers questions. Pick their brains.
 - How to evaluate soft skills.
 - Get to know students as people and to learn who they are.
 - Stressed students to get involved in student organizations/student groups.
 - Do student organizations ask for help when looking for speakers? Possibly look at Skyping speakers into a group when travel is not available.
 - Enterprise mentioned they have a list of workshop topics that they are available to give.
 - Would love employers to share with other employers topics/tips that students want to hear.
 - Was suggested working with student organizations during the off cycle (October/November) when students are not as busy as the beginning of the semester.
 - Possibly having employers bringing in existing interns to talk to students. Students connect with those that are actually interning.
- Tech Center – Casey Dozier

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- Hired Teaching Instructor for all sections of the SDS Class... This has given us opportunity to be more innovative in class. If interested in sitting on a panel, please let us know.
 - Added requirement that all SDS student attend a Career Fair.
 - Continuing to host visiting professors from other countries.
 - Working with PAR on Self Directed Search and how it works best with our students.
 - Looking to benchmark other universities on how they are looking at NACE competencies.
 - Tech Center faculty is writing the 6th edition of the SDS textbook.
 - Will be receiving award at NACE on SDS classwork.
- Outreach, Assessment, Marketing, and Technology - Leslie Mille
 - All Career Center workshops have been updated to incorporate the related NACE competencies.
 - A Career Center app has been added to the FSU mobile app.
 - Induction into the University-wide Garnet and Gold Scholar Society (GGSS) has increased by 10%.
 - Professional Clothing Closet had increased student participation from 2017. Employers are welcome to donate clothing or funding. The Professional Clothing Closet needs suits specifically.
 - The Career Center Portfolio helps students to articulate their skills obtained through experiences both in and out of the classroom. One of the FSU's metrics for the university Strategic Plan is to increase the usage of the Career Portfolio in courses.
 - We will be working with the Office of Institutional Research to implement surveys that provide insight into student success.
 - We will be re-branding the Career Center to be consistent with the university branding.
 - The next JCPenney Suit-Up event will be September 16, 2018. FSU students will receive a 40% discount on all career-wear.
 - Comments
 - Northrop Grumman has new campaign to engage students using TexRecruit.
 - Asked about mentoring part of Handshake and why it will not be used. The Career Center is looking at another mentorship platform so alumni can connect with students. Was suggested that Career Center create their own.

Feedback

Career Center & Student Feedback

1. What do you feel the Career Center does well? What services/programs/processes can the Career Center improve to support your needs?
 - The Advisory Board members indicated they are highly satisfied with Career Center programs and services and that we should continue doing what we are doing.

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2. What competencies do our students lack when entering the workforce? What in or out-of-classroom experiences (besides internships) do you believe more students should participate in to prepare them to be career ready?
 - Critical thinking
 - Oral and written communication skills
 - Professional etiquette
 - Global competency
 - Students also need to understand that it is important for them to be at an organization that is a cultural fit for them.
 - Students need to do a better job of researching employers before their interviews.
 - Career Management. How do students process rejection? How can students articulate their specific skill sets in relationship to the NACE competencies? By understanding the competencies, what they are and how to clearly articulate their accurate competency levels.
 - Helping students understand that a no now does not necessarily mean no forever.
 - Encourage them to ask for feedback from an employer that elected not to extend an employment offer.
 - In our workshop, we talk about our culture. But do students understand this. Whether or not students know if a company fits them.
 - Encouraging them to ask about possibility of informational interviews.
 - Myrna mentioned that Handshake has launched a feature that allows students to give rate and feedback on their experience with employers, viewable by other Handshake users across institutions.

Access & Challenges with Students

3. Are you finding the talent you need on our campus? If not, what can we do to provide you better access?
 - The Advisory Board members indicated they are able to consistently find the talent they need at FSU.
4. What do you see as your number one area of concern recruiting/hiring students in the next year?
 - Employers have some internal comments of things they need to do within their organization.
 - Taking into consideration of religious holidays.
 - Utilizing the “Day After Interviews” option is probably the best day for out of town employers to conduct student interviews.

Advisory Board Restructure

5. We are considering other structure/timing of the Advisory Board; what suggestions do you have for us?



The Career Center

Suggestions:

- Should we look back at holding the Advisory Board during Seminole Futures week, hold a different time of year or move to every other year?
- Make sure to have benefit during Advisory Board meeting. Maybe get more immediate feedback from Advisory Board Members on events and initiatives throughout the year.
- Several Board Members indicated they like having keynote speakers.
- Academic partners indicated that they really like hearing what employer members have to say. Sometimes feel like they are on the outside looking in. Some continue to implement what is learned from employers during the Advisory Board. Academic Partners want to know what they can and should be contributing to the Advisory Board. Feedback is taken back to the students and colleges.
- Some feel Advisory Board is important to them. It is all about relationships. Some think it is a very good resource of information for learning about updates and changes at FSU.
- Utilizing NACE competencies is so important because they are applicable for whatever academic area a student will be studying.
- Career Liaisons are invaluable, especially their physical presence within the academic units.

Advisory Board Questions

What questions do you have for us?

- Employers would like to use Skype/virtual options more for connecting with students to avoid travel to Tallahassee which allows them to maximize use of time.

Upcoming Events

- Part-Time Job Fair, Thursday, August 30, 2018
- STEM Resume Café, Tuesday, September 18, 2018
- Resume Café, Monday, September 24, 2018
- STEM Career & Internship Fair, Tuesday, September 25, 2018
- Day After Interviews (STEM Career Fair), Wednesday, September 26, 2018
- Veterans Connection: Student & Employer Networking Night, Wednesday, September 26, 2018
- Seminole Futures All Majors Career & Internship Fair, Thursday, September 27, 2018
- Day After Interviews (Seminole Futures), Friday, September 28, 2018

End of Meeting Notes

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