

Career Advising & Counseling Checklist

Condensed Version for CC Professional Staff

What brings you in today?

- Tour the Career Center Library with a CAC staff member to learn about the following sections: Planning, Occupations, Education, Experience, Preparation, and Opportunities.
- Review the instructions (located in the red folder in the advising desk) for the Symplicity Kiosk for student and community members signing in for career advising or counseling.
- Find a blank Individualized Career Learning Plan (ILP) in the sign-in desk drawer. This tool is used to help students create an action plan related to their career goal(s).
- Visit Career Key (career.fsu.edu/Resources/Career-Center-Library) to learn how to access career information resources in the library (desktop links are on the two computer stations in the Preparation and Occupation sections).
- Read the *What's Involved in a Career Choice* handout. Talk with a CAC staff member or CA about the Cognitive Information Processing theory used in the Career Center.
- Locate and review the **career advising materials/handouts** in the sign-in desk drawer; review the additional materials in the file cabinet in the *Preparation Section*.
- Review the [Module Sheets](#) and corresponding mobile files in the *Planning Section*.
- Read the [Individual Career Planning Guides](#) in the *Preparation Section's* waiting area.
- Consult with a CAC staff member to discuss the *Self-Directed Search*. Complete the paper version of the assessment, review the *Fast Guide* for the SDS 5th Edition located in the Career Advisor lounge, and ask CAC staff to generate your Interpretive Report.
- Take the *Career Thoughts Inventory* and discuss how to score the assessment with a CAC staff member. Review the *Thinking More Helpful Thoughts* handout and *CTI Workbook*.
- Log onto Sigi3 by going to career.fsu.edu/Students/Plan-Your-Career/Explore-Majors-and-Careers/SIGI (access code is seminoles). Become familiar with the different options to assess values, interests, and skills.
- Log onto Florida Choices Planner at career.fsu.edu/Students/Plan-Your-Career/Explore-Majors-and-Careers/Choices-Planner and create an account as a College or Postsecondary School Student (select the FSU Career Center). Browse the various assessments and option for researching occupations and majors.
- Create a FOCUS2 account at career.fsu.edu/Students/Plan-Your-Career/Explore-Majors-and-Careers/FOCUS2 and explore this self-guided career planning system.
- Read the Resume Critique Outline and Resume Rubric located in the sign-in desk drawer folder "Cover Letters / Resumes Checklists and Guides".
- With a CA's and client's permission, observe and listen to a few career advising sessions.