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.

*To view the full Career Advisor training checklist visit K:\CC-Shared\DATA\CCIS\Career Advising and Counseling\Training\CA Training Related Revised 6/2015