CAREER STEPS FOR GRADUATING IN 2020

COVID-19 Edition

FLORIDA STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS
THE CAREER CENTER

#DesignYourCareer
Congratulations 2020 Graduates. I know you have worked hard to reach this milestone and I want you to know how proud we are of you and of this accomplishment. I am also aware that your last semester as a Florida State University student was very different than the one you expected. Not only did you miss the in-person celebrations and goodbyes, but now many of you are also faced with job searching in a very different economy than we all expected.

While I will not understate the downturn in economy or tell you that it will be easy to find the job of your choice, I want you to know that there are still opportunities for each of you. Please know that my staff and I are here to provide resources, guidance and support every step of the way to enable you to successfully continue your career plan and job search.

This guide is just one of the many resources my team has created to help you succeed.

We know that you will go on to represent Florida State University in great ways and it is our commitment to ensure that you have the help necessary to do just that. We are here for you.

Stay well. Be strong. Remain unconquered. Go, Noles!
Guide Overview

Congratulations are in order for all you have accomplished during your time at FSU. As you enter the job search during this transitional period, know that The Career Center is here to support you.

This guide is meant to provide you with concrete action steps to take as you launch your job search in these unprecedented times. On each page you will find clear action items with resources to assist you in completing these tasks. If an item is underlined and gold, it contains a link to the resource.

Throughout this process as you have questions or run into challenges reach out to the Career Center for assistance. Our Career Advisors are here to support you.
Before You Get Started

In times of uncertainty, it is tempting to rush into action without planning. Let's take some time to reflect and develop informed action steps.

Check-In On Negative Thoughts

Negative thinking can serve as a barrier during your career planning.

- Identify Negative Thoughts
- Challenge your thinking
- Alter to more positive-action oriented thinking
- Ask for help from a Career Advisor if your negative thinking has you overwhelmed

Make an Action Plan

Making a career decision can be complicated right now, but a plan can help you reach your career goals and address bumps along the way.

- Identify situations and tasks that are within your control
- Set clear SMART goals
- Build a plan with manageable steps to reach your goals
- Share your plan with your support system
- Celebrate your progress

Get Connected

Know that you are not along in this process. Explore the resources available to you through FSU, your community and other sources.

- Explore the Career Center updates page, career.fsu.edu/info
- Browse the Division of Student Affairs' Virtual FSU page to see all of the ways to connect with campus, studentaffairs.fsu.edu/virtualfsu
- Locate Regional Seminole Clubs to get connected to FSU alumni in your area
Some career strategies never change, like preparing your application materials to appeal to employers. To enter the workforce today, tailor your documents to demonstrate your qualifications.

Meet with a Career Advisor
Connect with Career Center staff to discuss your career plans and questions:

- [Drop-In Virtual Advising](#) (Monday-Friday 9-4:30 EST)
- [Career Liaison Hours](#)

Prepare Application Documents
Ensure that your Resumes, CVs and Cover Letters are strong representations of your skills and abilities:

- [Career Guides](#)
- [Career Docs](#)
- [CandidCareer Playlists](#)

Practice via Mock Interviews
Enhance your interviewing abilities and approach interviews with confidence:

- [Virtual Mock Interviews via Zoom](#)
- [Big Interview](#)
Enhance Your Skills

Engage with online learning platforms to both enhance your marketable skills and teach you the competencies that employers value.

ProfessioNole Pathways

Make use of our Pathways and Badging program to develop new skills sets:
• Complete online modules/training programs
• Enhance valuable skill sets
• Earn digital badges and get recognized

ProfessioNole Ready

Enhance your professionalism by completing modules:
• Build career-ready skills
• Learn more about topics like interviewing, job and salary negotiations and communication
• Earn a digital badge

LinkedIn Learning

Use online tutorial available through LinkedIn Learning to grow your skill sets:
• Explore professional learning paths for in-demand skills
• Watch beginner, intermediate and advanced level videos
Grow Your Network

Start reaching out to your existing connections regarding your job search. Actively seek out new connections. It will be critical for you to leverage your connections during your job search.

ProfessioNole Mentors

Access thousands of ProfessioNole Mentors who are waiting to share career advice and guidance with you:

• Create your mentee profile
• Filter by topics and traits you are most interested in
• Match with the mentors of your choice
• Network with industry experts that share your backgrounds and/or career interests

LinkedIn

Utilize online platforms like LinkedIn to connect with individuals across the state, nation and globe:

• Build a strong profile to highlight relevant skills/experiences
• Reach out to references for recommendations and endorsements
• Use the Alumni Tool to find FSU alumni
• Increase your connections to expand your network

Section continues to next page
Grow Your Network

Tap Into Your Network

Ask your family, friends, neighbors and other important people in your life for help:

- Share your career plans with others
- Reach out to old contacts to share your resume or ask for job leads
- Adopt the mindset that anyone you “meet” can assist you with your search

Seminole Clubs and Chapters

Wherever you end up after graduation, stay connected, there may be Seminole Club or Chapter near you:

- Get involved to connect with fellow alumni and the FSU Community in your area
- Find your local Seminole Club and attend their events to expand your network
- Send an introduction letter or email (include your resume, linked to your LinkedIn and portfolio and include the type of work and or/companies of interest)
Find Opportunities

Who is hiring? As you search for open positions, search for opportunities that have been posted recently. Call companies directly to inquire if they are still hiring or have open positions. Use these resources to identify open positions.

NoleNetwork
- Locate upcoming virtual events and workshops to connect with Career Center staff and Employers
- Search jobs and internships opportunities in Florida and across the nation
- Identify options and apply directly through this platform

Handshake
- Connect with employers and find opportunities
- Search jobs and internships in Florida and across the country
- Filter options and apply directly through this platform

CareerShift
- Navigate the published and hidden job market to find career opportunities
- Search, select and store jobs listings
- Conduct company research and identify contacts
- Review information on hiring, hiring freezes and layoff by company

Section continues to next page
LinkedIn
• Discover potential career opportunities
• Research companies and career trends
• Follow #GetHired to find companies that are actively hiring

Virtual Career Fairs
• Meet with employers in a virtual space
• Ask recruiters your questions about their company and hiring process
• Build a complete registration profile and have your resume ready

Temporary Staffing Services Industry
• Review the Searching for Work in the Temporary Staffing Services Industry
• Explore temporary, short-term work to gain exposure to different employers
• Be willing to start at lower-level positions in an organization in order to develop insider information
• Gain training in new job areas to expand your skill sets

TEMP. RESOURCES
• Adecco
• Cardinal Staffing
• Kelly Services
• Manpower
• Remedy
• Intelligent Staffing
Explore Remote Work Options

Due to travel restrictions and health guidelines, many organizations have switched to working remotely. Review the Career Center's Working Remotely Guide. While searching for opportunities use “remote” as a keyword in your search and utilize these job search boards:

Remote.com
• Browse opening for remote positions in a variety of categories
• Read blog posts for best practices from people who work remotely
• Research companies who support remote working

Virtual Vocations
• Browse opening for remote positions in a variety of categories
• Read blog posts for best practices from people who work remotely
• Research companies who support remote working
Understand Your Budget

Graduating into an uncertain economy can be stressful. Prepare yourself by understanding your budget and salary needs. With the potential of an economic recession, you want to be informed on financial topics that impact your well-being. Take steps to increase your financial literacy.

Determine your Expenses and Income

• You need to have a clear picture of your monthly expense and income:
• Get a Reality Check on your finances
• Track your monthly budget (how much are you actually spending?)
• Differentiate Needs from Wants

BUDGETING TOOLS

Jumpstart’s Reality Check
The results will indicate a ballpark relationships between your expenses and the income you will need to support your lifestyle

Nerd Wallet’s Budget Worksheet
Use the free budget worksheet to see how your spending compares to the 50/30/20 budgeting comparison

SmartAsset
Connect with resources for student loans, taxes, banking, credit cards, retirement and more

Understanding Student Loans

Evaluate how current events will impact your repayment process:
• Organize your student loan information
• Explore repayment options
• Stay up-to-date with current legislation impacts

FINANCIAL RESOURCES

• https://studentaid.gov/sites/default/files/repaying-your-loans.pdf
• https://financialaid.fsu.edu/types-aid/loans/loan-information
• https://studentloansherpa.com/
• http://www.dmcccorp.org/fsu-students/
• https://www.nslds.ed.gov/nslds_SA/
• http://studentaid.ed.gov/
Understand Your Budget cont.

Meet with a CHAW Wellness Coach
Meet with a financial advisor to improve your financial literacy by receiving educational materials, counseling or other services:
- Meet 1:1 with a Coach to discuss strategies for wellness
- Attend Financial Wellness Events

Review Salary and Negotiation Career Guides
- Calculate your Personal Salary Range using this worksheet and resources
- Learn more about the process for negotiations
- Discover tips for evaluating offers, negotiating and determining benefits
- Complete the ProfessioNole Ready Salary and Job Negotiation module

Take Financial Education Courses
Complete financial education modules and courses to help you make informed financial decisions:
- CashCourse
- Jumpstart
- FSU Financial Literacy
Take Advantage of the Gig Economy

As you identify gaps in your budgeting. Consider picking up a side hustle to bring in more income. These options allow you to work on your time and allow you to determine the extra amount you need to support your income.

Delivery Services
Log on to see what food delivery options you have in your area. Pick up orders and deliver them to the customers to earn wages and tips!
- Postmates
- UberEats
- DoorDash
- GrubHub
- InstaCart
- Shipt

Ridesharing
If you have a car and time to drive, you can increase your income by serving as a driver.
- Uber
- Lyft

Micro-Internships
Micro-internships are short-term, professional, paid opportunities which can be completed in a matter of hours.
- Parker Dewey
- Watch this video to learn more!

On-Demand Jobs
Complete tasks or to-do items for others. Tasks can include things like creating a product, doing home repairs, walking dogs and more!
- TaskRabbit
- Angie’s List
- Fiverr
- Etsy
- Wag
- Care.com
- Upwork
Evaluate Continued Education

Consider if taking time to earn a graduate degree would support your career goals. Right now many schools are waiving test score requirements to assist prospective students with the application process.

Explore Career Options
Should I go to Grad School? Do your research to see how a grad degree supports your career goal:

- Research occupation and education requirements using O*NET and OOH
- Take values, interest and skill inventories using FOCUS2
- Complete the Grad School Ready module within the ProfessioNole Ready Badge
- Meet with a Career Advisor to discuss your plans.

Research Programs of Interest
Where should I apply? Keep your research organized as you evaluate how graduate programs fit your personal criteria.

- Review our Going to Graduate School Guide
- Use school websites and resources from the Considering Graduate School webpage to research degree programs
- Determine the criteria most important to your search such as cost, degree type, location etc.
- Organize your research using our Program Evaluation Worksheet found in ProfessioNole Ready
Build Your Application

Prepare a strong application that has been tailored to each school and reviewed by experts.

- Utilize [Career Guides](#) to craft your application documents
- Visit [Drop-In Advising](#) or meet with your Career Liaison to have your materials reviewed
- Attend workshops and campus events on preparing for grad school

Find Funding Sources

How will I pay for grad school? Start early, determine types of funding you qualify for and your anticipated costs of attending grad school.

- Contact the Financial Aid Offices for schools you are planning on apply to
- Research Fellowship opportunities through FSU’s [Office of National Fellowships](#)
- Determine if the out-of-state programs you are considering align with [SREB: Academic Common Market](#)

SCHOLARSHIP RESOURCES

- Scholly
- CollegeBoard
- Fastweb
- Scholarships.com
- Cappex
- Chegg
- Niche
- Peterson’s
- CareerOneStop