



GRADUATE STUDENTS

Your  
Road Map  
to

**CAREER  
SUCCESS**



The  
**Career Center**

# Your Tools for Success

**ProfessioNole Mentors**  
Connect with professionals throughout the country and the world to learn about careers and opportunities.



## Internships

Gain experience related to career goals and apply what you learn in class.



## Career Advising

Develop a plan to reach your career goals by meeting with a Career Advisor.



**Professional Development Workshops**  
(Offered by the Career Center and the Graduate School)

Attend employability skills workshops, such as résumé writing, interviewing, etc.



## Individual Development Plan (IDP)

Create a personal plan for your time in graduate school to improve core competencies: communication, teaching, scholarly development, professionalism, and career development



# 1

## Plan Your Career

- Visit The Career Center to find resources on various majors/occupations and post-graduate employment options.
- Identify personal values, interests, and skills.

- Find occupations, books, professional organizations, and resources using Match Major Sheets.
- Get connected with The Career Center's social media pages.
- Start your online Career Portfolio.
- Complete the Individual Development Plan (IDP) for graduate students (available at [gradschool.fsu.edu](http://gradschool.fsu.edu)) to help you set professional development goals and measure progress throughout your time at FSU.

# 2

## Gain Information

- Review graduate student-related Career Center guides such as "Considering Employment in a Faculty Position" and "Finding and Using Graduate Student Resources".
- Meet with a career advisor, your college's Career Liaison, or the Career Center Liaison for Graduate Students to identify resources specific to your career goals.
- Visit the Career Center Library to identify and review print and online resources relevant to your employment campaign process.
- Connect with professionals in your field of interest using the ProfessioNole Mentors database (located within the Handshake online platform) to gain inside information related to the field(s), organization(s), and/or occupation(s) of choice.

# 4

## Get Experience

- Log into Handshake to view job/internship listings.
- Use the Career Center to find part-time jobs on or off campus.
- Update your Career Portfolio to connect your experience with skills employers want.
- Identify and join student organizations related to your career goals.
- Participate in a job shadowing opportunity through FSUshadow.
- Explore research opportunities and identify internship experiences related to your program of study or career field.
- Join professional associations related to your field.
- Attend/present at national conferences relevant to your field.
- Seek opportunities to submit research and/or relevant papers for publication in periodicals related to your field.

# 3

## Identify Occupations

- Explore more than 3,000 resources in The Career Center library to help you research occupations and post-graduate employment options.
- Use the Career Center website's "Resources" tab to locate job boards, occupational information, links to career information and databases, and more ([career.fsu.edu/library](http://career.fsu.edu/library)).
- Search for books and other resources about your occupational options using Career Key.
- Use a computer-assisted career guidance system to explore occupations related to your personal interests.

# 6

## Find Opportunities

- Visit The Career Center library to investigate and research potential employers.
- Review job search resources at [career.fsu.edu/Students/Graduate-Students](http://career.fsu.edu/Students/Graduate-Students)
- Attend various career fairs to identify employment opportunities and network with employers.
- View and apply to job listings and create job search agents in Handshake.
- Participate in employer information sessions and networking receptions.

- Engage in on-campus interviewing.
- Attend Seminole Success Night, Veterans Networking Night, and other networking events to make connections.
- Explore job opportunities through professional associations related to your field of interest.
- Refer potential employers to your Career Portfolio.

# Your Tools for Success

**Handshake**  
Use this online resource to connect with employers, view job listings, and access a network of professionals.



## Career Portfolio

Prepare for the future through planning, reflection, skill development, and portfolio documentation.



## Mock Interviews

Prepare for real-life interviews by learning important skills.



## On-Campus Interviewing

Interview for internships, co-ops, and full-time and part-time positions with various employers.



**myFSU App**  
Receive tailored job recommendations, view FSU alumni profiles, and identify organizations of interest



# QUICK GUIDE TO SUCCESS

**Visit** The Career Center to explore post-graduate options and receive support for career goals

**Connect** with The Career Center on social media

**Attend** Career Fairs, professional development workshops/events, and Networking Nights

**Check Out** Handshake and Professionole Mentors

**Revise** Your curriculum vita, teaching philosophy, résumé, and cover letter

**Get involved** in student organizations and professional associations related to your field

**Interview** for Employment in academic or industry positions

**Graduate** to a Successful Future

## Florida State University Career Center

### Our Mission

- Provide comprehensive career services
- Train career service practitioners
- Conduct life/career development research
- Disseminate information about life/career services and issues to the University community, the nation, and the world
- Collaborate effectively with students and other University constituents

### Our Location

The Career Center is located in the Dunlap Success Center at 100 South Woodward Avenue, next to the Student Life Building and the Health and Wellness Center.

### Our Hours

The Career Center is open for drop-in advising Monday through Friday from 9 a.m. to 4:30 p.m.



**The Dunlap Success Center**  
**100 South Woodward Avenue**  
**Tallahassee, Florida 32306-4162**  
**850-644-6431**  
**[career.fsu.edu](http://career.fsu.edu)**