GRADUATE STUDENTS
Your Road Map to CAREER SUCCESS

Florida State University
The Career Center
Your Tools for Success

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.

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 Professioniole 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.

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).
   - 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.

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.

5. Prepare for the Next Step
   - Revise your application materials (Curriculum Vitae, teaching philosophy resume and cover letter and have them critiqued by a Career Advisor).
   - Sign up for a mock interview using Handshake to practice interviewing.
   - Attend professional development workshops through the Graduate School’s Professional Development Workshop Series (gradschool.fsu.edu).
   - Create your own LinkedIn profile and join The Career Center’s LinkedIn page.
   - Enhance employability skills through CareerSpots’ expert-guided videos (career.fsu.edu/careerspots).
   - Speak with a career advisor, your college Career Liaison, and/or the Career Center Liaison for Graduate Students to plan your job search.
   - Continue to use Professioniole Mentors to grow your professional network and connect with potential employment opportunities.

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

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

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

MyFSU App
- Receive tailored job recommendations, view FSU alumni profiles, and identify organizations of interest.

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.

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

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.

Professioniole Mentors
- Connect with professionals throughout the country and the world to learn about careers and opportunities.
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.