

# CAREER STEPS FOR GRADUATING DURING COVID-19



FLORIDA STATE UNIVERSITY  
DIVISION OF STUDENT AFFAIRS

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THE CAREER CENTER

#DesignYourCareer

# A Message from Career Center Director, Myrna Hoover

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Congratulations 2021 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 year 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

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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

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*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

## Get Connected

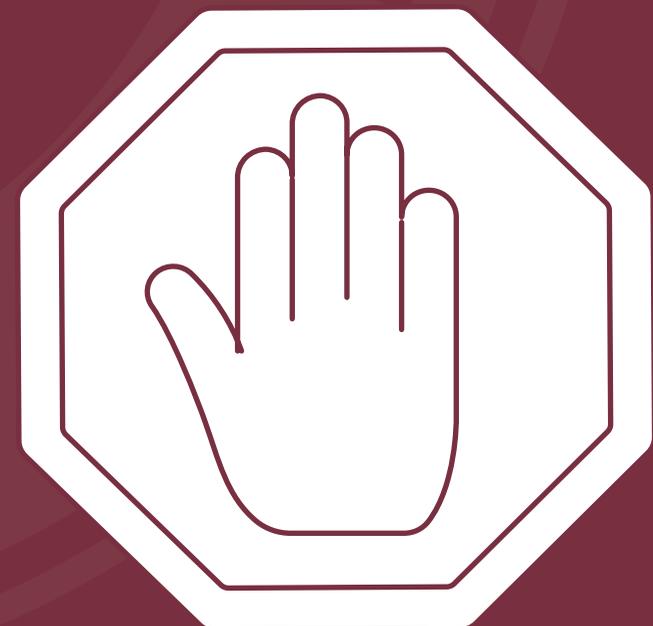
Know that you are not alone in this process. Explore the resources available to you through FSU, your community and other sources.

- Explore the Career Center virtual services page, [career.fsu.edu/student/virtual-services](https://career.fsu.edu/student/virtual-services)
- Browse the Division of Student Affairs's Virtual FSU page to see all of the ways to connect with campus, [studentaffairs.fsu.edu/virtualfsu](https://studentaffairs.fsu.edu/virtualfsu)
- Locate [Regional Seminole Clubs](#) to get connected to FSU alumni in your area

## 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



# Getting Ready

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*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

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*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 Pathways



## 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

## ProfessioNole Ready



## 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

**LinkedIn** LEARNING

# Grow Your Network

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***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

# Grow Your Network

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## 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 a 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

NoleNetwork

## 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

careershift  
job hunting & career management solutions

# Find Opportunities cont.

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## 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 guide.](#)
- 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

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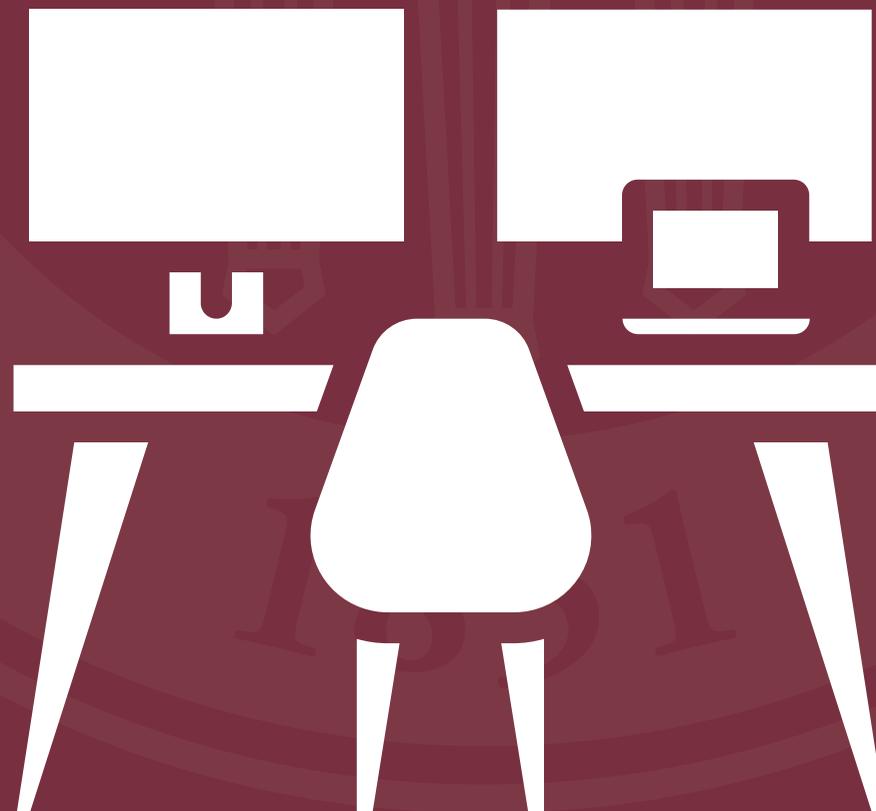
*Due to travel restrictions and health guidelines, many organizations have switched to working remotely. Review the Career Center's [Working Remotely Guide](#). While searching for opportunities use "remote" as a keyword in your search and utilize these job search boards:*

## 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

## 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

## 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

## 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/>
- <http://studentaid.ed.gov/>

# Understand Your Budget cont.

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## 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](#)



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## 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](#)

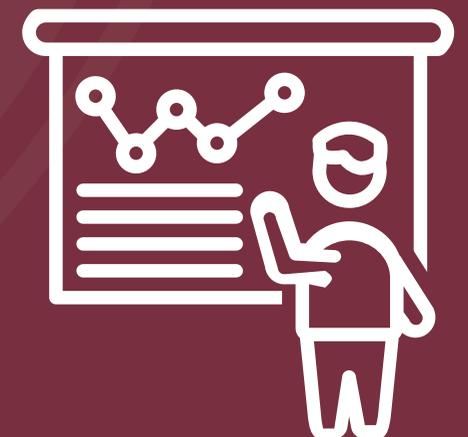


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## Take Financial Education Courses

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](#)

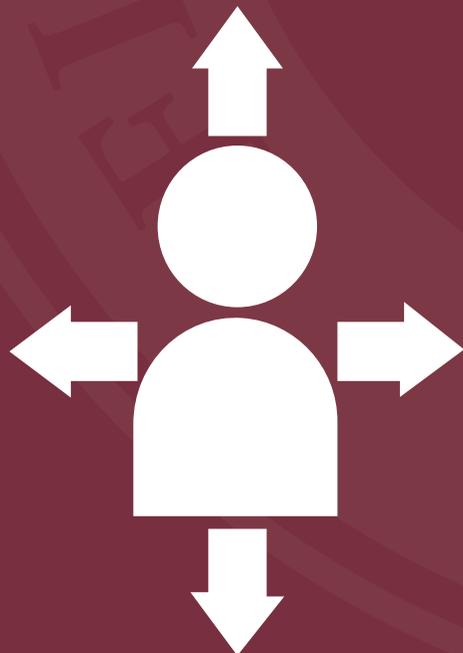
# Evaluate Continued Education

*Consider whether or not 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 ProfessoNole 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 [ProfessoNole Ready](#)

# Evaluating Continued Education cont.

## 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

## SCHOLARSHIP RESOURCES

- [Scholly](#)
- [CollegeBoard](#)
- [Fastweb](#)
- [Scholarships.com](#)
- [Cappex](#)
- [Chegg](#)
- [Niche](#)
- [Peterson's](#)
- [CareerOneStop](#)



## 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](#)