



PITTSBURGH STATE UNIVERSITY
OFFICE OF CAREER DEVELOPMENT

CAREER DEVELOPMENT

Helping your students transition
from student to professional

**FACULTY
TOOLKIT**



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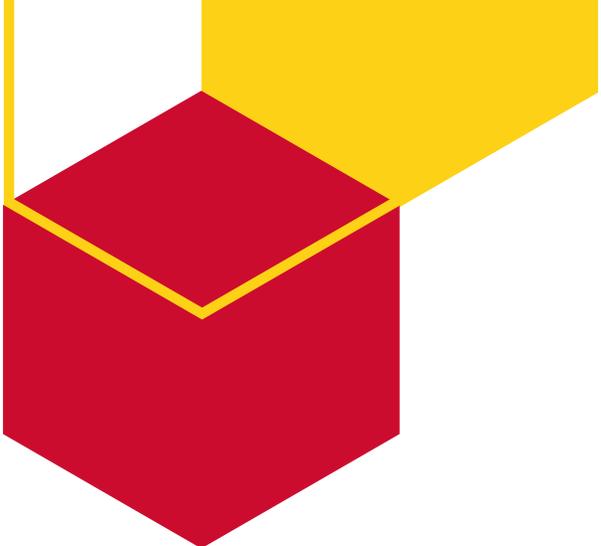
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INTRODUCTION

to Career Development

Our Mission

Proactively assisting students in their transformation from student to professional.



Who we serve

We are the central career center for all undergraduate students, graduate students, and alumni of Pittsburg State University.

What we offer to students

- Career exploration tools
- Career counseling appointments
- Resume critiques
- Practice interviews (in person, virtual or Big Interview)
- Job & internship search assistance
- Gorillas4Hire/Handshake
- Events (educational workshops and career fairs)
- Student Employment



MEET THE TEAM



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- General Department question, concerns, & collaboration
- Career Counseling

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- Employer Relations
- Career Fairs and Events



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- Student Employment
- Gorillas4Hire

FACULTY TOOLKIT

The sections below describe the many ways that the Career Development office partners with faculty by providing programmatic support, access to online career resources, and helpful tips as you guide and advise your students. We look forward to working with you!

Don't cancel a class - we'll cover your class time with a career-related workshop

While creating your syllabus, you don't need to cancel classes to work around your conference schedule. The Career Development staff can cover your class time with a career-related workshop. *Possible topics include:*

- Resumes
- Cover Letters
- Interviewing
- Job Search
- LinkedIn & Social Media

To request a career presentation, [please complete this short form](#). We ask for you to give us two weeks notice.

Career and Major Exploration

- **Encourage your students to reflect on their skills, interests, competencies, personality, and values.** We offer a variety of self-assessment tools, as well as information about competencies and career readiness, including practical ways that students can strengthen workplace skills.
 - **Suggest Career Center resources.** Tools like TruTalent and other sites listed on our website can be used to research career options for a variety of majors. Students can also schedule 1-on-1 appointments with our career counselor.
-

Job and Internship Search Resources

The Career Development Office offers numerous resources for finding jobs and internships. In addition, we meet with students in 1-on-1 appointments to discuss resumes and cover letters, internship and job search strategies, and more.

Handshake is our online, mobile-friendly platform that connects students and alumni to employers for jobs, internships and career events. Students can find postings for thousands of external jobs and internships, on-campus student positions, career resources, virtual career events and announcements.

To see Handshake for yourself, you may create a student account yourself to view listings appropriate to your students. Click around to see job and internship listings, events, and more! Note: This is not a test site, please don't actually apply for positions.

For more information on navigating the site, see [Getting Started with Handshake](#).

Additional online Job & Internship Search Resources to share with students

- [Resume & Cover Letters](#)
- [Interviewing](#)
- [Researching Employers](#)
- [Interview Attire](#)
- [Networking](#)
- [Salary Negotiations](#)

Resource pages can be found at careers.pittstate.edu



Networking Tips

- **Remind students to attend networking events scheduled throughout the academic year.** Students will find many networking opportunities, including career fairs and events on Handshake.
- **Share personal networking stories with your students.** Networking can be an intimidating process, especially for novices, and your success stories - or even times when things didn't go as planned! - will help demystify the process for students. Have you ever found a job through a connection? Received great career advice from a conversation with someone? These are examples of networking in action.

Programming for your Department

If you are interested in holding an event for your students, the Career Development office can guide you toward a variety of options:

- If you'd like to invite a **guest speaker** to your classroom to speak on a specific topic, the Career Development office can help you to find potential alumni speakers.
- If you'd like to host an **alumni or employer panel discussion**, the Career Development staff can help you think through your plan and advertise the event.



Career Fairs, Events, and Employer Outreach

Each year, the Career Development office is involved with a significant number of career events, including everything from large-scale career fairs to industry-focused networking nights and skill-building workshops.

Visit our calendar for upcoming events, including opportunities you may want to suggest to your students.

How you can help your students:

- **Announce** Career Development events in your classes and encourage all majors, all class years to attend relevant events
- Help publicize events that are not an obvious match for your students, e.g., someone majoring in English can find a job in the life sciences industry (major doesn't define you!)
- Offer **extra credit** for attending relevant events or make an **assignment** out of attending a Career Development event once per semester

How you can partner with the Career Development for events and employer outreach:

- **Suggest alumni** for events, e.g., alumni/employer panels, networking nights, or career fairs
 - **Recommend** companies to invite to career fairs and/or to post jobs and internships in Handshake
 - Volunteer to be on relevant panels and participate in events of interest (students like to see professors at events and there are always new things to learn!)
 - Bring a Career Development staff member with you if you're planning an **employer site visit**
 - **Attend employer events** to hear more about what is going on in industry
 - Work with (or serve as) your department's **Career Ambassador** to help facilitate the connection between your department and Career Development
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FACULTY ENGAGEMENT MENU

Incorporate career education assignments into your curriculum

Interview Preparation

Incorporate practice interviews into your course that can be tailored to any industry or topic. Interviews can be done in-person with our Graduate Assistant or virtually through Big Interview.

Internship/Job Search

Utilize Handshake to incorporate job search strategies into your course, such as learning how to search for relevant opportunities, conducting an employer search, and/or messaging recruiters.

Professional Documents

Share our online resources and refer your students to make an appointment to review resumes and cover letters.

You can create an assignment to have final resumes uploaded to Handshake as a public document for employers to see.

Career Exploration

Integrate our career exploration tools, including assessments to help students connect their interests, skills, and values to a variety of industries and occupations.

Career Fairs & Events

Stay up-to-date with our calendar of events to encourage or require your students to attend our events through the year. Students can register on Handshake. We can provide you attendance reports following any event.

Please email careers@pittstate.edu if you need our assistance planning an assignment for your class.



Competencies and Career Readiness

Career readiness is more than a college degree or doing well in one's major. The National Association of Colleges and Employers (NACE) defines career readiness as "the attainment and demonstration of requisite competencies that broadly prepare the college graduates for a successful transition into the workplace." In other words, **soft skills matter**.

Much has been written over the last few years about the fact that employers think students lack some of these important skills when they arrive at the workplace. NACE has identified eight competencies that students should be developing and the Career Development staff are dedicated to helping students continue to build these competencies to be more prepared when they leave PSU. As faculty, you most certainly foster these competencies with your students. *Here are a few suggestions for helping students more intentionally focus on competencies:*

Identify the competencies that contribute to career readiness:

- Career & Self Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

Make explicit which class sessions/assignments/projects link to building particular competencies. (Discuss it during class and include them on your syllabus.)

Be aware of and send students to the [Competencies and Career Readiness page](#) on the PSU Career Development website where there are resources, tools and activities to assess and develop each competency.

Are your
students

CAREER READY?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

CAREER & SELF DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Incorporating Career Readiness Into Your Syllabus

National research has shown that college students who receive career advice from faculty will have greater career mobility. One such way for faculty to support students is by connecting the coursework students will be completing to their career plans. You can make these connections explicit in your course syllabus in the ways described below (e.g., syllabus statements, assignments & activities, resources). This is a great first step, as it can be done without changing a single thing about your curriculum!

First, it's important to identify which of the [NACE essential career readiness skills](#) students will develop as a result of your course. From there, you can highlight these skills for your students in the various sections of the course syllabus using the examples provided.

Remember to also refer your students to the Career Development office for further assistance in translating these skills into their applications and interviews for internships, jobs, graduate school, and more. If your syllabus has a resource section for students, consider including some or all of the resources listed below in the Example Resources section.

If you are interested in incorporating assignments into your curriculum that focus even more intentionally on career education, the Career Development's Faculty Engagement Menu lists several options for doing so. For assistance please do not hesitate to contact us at careers@pittstate.edu

Example Syllabus Statement 1

This course will provide you with the development of the following essential skills: [insert relevant skill(s)]. These essential skills will help prepare you for future career opportunities including internships, jobs, and graduate school. You can learn more about these essential skills and how to connect them to your career at the Career Development office.

Example Syllabus Statement 2

Essential Skills Developed:

Communication: This course will build your verbal communication skills through weekly discussions on assigned readings. You will also have several presentations where you will share your research with the class. You will develop written communication skills through assignments including weekly reflections and a final paper.

Teamwork: This course will build your teamwork skills during your final paper/presentation assignment where you will work with a team to write a paper on a research topic and present your findings together to the class.

You can learn more about these essential skills and how to connect them to your career at the Career Development office.

EXAMPLE ASSIGNMENTS & ACTIVITIES

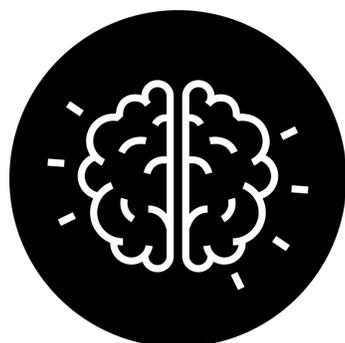


Communication: Clearly and effectively exchange information, ideas, facts, and perspectives inside and outside an organization

Writing papers and other written communication (emails, informative messages, networking messages, professional documents/profiles), presenting in front of the class or guests/clients, discussing course topics with peers, developing presentation slides/visuals, creating concept maps to organize thoughts/ideas, asking questions for further understanding or to demonstrate engagement/ interest, employing active listening and persuasion/influencing skills, applying storytelling to communicate a point, develop an effective elevator speech for yourself and/or project/product

Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Participating in group projects, conducting lab work with a partner, writing a group paper, adapting and compromising with others as needed, managing conflict in a timely and effective manner



Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Solving hypothetical or actual problems related to the course, gathering and analyzing information, summarizing and interpreting data, contributing to a debate, analyzing case study scenarios to formulate a solution, writing a research paper, participating in a project-based service-learning opportunity, understanding and/or respecting diverse perspectives

Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.

Planning and completing projects, using creativity to solve a problem, evaluating the work of peers, building mutual trust with others, motivating others under a shared vision/goal, practicing ethical decision-making





Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Following deadlines for assignments, attending classes on time, adhering to the university honor code, ensuring assignments are free from errors, holding self and others accountable, reporting on updates

Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Creating a presentation using virtual tools, learning and utilizing new technologies, using technology to manipulate information, identifying proper technology for specific tasks, evaluating data privacy and security concerns, ensuring the well-being of self and others through proper use of technology, teaching someone else to utilize a new technology

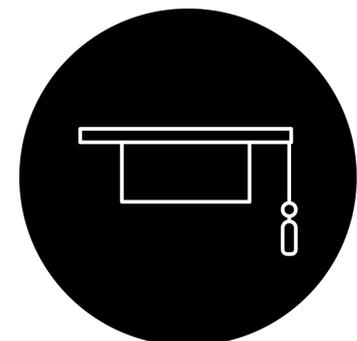


Equity & Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Discussing opposing viewpoints, engaging in cross-cultural interactions and experiences, advocating for historically marginalized groups, seeking feedback from multiple perspectives, adapting to diverse environments

Career & Self Development: Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Identifying areas of strength and growth, utilizing faculty or peer feedback to improve, seeking out opportunities to learn and gain experience, reflecting on career and self-assessment results, exploring career options, connecting with alumni and other industry professionals, creating and managing professional documents (resume/CV, cover letter, personal statement, etc.)*



* Our Faculty Engagement Menu lists several options for incorporating career development assignments or activities into your classroom. For assistance please do not hesitate to contact us at careers@pittstate.edu.

Example Resources

If your syllabus has a resource section, consider adding some or all of the resources below.



Handshake

Handshake is a career services platform created for students and alumni. Thousands of internships and job opportunities are posted on Handshake by employers. Students can also see career events and make appointments with Career Development staff.

<https://pittstate.joinhandshake.com/>



Big Interview

Big Interview is an online system that combines training and practice to help improve interview techniques and build confidence. It includes virtual mock interviews for all experience levels and majors, with thousands of interview questions and tips on how to answer them, as well as the ability to share answers for feedback.

<https://pittstate.biginterview.com/>



CareerSpots Career Advice Videos

Career Spots is a collection of 3-5 minute videos that offer relevant career advice and information from a variety of experts to aid students in the job search process.

<https://shorturl.at/ryMU3>



Career Development Website

You can find all of our services and resources for students on our website for resumes, cover letters, interviewing, job search, and more!

careers.pittstate.edu

Recruiting Fairs & Events

| Date | Event | Targeted Group |
|-----------|--|---|
| Monthly | Career Development Workshops (Various topics) | All Majors |
| August | <u>Part-Time Job Fair (Local only)</u> | All Majors |
| September | <u>Meet the Firms</u> | Accounting, Finance, and Computer Information Systems |
| September | <u>Student Etiquette Dinner</u> | All Majors |
| October | <u>Fall Career Fair</u> | All Majors |
| October | <u>Education Fair</u> | Education Majors |
| November | Nurse Career Day | Nursing Majors |
| February | <u>Spring Career Day</u> | All Majors |
| March | <u>Teacher Interview Day</u> | Education Majors |
| March | <u>Student Etiquette Dinner</u> | All Majors |

View our website for actual dates

Contact Us!

*Please don't hesitate to reach out to us for more information
and to partner with Career Development.*



careers.pittstate.edu



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