Career Development Resource Guide for Faculty and Staff

Office of Career & Professional Development
BELMONT UNIVERSITY
Dear Campus Partner,

We are pleased to provide you with this Career Development Resource Guide for your reference during the 2019-2020 academic year. We look forward to the opportunity to partner with you as we work together to prepare our students for their future careers. Please do not hesitate to reach out to our office if we can be a resource for you this upcoming year.

Regards,
Belmont University Career Development Team

CONTACT US

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PURPOSE

We empower our students and graduates to identify and pursue their passions to meet the needs of the world.

VISION

As leaders in career development, we aspire to make a difference in the lives of others by providing our community with meaningful connections in a global environment.
The National Association of Colleges and Employers (NACE) has identified eight career readiness competencies that students should be able to demonstrate upon entering the workforce. We look to faculty and staff members as critical partners to achieve our goal of increasing the career readiness of all Belmont students. Contact us for additional resources related to career readiness for your use during advising or in the curriculum.

Are You Career Ready?

**Creativity/Problem-Solving**
Exercise sound reasoning to analyze issues, synthesize information, make decisions, and solve problems. Think critically and strategically to develop original ideas and innovative solutions.

**Communication**
Articulate thoughts and express ideas effectively using oral, written, and non-verbal communication skills, as well as listen for meaning to gain understanding.

**Leadership**
Motivate, organize, prioritize, and delegate work by leveraging the strengths of individuals. Use empathic skills and a positive attitude to guide and influence others while reaching a shared goal.

**Teamwork/Collaboration**
Build and maintain collaborative relationships with others representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Can negotiate and manage one’s emotions and conflict with others while contributing towards a common goal.

**Professionalism/Work Ethic**
Demonstrate integrity, resilience, accountability and ethical behavior. Take initiative, maintain effective work habits to produce high quality results and project a professional presence.

**Digital Technology**
Leverage existing digital technologies ethically and efficiently to solve problems, complex tasks, and accomplish goals. Demonstrate effective adaptability to new and emerging technologies.

**Career Management**
Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals. Navigate and explore job options, understand and take the steps necessary to pursue opportunities.

**Global/Intercultural Fluency**
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.
Our career management platform is providing students and alumni with more opportunities than ever before!

Students/Alumni
Students can access Handshake through the Launch Pad in MyBelmont to view and apply for job and internship opportunities, access sample professional documents in the Resources section, upload their resume for review and schedule appointments with their career specialist.

"Since my internship with SOLO Media in the Fall of 2017, I have landed two other internships through Belmont's Handshake platform!" - Zoe, Entertainment Industry Studies '19

Employers
Employers can connect to Belmont's Handshake platform and post job and internship opportunities for students and alumni. Contact us if we can assist one of your employer partners with connecting to Handshake.

Faculty/Staff
Interested in checking out Handshake? Contact us to schedule time to preview Handshake, or to gain login information for the platform.
The Office of Career & Professional Development presents a wide range of programs as part of our Belmont & Beyond series and in the classroom. Encourage your students to attend our career development programs or contact your specialist directly to request a class presentation or resources related to the following topics.

- Introduction to Career & Professional Development (5-10 minutes)
- Introduction to Handshake (5-10 minutes)
- How to Make the Most of Career Fairs (5-10 minutes)
- Making the Most of Your Internship (30-60 minutes)
- Creating Professional Resumes, CVs and Cover Letters (45-60 minutes)
- Job and Internship Search Strategies for Success (45-60 minutes)
- Interview Strategies for Success (45-60 minutes)
- Networking and Building Connections (45-60 minutes)
- Negotiating Salary and Perks (45-60 minutes)
- Developing Your Professional Brand Online and Offline (45-60 minutes)
- Navigating the Transition from College to Career (45-60 minutes)
- Career Ready? What Employers Really Want (45-60 minutes)
- Telling Your Story to Employers and Graduate Schools (45-60 minutes)
- How to Pay for Grad School Without Acquiring Debt (45-60 minutes)
- Study Abroad and Beyond: Marketing Your International Experiences to Employers and Graduate Schools (45-60 minutes)
- Strong Interest Inventory Presentation (45-60 minutes)
- StrengthsFinder Presentation (60-90 minutes)
- Myers-Briggs Type Indicator (MBTI) Presentation (60-90 minutes)
Focus is a self-paced career guidance tool designed to assist students with self-assessment, career exploration and planning. The assessment is available to be taken at any time through our website, and may be used in conjunction with career exploration class assignments. Focus is offered exclusively to Belmont students and graduates at no cost through a collaboration between Career Development and GPS (Growth & Purpose for Students).

The Myers-Briggs Type Indicator (MBTI) is the most widely used instrument for understanding personality differences. In thinking about career choices, students will learn about careers that may provide satisfaction and opportunities to express and use their personality type. $15

The Strong Interest Inventory is the most widely used measure of career interests in the world. Responses on this instrument will define interest patterns, which are then compared with the interest patterns of thousands of satisfied workers in a variety of occupations. These interest patterns point to potentially satisfying work tasks, environments and specific careers. $10

Gallup’s StrengthsFinder (part of CliftonStrengths for Students) is offered through GPS and helps students identify and develop their strengths across 34 talent areas. After taking the assessment online, students receive a report detailing their top five strengths, which can help them achieve academic, career and personal success. Contact GPS for additional information.
A variety of online career resources are available for your use through our website. We encourage you to incorporate these resources into the curriculum.

**Candid Career Videos** provide tips to help students explore career options and conduct a job or internship search.

**CareerShift** provides a robust company and contact database that allows students to make connections and conduct an effective job or internship search.

**GoinGlobal** career and employment resources include international job and internship listings, industry profiles and country-specific career information.

**videoBIO** allows students to practice their video interview skills and record a bio to share with potential employers.

**What Can I Do With This Major?** allows students to connect majors to careers.
Resume Checklist

HEADING:
☐ Includes Name, City/State, Phone, Email.
☐ Eye-catching heading with professional font choice, larger name, and/or color.
☐ Does not include a picture.

PROFILE/PROFESSIONAL SUMMARY:
☐ Written in third person (without personal pronouns).
☐ Includes information that serves as a highlight reel of skills and experience as it pertains to the desired position and audience.

EDUCATION:
☐ Degree is spelled out, major is included. Ex. “Bachelor of Arts in English”.
☐ GPA is included if it is 3.0 or higher.
☐ Excludes high school information.
☐ Excludes previous college information if you transferred to Belmont (unless you received a degree from that institution).
☐ Includes a “Relevant Coursework” section unless experience was gained through work, internships, etc.

EXPERIENCE:
☐ Experience is separated by headings. Ex. “Relevant Experience” which includes internships, volunteer experience, jobs, freelance work and even unpaid positions such as writing guest blog posts, creating graphics for a website, etc. “Other Experience” or “Employment” includes non-industry positions such as restaurant and retail work.
☐ Includes organization name, title, dates and location of each experience.
☐ Job descriptions are listed using bullet points, not paragraphs.
☐ Each bullet point under experiences begins with an action verb. Current position: action verb = present tense; past position: action verb = past tense. Accomplishments are showcased and results are quantified if possible.
☐ Experience is listed in backwards chronological order (most recent/current experience first within each heading).
☐ Does not include high school experience unless it directly relates to the position to which student is applying.
☐ Content fits on one page. Fit to one page by utilizing margins, creating columns and making font size as small as 10pt.

ADDITIONAL SECTIONS:
☐ Honors & Awards – excludes any high school information.
☐ Skills – skills are listed, not lengthy sentences; includes relevant technical skills (social media, graphic design software, programming languages, etc.) and language skills.
☐ Student Leadership/Campus Involvement.
☐ Volunteer Experience.
☐ Social media handles/URLs – Included only if using professionally.
☐ References – Not included on first page. Should be separate document with same heading as resume. Includes reference’s name, company, title, city/state, phone and e-mail address.
We hope this Career Development Resource Guide is beneficial to you this academic year. Please do not hesitate to reach out to us to discuss opportunities for collaboration, or with any questions about our services and resources.

Regards,
Belmont University Career Development Team

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