

EIGHT SEMESTER



Career Readiness

GUIDE



CAREER CONNECTIONS CENTER

STUDENT LIFE | UNIVERSITY OF FLORIDA

WHAT IS THE CAREER CONNECTIONS CENTER?

We are more than just resume reviews

The Career Connections Center (C3) is the University of Florida's comprehensive career services operation responsible for providing world class career and professional development for all students. The center supports the overall student experience starting during student orientation and moving beyond graduation.

The C3 provides a variety of services, tools, networks and events for UF students and alumni. Through the university's Career Pathways initiative, students can access customized information, connections, and programs to personalize their professional development experience and community.

The Career Connections Center is a UF tradition. We recommend that UF students engage early and often with the Career Connections Center to enhance their University of Florida experience and post-graduation success. We strive to for every UF students to have a meaningful career experience during their time here at UF. The purpose of this guide is to assist students in doing just that.

A Career and Professional Development Action Plan for your Eight Semesters at the University of Florida

At UF, Career and professional development is essential. We want your student experience to prepare you to be a lifelong learner and ready for the future of work. The Eight Semester Career Readiness Guide, developed by the University of Florida Career Connections Center, lists important action items to support your career planning.

The Eight Semester Career Readiness Guide is a resource to keep you on track. Use this resource to be intentional about the choices you make academically and professionally. We encourage you to revisit this guide throughout your time as a student to maximize your UF experience.



Semester One

- Complete CHOMP (Career Help Or Major Planning)**
 - Take a variety of self-assessments to explore major and career options
- Download Suitable app to engage with UF Gator Launch**
 - Use Suitable as an opportunity to track competency development throughout your time at UF.
- Explore Career Pathways**
 - Get connected to customized career knowledge, skills, and connections based on industry, regardless of your major.
- Review information about your Career Pathway using the UF Career Hub**
 - Utilize labor market data tools, read customized blogs, explore job and internship opportunities, and learn about upskilling options for your specific career pathway.
 - You can access the Career Hub here: <https://careerhub.ufl.edu/>
- Fulfill the Requirements of the UF Career Prep Process**
 - Activate your Gator Career Link Account and complete the Career Prep Canvas Module to fulfill your first year career expectations.
 - To find out more information, visit the Career Prep Process website: <https://career.ufl.edu/careerprep/>
- Identify your Career Coach and Academic Advisor**
 - Meet with your academic advisor and career coach to purposefully plan for your four years at UF.
- Build community through Gator Network**
 - Connect with others on Gator Network for networking, professional development, mentorship, and groups related to your career needs.
- Engage with employers at UF Career Week Events**
 - Meet with hundreds of employers looking to hire UF students at Career Showcase, specialized career fairs, and networking events. Take a tour of Career Showcase to get yourself acquainted with career fairs.
- Attend the Majors & Minors Fair**
 - Learn about majors, minors and certificates options at UF by networking with advisors, student ambassadors, and faculty.
- Explore meaningful experiences at UF**
 - Learn about the many ways to gain experience at UF and select 1-2 experiences to begin your first year through the Experience Hubs and Experiential Learning Guide.

Semester Two

Transition your high school resume to a college resume

- Visit [Express Drop-In](#) or the [UF Career Hub](#) to create a new version of your resume to use for college experiences.

Reflect on the skills you want to gain at UF

- Review the top skills needed for your desired career pathway and plan for experiences that will support your growth.

Connect with the C3 during [UF's Career Ready Weeks](#)

- Plan to attend workshops, Express Drop-In+, Employer Hosted Events, and Pop-Ups to support your career readiness and prepare for UF Career Week.

Engage with employers at UF Career Week Events

- Meet with hundreds of employers looking to hire UF students at Career Showcase, specialized career fairs, and networking events during UF's campus-wide career week.

Attend a Career Pathways program or participate in a Career Trek

- Connect with UF alumni, employers, organizations, and Career Pathways Coaches to explore career options and build connections within your Career Pathway.

Fulfill the Requirements of the UF Career Prep Process

- Activate your Gator Career Link Account and complete the Career Prep Canvas Module to fulfill your first year career expectations.
 - To find out more information, visit the Career Prep Process website: <https://career.ufl.edu/careerprep/>

Participate in UF Experience Changes Everything Week

- Foster essential skills, expand your professional network, and explore the many options for experiential learning.

Plan early for meaningful summer activities

- Attend the [Summer Experience Fair](#), meet with an academic advisor to discuss summer courses, or make an appointment with a Career Coach to get started.

Semester Three

Meet with your Career Coach and Academic Advisor

- Meet with your academic advisor and career coach to check-in about your academic, meaningful experience, and professional plans for the next three years.

Build leadership skills through meaningful experience

- Explore programming and leadership opportunities through the [Brown Center for Leadership and Service](#), Gator Connect, and [Student Activities and Involvement](#).

Upload your resume to [Quinnia](#)

- Utilize UF's interactive Artificial Intelligence-based platform to review your resume using applicant tracking system suggestions and guidelines.

Connect with the C3 during UF's [Career Ready Weeks](#)

- Plan to attend workshops, Express Drop-In+, Employer Hosted Events, and Pop-Ups to support your career readiness and prepare for UF Career Week.

Engage with employers at UF Career Week Events

- Meet with hundreds of employers looking to hire UF students at Career Showcase, specialized career fairs, and networking events during UF's campus-wide career week.

Attend a [Career Pathways](#) program

- Connect with UF alumni, employers, and Career Pathways Coaches to dive into meaningful conversations about your specific industry and interests.

Conduct an Informational Interview

- Answer questions about your career pathway and begin to build your network by connecting with a professional in your field.

Fulfill the Requirements of the UF Career Readiness Check-In

- Complete the Career Readiness Learning Plan and access the UF Career Planning Hub to fulfill your second year UF career expectations.

Semester Four

Build your LinkedIn profile and assess your digital brand

- Create your LinkedIn profile and begin utilizing the platform to enhance your connections and online professional communities.

Engage with mentors and alumni through Gator Network

- Connect with others on Gator Network for networking, professional development, mentorship, and groups related to your career needs.

Connect with the C3 during UF's Career Ready Weeks

- Plan to attend workshops, Express Drop-In+, Employer Hosted Events, and Pop-Ups to support your career readiness and prepare for UF Career Week.

Attend a Career Pathways program

- Connect with UF alumni, employers, and Career Pathways Coaches to dive into meaningful conversations about your specific industry and interests.

Network with employers at UF Career Week Events

- Meet with hundreds of employers looking to hire UF students at Career Showcase, specialized career fairs, and networking events during UF's campus-wide career week.

Shadow a professional or explore work simulations in your Career Pathway

- Develop a connection with a professional or complete a work simulation in Forge to gain exposure to your career pathways of interest.

Fulfill the Requirements of the UF Career Readiness Check-In (if you have not done so already)

- Complete the Career Readiness Learning Plan and access the UF Career Planning Hub to fulfill your second year UF career expectations.

Plan early for meaningful summer activities

- Summer jobs, internships, shadowing, gig work, research

Semester Five

Meet with your Career Coach and Academic Advisor

- Meet with your academic advisor and career coach to check-in about your future plans and application support.

Revise and edit your professional documents

- Add additional experiences and highlight keywords to showcase the skills you've gained over the last two years.

Research organizations, companies, and positions of interest

- Utilize Gator CareerLink, Gator Network, and UF Career Hub to learn more about organizations and companies hiring UF students.

Connect with the C3 during UF's [Career Ready Weeks](#)

- Plan to attend workshops, Express Drop-In+, Employer Hosted Events, and Pop-Ups to support your career readiness and prepare for UF Career Week.

Engage with employers at UF Career Week Events

- Meet with hundreds of employers looking to hire UF students at Career Showcase, specialized career fairs, and networking events during UF's campus-wide career week.

Explore graduate and professional schools at the Graduate and Professional Schools Fair

- Converse with admissions and recruitment representatives from graduate and professional schools programs to learn more about admission requirements, program curriculum, and creating a strong application.

Search and apply for internships or positions related to your Career Pathway

- Begin your internship search early to maximize opportunities for gaining professional experience before graduation.

Complete a mock interview using [Quinnia](#)

- Utilize UF's interactive Artificial Intelligence-based platform to practice interviewing and receive tailored feedback.

Reflect on the skills you have gained and determine where you might have gaps

- Review the top skills needed for your desired career pathway and assess if you need to build additional skillsets before graduation.

Connect with the C3 during UF's Career Ready Weeks

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Engage with employers at UF Career Week Events

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Finalize your internship or experience search

- Accept/decline offers or troubleshoot additional ways to find a meaningful experience with a career coach.

Identify several options for post-graduation to plan your final year at UF

- Check in with your values and reflect on your past experiences to decide what career paths might make most sense for you.

Research application requirements and deadlines for graduate school (if applicable)

- Determine your application timelines and plans for graduate school. Check out the C3's graduate school timeline resource for more specific guidelines.

Explore professional development opportunities

- Evaluate opportunities to develop your skills and credentials through professional associations, webinars, conferences, certifications, and badges.

Meet with your Career Coach and Academic Advisor

- Meet with your academic advisor and career coach to finalize your plans for graduation and next steps.

Reflect on your experiences at UF

- Take inventory of the types of experiences you have had and how you would share the skills you've gained and what you've learned from those experiences.

Revise and edit your professional documents

- Add additional experiences and highlight keywords to showcase the skills you've gained during your time at UF.

Upload your revised resume to Quinnia

- Utilize UF's interactive Artificial Intelligence-based platform to review your resume, upload target job descriptions, and assess any skills gaps.

Build and maintain your academic and professional relationships

- Connect with your network of UF faculty, advisors, staff members, peers, and professional connections to share your plans for post-graduation.

Connect with the C3 during UF's Career Ready Weeks

- Plan to attend workshops, Express Drop-In+, Employer Hosted Events, and Pop-Ups to support your career readiness and prepare for UF Career Week.

Engage with employers at UF Career Week Events

- Meet with hundreds of employers looking to hire UF students at Career Showcase, specialized career fairs, and networking events during UF's campus-wide career week.

Search and apply for full-time jobs

- Utilize UF resources to begin your full-time job search including career fairs/events, Gator CareerLink, UF Career Hub, and Employer Hosted Events.

Build a timeline for your post graduation plans (deadlines, recruitment timelines, moving, letters of rec)

Semester Eight

Apply for graduation through One.UF

- Check-in with your academic advisor and career coach to finalize your action plan for graduation.

Connect with the C3 during UF's [Career Ready Weeks](#)

- Plan to attend workshops, Express Drop-In+, Employer Hosted Events, and Pop-Ups to support your career readiness and prepare for UF Career Week.

Engage with employers at UF Career Week Events

- Meet with hundreds of employers looking to hire UF students at Career Showcase, specialized career fairs, and networking events during UF's campus-wide career week.

Finalize your job search

- Continue to actively search for full-time employment and consult with a career coach if you need additional support.

Consider your offers and options for post-graduation

- Learn about best practices for accepting and [negotiating offers](#). Accept the offer that best aligns with your goals.

Plan your “exit strategy” from UF

- Determine what life will look like for the first couple months after graduation and utilize campus resources while you have access as a student.

Complete the UF Graduation Survey

- Answer questions about your UF experience and plans for post-graduation in the mandatory UF Graduation Survey.

Reflect and celebrate your experiences at UF

- Celebrate your journey as a UF student and determine how you will purposefully share your experiences with others.

Contribute to the UF community by being an active alumnus!

- Consider joining the UF Alumni Association, Gator Clubs, or becoming a Gator Career Consultant to stay in touch as a UF alumnus!