

## RESOURCES FOR FACULTY & STAFF

Available at <https://nku.edu/careerservices>

### CAREER EXPLORATION

See: <https://inside.nku.edu/careerservices/students/careerplanning.html>

- “**What Can I Do With This Major,**” an online and printed resource that links majors to careers.
- **FOCUS 2**, a computerized self-assessment to assist with career and major decision-making. Students review results with career advisors, academic advisors, or faculty trained to interpret FOCUS 2.
- **CEP 101: Career Development**, a 7-week, 2-credit course to help with career decision-making and choosing a major. Taught by Career Services staff fall and spring semesters and to Summer Spark students in summer.
- **Candid Career Videos**, provider of 8,000+ informational interviews featuring industry professionals. Students may watch interviews of people in careers they are considering.
- **O\*NET Online**, occupational information that is interactive and accessible.
- **Occupational Outlook Handbook**, a source of career information that describes what workers do, working conditions, training and education, earnings, and expected job prospects in a wide range of occupations.

### CAREER MANAGEMENT

- **Job-Search Resources**, see: <https://inside.nku.edu/careerservices/students/searchresources.html>
  - **Guides:**
    - Resume Preparation Guide
    - Cover Letter & Job-Search Letters Guide
    - Job-Search Strategies Guide
    - Interviewing Guide
    - Job-Search Guide for International Students
    - Nonprofit Careers Guide
    - Career Guide for LGBTQ Students
    - Government Careers Guide
    - Professional Attire for interviews/work
  - **Career Advice Videos**, short (2-4 minute), high-quality videos: 16 Career Ready (career mgmt., leadership, etc.); 58 Job Search (interviewing/resumes, etc.); 24 Internships/Co-ops.
  - **GoinGlobal**, features 40 Country Career Guides; 47 USA City Guides; 29 Global City Guides and more than 600,000 internships and job listings within USA and rest of world. Anyone with an NKU login can access it on our website or at one.nku.edu. See: <https://inside.nku.edu/careerservices/students/International.html>
- **Interview Preparation**, see: <https://inside.nku.edu/careerservices/students/searchresources/InterviewPreparation.html>
  - **Interview Prep by Interviewing.com**, an online mock interview system using a computer or tablet and a webcam. Once complete, students can watch videos of themselves or share with others (including faculty) for feedback. Anyone with an NKU login can access it on our website or at one.nku.edu.

- **Mock Interview Service**, mock interviews are available at Career Services by appointment. Students treat this as a normal interview - wear interview attire, prepare to answer and ask questions, etc. Students call Career Services at 859-572-5680 to schedule a time with a Peer Career Coach.
- **Resumes and Cover Letters**, see: <https://inside.nku.edu/careerservices/students/searchresources/Resumes.html>
  - Guides / Additional Sample Resumes
  - Workshops (recorded videos on resumes and cover letters), also see Programs/Events on website.
- **Handshake**, see: <https://inside.nku.edu/careerservices/students/handshake.html>
  - Platform connecting NKU students and graduates with employers who wish to hire them.
  - Handshake is used to post full-time, part-time, and internship/co-op opportunities; schedule on-campus interviews; manage career fair/event registrations; and facilitate interaction between employers and candidates.
  - All students and recent alumni have a Handshake account.
  - Faculty also have access and can view postings/events as a student does.
  - Sophomores and above should complete profile and upload a resume!
- **LinkedIn**, see: <https://inside.nku.edu/careerservices/students/LinkedIn.html>
  - Sophomores and above should create a LinkedIn account and begin using it to build their professional network.
  - It is a great way for students to network with NKU alumni for mentoring and career advice.
- **Programs/Events**, see: <https://inside.nku.edu/careerservices/students/programsevents.html>
  - Career Fairs (6)
    - 180+ employers attend fall career fairs and 125+ attend Career Expo in spring.
    - Students should be strongly encouraged/incentivized to attend career fairs.
    - Visit website beginning 6 weeks prior the career fair(s) for extensive details.
    - Download the Handshake app at Google Play and App Store.
    - Faculty strongly encouraged to stop by career fairs – employers appreciate it!
  - Workshops (in-person, online, and recorded)
  - Special Events
- **Internet Resources for Career and Job Search**, see: <https://inside.nku.edu/careerservices/students/searchresources/internetjobresearch.html>
  - Career Services staff regularly reviews various websites that contain career and job posting information that may be of interest to NKU students and alumni.

## **FACULTY/STAFF (additional resources)**

See: <https://inside.nku.edu/careerservices/facstaff.html>

- **Class Presentations**
  - The Career Services team offers presentations on a variety of topics related to career exploration, career planning, job searching, career management, and more.
  - Due to current staffing limitations, Career Services staff must be selective on the number and type of class presentations we present. Please contact us way in advance. Complete the form on our [website](#).
- **A Faculty Guide to Ethical and Legal Standards in Student Hiring**
  - Helping students in their job searches can result in unanticipated illegal or unethical action.
  - The National Association of Colleges and Employers (NACE) has developed a faculty guide that addresses these issues.
- **Letters of Recommendation** – tips for faculty writing letters for students.

## **FUTURE**

- Provide PowerPoint presentations on various career and job-search topics for faculty use with students.

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