



# CAREER DEVELOPMENT GUIDE: *EXPLORE*



Career Development and  
Community Engagement  
UNIVERSITY of WEST FLORIDA

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## CDCE is ready to help!

**Hours:** Monday-Friday | 8 a.m.-5 p.m.

**Drop-In Hours:** Monday-Thursday | 10 a.m.-4 p.m.  
No appointment needed

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# You're Here Now...But Where Will You Go?

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## **WELCOME TO THE FIRST STEP OF YOUR CAREER DEVELOPMENT JOURNEY!**

The Office of Career Development and Community Engagement (CDCE) invites you to dive into the Career Development Guide; a three-part collection of booklets developed to help you prepare for your career. Each guide contains content specific to a particular level of career readiness skill development. The three levels are Explore, Experience, and Excel; each of which incorporates a collection of information, resources, and tools, that are designed to assist you in the job search and in accomplishing your career goals, as you prepare for life after college.



Level 1 of the Career Development Guide: Explore introduces you to the Argo2Pro: Career Readiness Program, discusses strategies to assist you in major and career exploration and setting SMART goals, provides you with an overview of Handshake, and includes a checklist to help you keep track of the steps you have taken to “explore” each of the Argo2Pro: Career Readiness Skills.

Please note that the information contained within these pages is not only for first- or second-year students. Although some of the content may touch on themes more relevant to those populations, these guides are designed to be used by anyone seeking guidance for any of the topics covered within.

Most importantly, do not hesitate to contact our office if you have any questions about this content or need further career/job search guidance. These guides provide a lot of valuable information, but we always recommend meeting with a Career Coach.

We look forward to working with you!

*The CDCE Team*

# Argo2Pro: Career Readiness Program

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## WHAT IS THE ARGO2PRO: CAREER READINESS PROGRAM?

The Argo2Pro: Career Readiness Program highlights eight skills identified by the National Association of Colleges and Employers (NACE) as essential to professional success, regardless of industry. The program is structured into three levels to help you prepare the fundamental skills needed to enhance your employability while completing your academics.

As you progress through each of the three levels, **Explore**, Experience and Excel, you will be able to:

- 1. Explore: Identify your strengths and areas for improvement for each skill.**
2. Experience: Identify and track experiences that will help you to develop each skill.
3. Excel: Take steps towards your professional future by earning badges as you achieve each skill that validates your experiences.

To get started with your career readiness journey, visit [uwf.edu/argo2pro](http://uwf.edu/argo2pro) to complete a Skills Confidence Assessment, build an Individualized Career Plan, and learn more about the Argo2Pro: Career Readiness Program.

## LEVEL 1: EXPLORE

The Explore level of Argo2Pro will help you discover the core competencies needed to complete your career plan while developing the transferable skills desired in the workforce, no matter your major.

So, what are these transferable skills that employers are looking for?

### NACE Top Eight Skill Competencies / Transferable Skills

- Communication
- Critical Thinking
- Teamwork
- Professionalism
- Global Learning
- Technology
- Career and Self Development
- Leadership

# Major and Career Exploration

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## PRACTICE A: IDENTIFY YOUR VIPS

During your career exploration, CDCE encourages you to explore your values, interests, personality and skills (VIPS). Understanding aspects of your VIPS can help you identify future career paths that are well-suited for you. No single personality trait is better than another, but being aware of your preferences is essential in choosing a career. When your career choices align with your VIPS, you will enjoy the work you do and be more efficient in your role. Start identifying your VIPS by listing them in the spaces below.

### **VALUES: work-related qualities, principles and standards that matter to you.**

- Is the mission of the organization important to you?
- How important is work-life balance?
- Where do you want to live?
- Do you want flexible work hours?
- How long of a distance are you willing to commute?

### **INTERESTS: what are your preferences regarding work activities and environments?**

- What have you received praise or recognition for in the past?
- Do you enjoy activities that relate to people, things, or data?
- What do you find most fulfilling and enjoyable?

### **PERSONALITY: how will you react to certain situations and people, make decisions, organize and solve problems?**

- What characteristics would you say describe you?
- How would your friends describe you?
- Do you prefer to lead or follow?
- Do you prefer to work as part of a team or alone?
- Do you prefer a regular routine or an ever-changing schedule?

### **SKILLS: a reflection of your talents and activities you quickly learn and perform well.**

- What are your fundamental abilities, talents, and strengths?
- Do you enjoy creative activities and artistic tasks?

## PRACTICE B: PATHFINDER WORKSHEET

The Pathfinder Worksheet aims to help you identify career opportunities that interest you. Use the resources below to guide you through major and career exploration.

1. Go to [uwf.edu/focus2career](http://uwf.edu/focus2career), [flbog.edu/myfloridafuture](http://flbog.edu/myfloridafuture), and [bls.gov/ooh](http://bls.gov/ooh).
2. Sort through the list of occupations presented or complete the assessments to determine which ones you would like to explore further.
3. Write down three occupations that interest you based on your values, interests, personality, and skills (VIPS).
4. List the education level required to pursue each occupation.
5. Write down the typical salary range for this occupation.
6. List three jobs duties that are interesting and any that are unappealing to you.

**1**

Occupation Title: \_\_\_\_\_

Education Required: \_\_\_\_\_

Salary Range: \_\_\_\_\_

Primary Tasks: \_\_\_\_\_

**2**

Occupation Title: \_\_\_\_\_

Education Required: \_\_\_\_\_

Salary Range: \_\_\_\_\_

Primary Tasks: \_\_\_\_\_

**3**

Occupation Title: \_\_\_\_\_

Education Required: \_\_\_\_\_

Salary Range: \_\_\_\_\_

Primary Tasks: \_\_\_\_\_

### QUESTIONS TO GO FURTHER

1. Who is one person who could mentor you?
2. What department on campus (other than CDCE) can help you explore the paths that you are interested in?
3. Is there a website or other resources that can help you?
4. Is there a student or professional organization that aligns with your career path?
5. What are the education requirements for each career path you are interested in?



# Goal Setting

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Establishing your VIPS is the foundation for developing future career goals. Two types of goals that may assist you in planning for your future are short-term and long-term goals. Short-term goals refer to goals that can be accomplished in the immediate future and are often a part of a long-term goal. Long-term goals refer to overarching goals that usually take time to complete. These goals often need short-term goals or steps to complete them.

## GOAL SETTING TIPS

Write them down! Goal setting is all about visibility. Write goals where you can see them.

1. Write goals as declarations (e.g., “I will apply for graduate school.”).
2. Include action verbs in your goals to identify what you are going to do.
3. Share your goals with people. Mentors can be great for helping you understand and reach your goals.
4. Goals can change, and sometimes they should. Do not be afraid to let your dreams change.
5. Deconstruct your end goal to pinpoint specific aspects of that larger goal that need to be accomplished; then develop mini-goals that are not too general or overwhelming.

Use the **SMART Goal (Specific, Measurable, Attainable, Realistic, Timely)** formula below to improve your chances of success in achieving goals:

### Goal Examples:

- Complete informational interviews with 2 accountants by November 15 to learn more about the profession.
- Use Handshake to find at least 3 possible graphic design internships to apply to by January 1.

<b>SPECIFIC</b>	Create a goal that is clear and unambiguous.
<b>MEASURABLE</b>	Include definite numbers and values to help you determine when your goal is met.
<b>ATTAINABLE</b>	Consider available resources to determine if the goal is achievable.
<b>REALISTIC</b>	Create a goal that is challenging but also manageable and offers a likelihood of successful completion.
<b>TIMELY</b>	Identify a target date for completion.

## YOUR GOALS

Identify 2 SMART goals related to your academic or career development on the lines below.

1. \_\_\_\_\_

2. \_\_\_\_\_

# Handshake 101

## START YOUR CAREER WITH A HANDSHAKE!

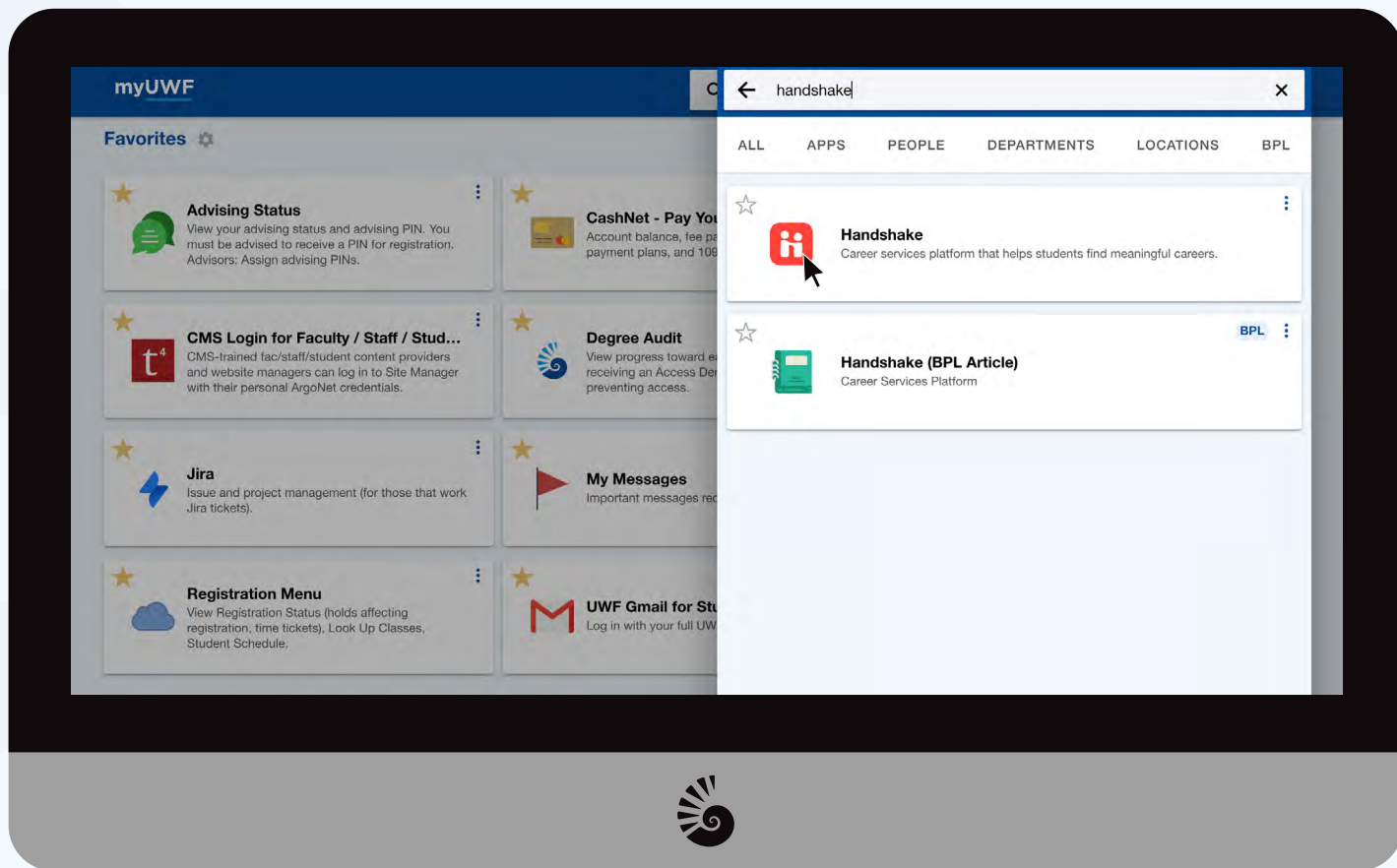
Handshake is UWF's online platform connecting you to thousands of jobs, internships, and other opportunities, giving you complete control of your job search.

### Handshake allows you to:

- Learn more about employers and job opportunities
- Apply for part-time jobs, full-time jobs, internships and more
- Upload and share your resume connecting you directly with employers
- Make your profile public and complete to appeal to employers
- Make and keep track of appointments with Career Coaches
- Check out upcoming on-campus and online career events

*Tip: Fully complete your Handshake profile to ensure more employer interactions.*

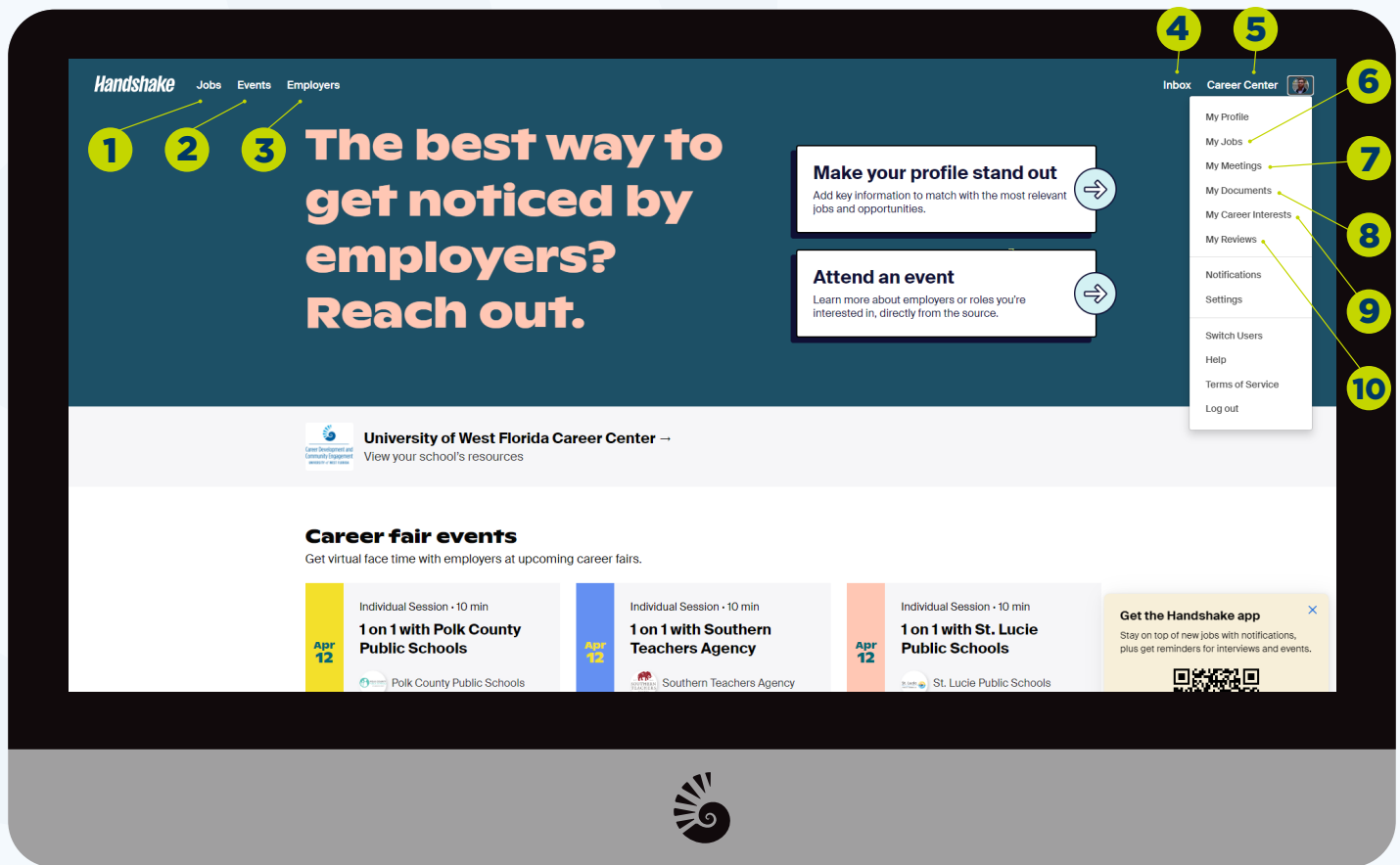
## HANDSHAKE AT A GLANCE



### How to Access Handshake

Handshake can be accessed by searching "Handshake" in your myUWF search bar. The Handshake App can also be found by scanning the QR code on the Handshake website or finding it in your app store.





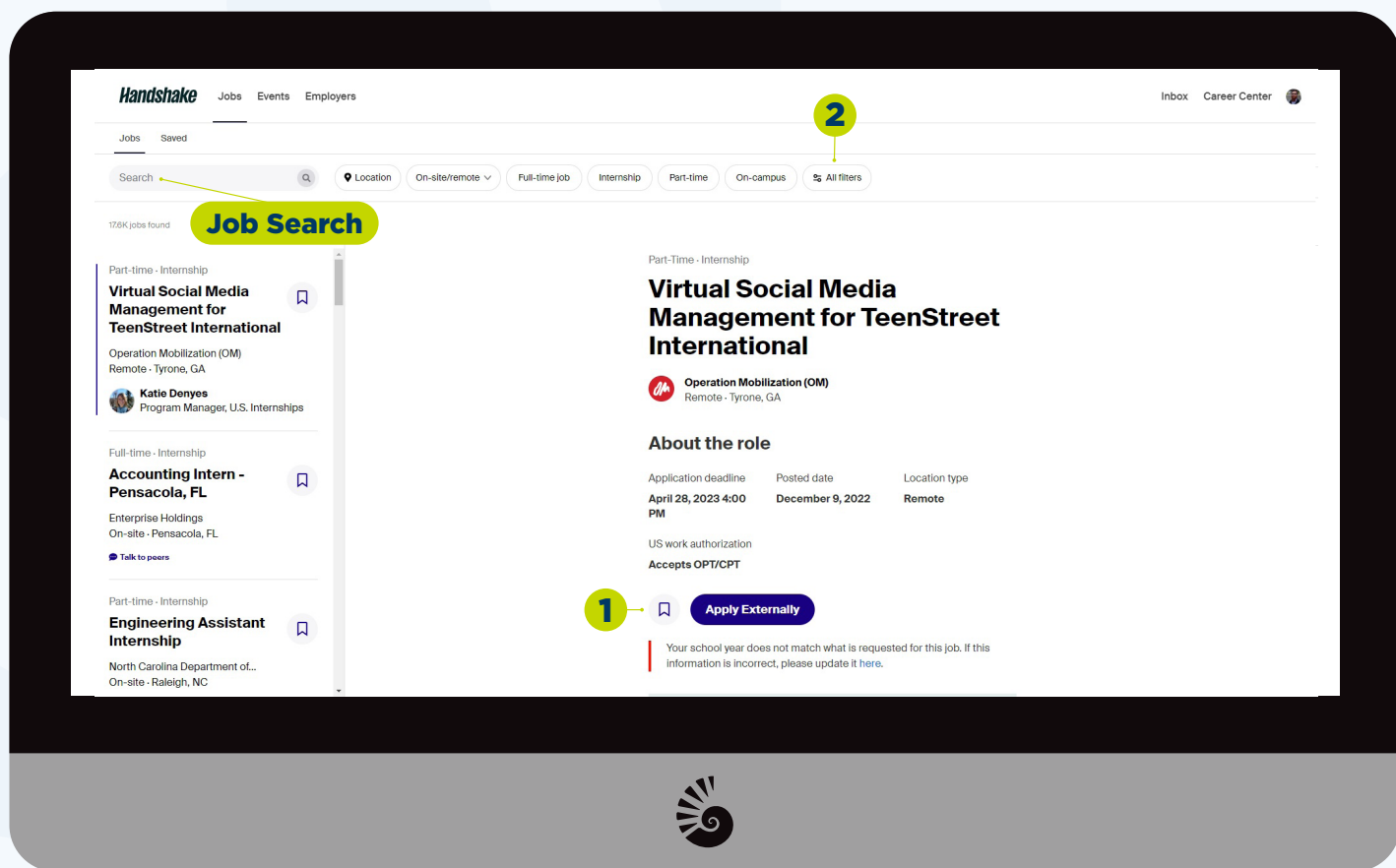
## Navigation

1. **Jobs tab:** Allows you to search and apply for available listings.
2. **Events tab:** All of the Career Development events and fairs are located under the events tab. In this section, you can register for upcoming events and view which employers will attend.
3. **Employers tab:** Looking for a specific employer? You can find details on all of our employer partners under the employers tab.
4. **Inbox:** If you make your profile public, employers can contact you directly. You can look for these messages and notifications about upcoming events in your Inbox.
5. **Career Center tab:** Allows you to see the UWF school profile, schedule appointments with Career Coaches, and access event/appointment surveys.

## Profile

By clicking on your profile picture, you can find additional options such as your **Student Profile** and the following selections from this dropdown menu:

6. **My Jobs:** View the positions you have applied for and check their status.
7. **My Meetings:** View details related to your upcoming appointments.
8. **My Documents:** Upload your resume or cover letter under my documents so that employers can review.
9. **My Career interests:** Home to a questionnaire that you can fill out for Handshake to suggest opportunities that are more relevant to you.
10. **My Reviews:** Want to let other students know how you feel about working for a specific company? You can leave organizations a review in my reviews.



## How to Search for Jobs and Experiential Learning Opportunities

The **Job Search** function on the Jobs page allows you to use keywords and filters to search for available positions. Search results will appear in the sidebar with the job title, organization/employer, location, position type, and contacts associated with the position.

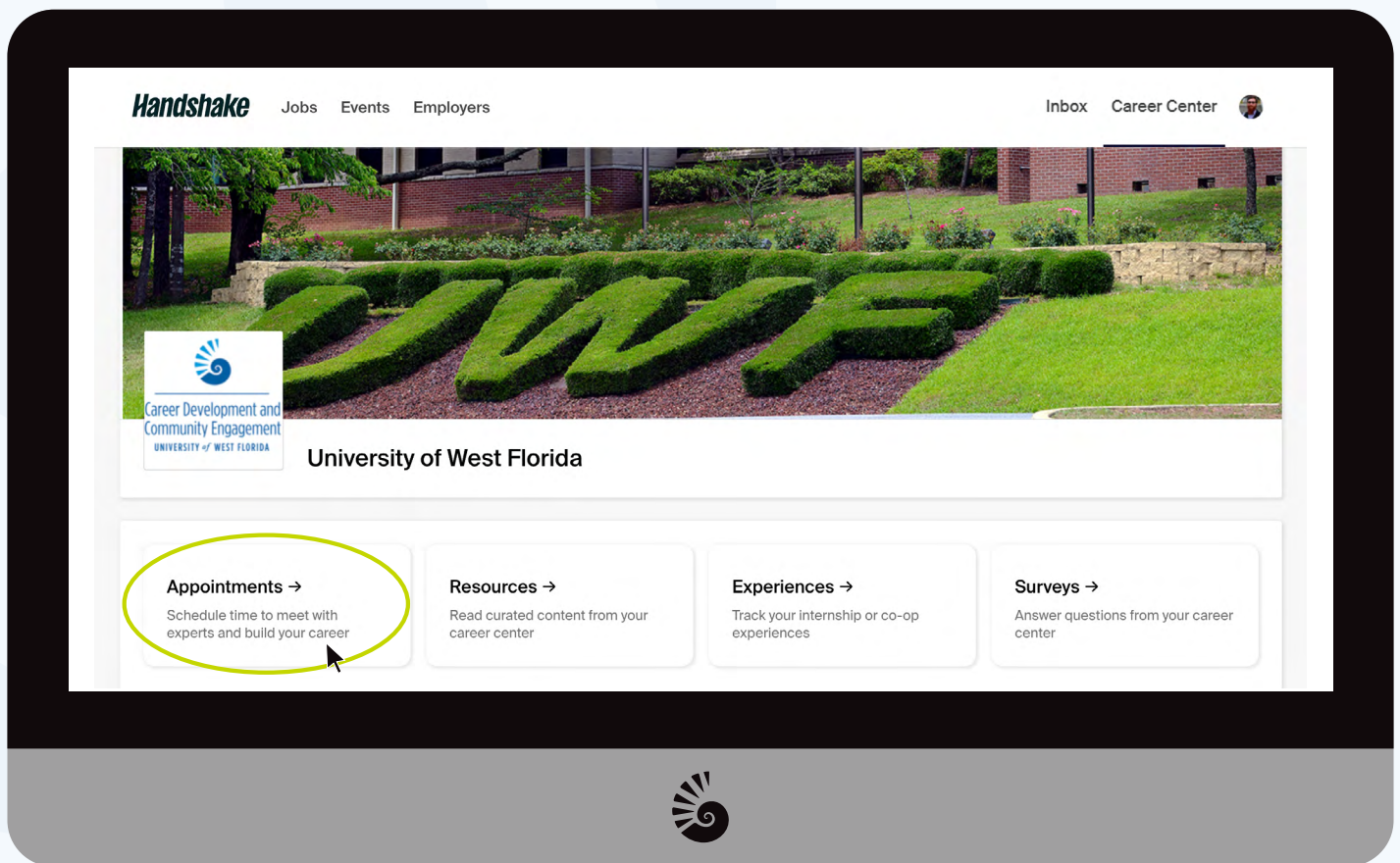
- 1. Saved tab:** Bookmark jobs that peak your interests and save them in your saved tab.
- 2. Filter tabs:** Narrow down your job search for positions by type, location, and employer.

## INTERESTED IN ATTENDING A CAREER FAIR?

CDCE offers several events both on campus and online throughout the semester, inviting dozens of employers to come, network with students, and advertise their job openings.

To find out more, check out the “Events” tab on Handshake or visit [uwf.edu/careerfair](http://uwf.edu/careerfair).





## Appointments

Handshake is a direct link to schedule appointments with a Career Coach. We offer appointments in-person, online or “Virtual on Handshake,” and over the phone. Some things that we can help you with during these appointments include:

- Resume and Cover Letter Creation/Review
- Job Search Strategies
- Interview Strategies and Mock Interviews
- Internships and High Impact Practices
- Major and Career Exploration
- Argo2Pro: Individualized Career Plan Follow-Up
- Salary Negotiation
- Graduate School Preparation
- Professional Headshots

Drop-in support is also available for resumes and cover letters, job search strategies and interview tips. We offer in-person and online drop-ins, Monday through Thursday, 10 a.m. to 4 p.m. Email or send us a Google Chat at [career@uwf.edu](mailto:career@uwf.edu) to request a virtual drop-in.

LEVEL

1

# CAREER READINESS CHECKLIST: *EXPLORE*

Fill out the checklist below as you explore your knowledge and skills on career readiness. When all checkboxes have been marked, you have completed Level 1: Explore! Way to go! Make sure to check out Argo2Pro on [uwf.edu/argo2pro](http://uwf.edu/argo2pro) for Career Readiness Guide Level 2: Experience.

## Critical Thinking

- Describe and define your ideal job.
- Identify your transferable skills.
- Participate in first-year programs.

## Communication

- Begin thinking about the necessary skills for your field.
- Identify who you can add to your network as you begin exploring.

## Teamwork

- Identify service organizations to become active with.
- Take the lead on class projects.

## Technology

- Analyze and develop your social media presence:
  - Clean up social media pages; update your privacy settings.
  - Set up a LinkedIn account to begin developing your professional image and connections.
  - Have a professional headshot taken by CDCE to include on social media.
- Complete your Handshake profile.

## Leadership

- Research and join student organizations that relate to your interests via ArgoPulse. Visit [uwf.edu/argopulse](http://uwf.edu/argopulse) to learn more.
- Attend an involvement fair on campus to explore student organizations that may fit with your career goals.

## Professionalism

- Volunteer to help you learn more about your interests.
- Explore options for potential Experiential Learning opportunities such as job shadowing, internships, and/or co-ops.

## Career and Self Development

- Meet with your Career Coach to explore the various majors and career fields available to you.
- Visit [uwf.edu/focus2career](http://uwf.edu/focus2career) to access Focus 2 Career and complete a career assessment.
- Identify potential employers and job titles in your field of interest.
- Develop a professional resume and visit CDCE for a review.

## Global Learning

- Attend workshops about global learning and further enhance your UWF experience.
- Join a culture-based student organization.

**GREAT JOB, ARGO! NOW LET'S HEAD ON OVER TO LEVEL 2: EXPERIENCE**



# CDCE Resources Made Easy

Above and beyond the appointments and events CDCE offers, there is a collection of on-demand resources available to help you as you prepare for your future. Sometimes, it takes work to know where to look or even what you are looking for. So we put together this guide to help simplify your search.

Resources	Services Available	How to Access
	<ul style="list-style-type: none"> <li>• Create an action plan, unique to your goals.</li> <li>• Achieve skills to earn badges that can help showcase your abilities to employers.</li> </ul>	<p>Website: <a href="http://uwf.edu/argo2pro">uwf.edu/argo2pro</a></p>
	<ul style="list-style-type: none"> <li>• Practice and develop your interviewing skills on your own.</li> <li>• Research commonly asked questions and answers for them.</li> </ul>	<p>Website: <a href="http://uwf.biginterview.com">uwf.biginterview.com</a></p> <p>Can be accessed through MyUWF</p> <p>Access <b>CDCE's Big Interview page</b></p>
	<ul style="list-style-type: none"> <li>• Help explore and identify career opportunities, in-demand jobs and more.</li> </ul>	<p>Website: <a href="http://employflorida.com">employflorida.com</a></p>
	<ul style="list-style-type: none"> <li>• Take a personality assessment to find out what careers are best for you.</li> <li>• Explore what careers are connected to your major.</li> <li>• Learn how much money you can make in a certain career field.</li> </ul>	<p>Website: <a href="http://uwf.edu/focus2career">uwf.edu/focus2career</a></p>
	<ul style="list-style-type: none"> <li>• Find job listings from employers seeking college students and/or recent graduates.</li> <li>• Help you create or check over resumes and cover letters.</li> <li>• Explore upcoming career events and research employers.</li> </ul>	<p>Website: <a href="http://uwf.joinhandshake.com/edu">uwf.joinhandshake.com/edu</a></p> <p>Can be accessed through MyUWF</p> <p>Access <a href="http://uwf.edu/handshake">uwf.edu/handshake</a> for more information</p>
	<ul style="list-style-type: none"> <li>• Learn how much money you can make with your chosen degree.</li> </ul>	<p>Website: <a href="http://flbog.edu/myfloridafuture">flbog.edu/myfloridafuture</a></p>
	<ul style="list-style-type: none"> <li>• Gain professional experience and get paid without making a huge time commitment.</li> </ul>	<p>Website: <a href="http://info.parkerdewey.com/uwf">info.parkerdewey.com/uwf</a></p> <p>Access the <b>Gain Relevant Experience page</b> for information on High-Impact Practices and Experiential Learning</p>



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