

Classroom Assignment Descriptions

Handshake Profile

Handshake is the University of Utah's career and opportunity portal that all students and recent graduates have access to it. It serves as a hub for all career resources, appointment scheduling, a job and internship board, and events. This is a great way to introduce students to the Career & Professional Development Center. The more a student engages and adds to their profile, the more tailored Handshake becomes.

Faculty can do this on their own, they would just need to make sure they had a student account, and their students made their accounts public.

Reasons to include this assignment in an academic course:

- An introduction to the services the Career & Professional Development Center offers
- Engages students with Handshake
- A great alternative to meeting with a Career Coach if the purpose is to introduce to the Career & Professional Development Center

Forever Utah

Forever Utah is a networking platform that's purpose is to connect current students with alumni. The platform allows connections, outreach, and is intended to be a space for mentorship.

Faculty can do this on their own by creating their own account and viewing student's profiles.

Reasons to include this assignment in an academic course:

- Getting students started when it comes to navigating online networking platforms
- Exclusively U of U students and alumni
- Get connected with alumni in areas of interest

Resume

Resumes are often one of the first things we think about when it comes to finding a job. Getting your resume reviewed by CPDC will ensure that you have the basics and foundational pieces of your resume down and ready for employers.

Students can send their resumes to resumereviews@careers.utah.edu or stop by the Career Studio for an in-person review.

Reasons to include this assignment in an academic course:

- Students gain experience creating and/or updating a resume
- Involved in a project or experience that you want students to include on their resume

Cover Letter

Cover Letters, like resumes, are often one of the first things we think about when it comes to finding a job. Getting your cover letter reviewed by our CPDC will ensure that you have the basics and foundational pieces of your resume down and ready for employers.

Students can send their resumes to resumereviews@careers.utah.edu or stop by the Career Studio for an in-person review.

Reasons to include this assignment in an academic course:

- Students gain experience creating a cover letter
- Students are getting ready to graduate and as part of course are preparing for post-graduation opportunities

LinkedIn

More widespread than Forever Utah, LinkedIn is a platform that allows students to network and connect online with those in their anticipated disciplines and/or industries. Additionally, LinkedIn can be used to explore, connect with alumni, apply for jobs, create a profile and much more.

Links can be provided to CPDC in an excel spreadsheet with a link to the profile and email address to provide the student with feedback.

Reasons to include this assignment in an academic course:

- Getting your students connected and networking online
- LinkedIn is important in specific discipline and/or industry

Interviewing

Interviewing is the next often a part of the job search we do not prepare for as much. It is a skill that takes time and practice to make sure you are presenting yourself authentically to employers.

Faculty can create an interview specific to their course and students can share directly with them or can work to share it with the Career & Professional Development Center for review.

Reasons to include this assignment in an academic course:

- Students have an opportunity to practice interviewing
- Practicing video interviewing

Career Exploration – Focus2

There are a lot of ways that we can explore career options. Taking career assessments is one of those ways and with Focus2 you can have a look at interests, personality, skills, and values.

Students can take the assessment via Focus2 on Handshake and share reports with instructors and faculty. An assignment can be provided with reflection questions that the faculty can use.

Reasons to include this assignment in an academic course:

- Free career assessment
- Students are exploring
- Gain a better understanding of who you are and how that impacts career opportunities