



Career Services



Career Services



CAREER **READINESS** **MONTH**

JANUARY 15 - FEBRUARY 1



LinkedIn

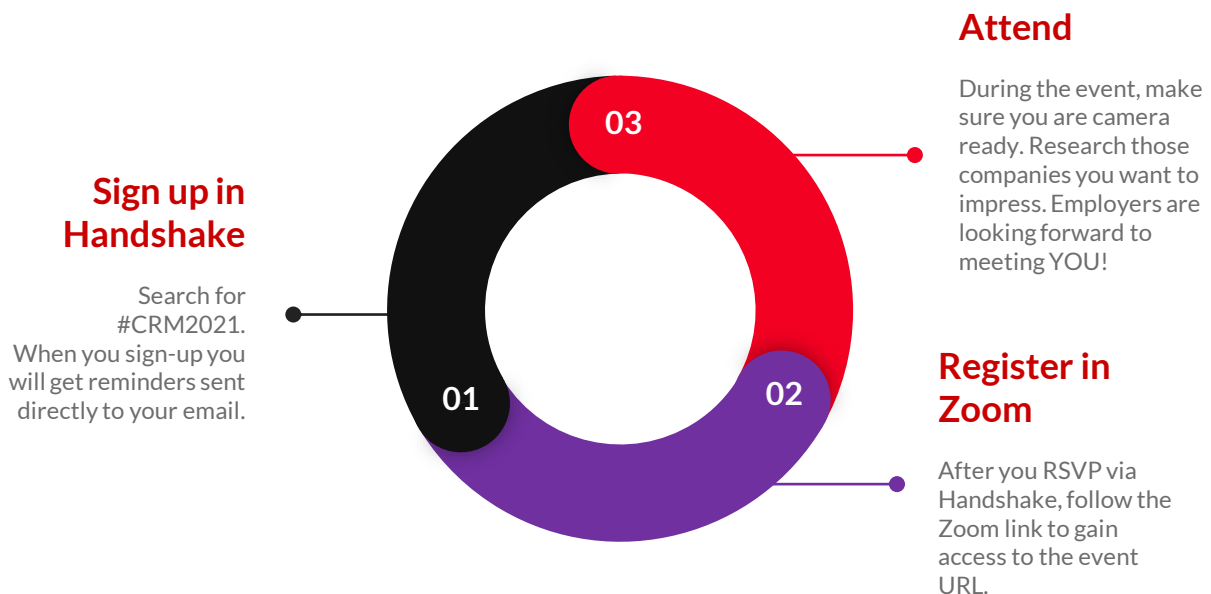
Career Readiness Month

Career Readiness, Jan 15 – Feb 1, provides students with the opportunity to meet with employers and learn about:

- Resume and Cover Letter
- Interview Techniques
- Personal and Professional branding
- Financial Literacy
- Other career readiness and professional development topics

Employers are available to critique resumes and offer practice interviews, and other workshops. Students are encouraged to sign-up in advance via Handshake!

Career Readiness Registration Process



Friday, Jan 15
12pm – 1:30pm

Do you miss in-person networking events?
Join us during our Virtual Meet and Greet (VMG)

- ❖ Meet virtually with employers and industry professionals from across the country in a social and relaxed setting!
- ❖ Interact with various employers that are participating in Career Readiness programming before their scheduled workshops/events.
- ❖ Drop by and "visit and/or chat" with employers for 5, 10 or 15 minutes. Once done chatting, you can drop-in another breakout room to visit with another employer!
- ❖ VMG is an open forum where you can network with employers and in a group of up to 5 students at the same time.

RSVP

**SIGN UP
IN ADVANCE**

Tuesday | January 19

Major in Happiness | 11AM - 12PM

How to Navigate a Virtual Career Fair | 1PM - 2PM

Build your Online Professional Brand | 2PM - 3PM

Wednesday | January 20

Technical Resume Workshop, Presented by CDM Smith (Engineering Majors) | 10AM - 11AM

Effective Goal Setting | 11:30AM - 12:30PM

Employer Resume Critiques | 12PM - 5PM

Build Winning Resumes, Presented by Cintas | 2PM - 3PM

Who We Are: Get Connected with Experiential Learning | 4PM - 5PM

Graduate Series Webinar: Combination Resumes | 5PM - 6PM

Thursday | January 21

LinkedIn Made Easy | 1PM - 2PM

Internships: Who's Hiring & Where to Find Them | 3PM - 4PM

Hiring Hour - Computer Science & IT | 4PM - 5PM

Friday | January 22

Communicate with Confidence: Effective Verbal & Non-Verbal Communication Skills | 11AM - 12PM

Monday | January 25

Financial Literacy, Presented by State of Florida Auditor General | 12PM - 1PM

Resume to Interview: The Road to Landing the Job, presented by Northrop Grumman | 2PM - 3PM

Targeting your LinkedIn Profile, Presented by Professor Lonny Butcher | 4PM - 5PM

Wednesday | January 27

Impressing the Recruiter, Presented by OCPS | 12PM - 1PM

Employer Resume Critiques | 12PM - 5PM

Resume & Cover Letter Bootcamp | 1PM - 2PM

Resume to Interview: The Road to Landing the Job Presented by Northrop Grumman | 2PM - 3PM

Graduate Series Webinar: What is a CV? | 5PM - 6PM

Tuesday | January 26

Hiring Hour - Sales/Management Trainee Program | 11AM - 12PM

Preparing for Virtual Career Fairs | 1:30PM - 2:30PM

IMPROVISED Interviews | 3PM - 4PM

How to Navigate a Virtual Career Fair | 4PM - 5PM

Thursday | January 28

Internship Fair | 10AM - 3PM

Technical Resume Workshop, Presented by Cole Engineering | 1PM - 2PM

Networking Strategies, Presented by Enterprise | 3PM - 4PM

Friday | January 29

Showcase your Best Self! Mock Interview Practice with Career Services staff | 11AM - 12:30PM

Mock Interview Practice with Employers | 12PM - 2PM

Mastering your Application, Presented by McKinsey & Co. | 1PM - 2PM

Monday | February 1

Prep with a Pro: Insight Global - How to Crush a Virtual Career Fair | 12PM - 1PM

Virtual Ready Room | 1:30PM - 4:30PM

Q&A with Career Services, Career Fair Plus | 1:30PM - 2:30PM

Perfect your Elevator Pitch | 2:30PM - 3:30PM

Chat Tips Q&A | 3:30PM - 4PM

Virtual Staging | 4PM - 4:30PM

Tuesday | February 2

Virtual Career Expo
Non-Technical Day Ask Me Anything (AMA) | 9AM - 4PM

Wednesday | February 3

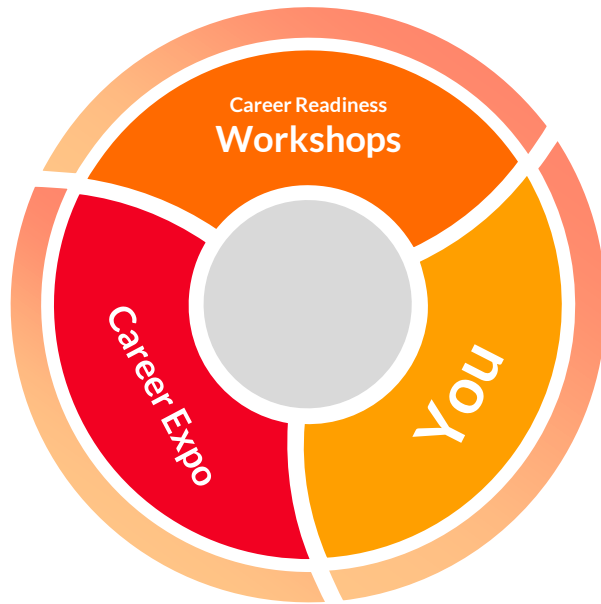
Virtual Career Expo
Technical Day Ask Me Anything (AMA) | 9AM - 4PM



Log into Handshake at career.ucf.edu
Search for #CRM2021 under "Events"
Follow event instructions to RSVP
All events are virtual

Events: January 19 – 22

The key to
Career
Readiness is
to start
before you
are ready



Major in Happiness | Tuesday, 19 | 11AM – 12PM
Learn how your values, interests, personality, and skills intersect for a career that works for you. [RSVP](#)

How to Navigate a Virtual Career Fair | Tuesday, 19 | 1PM – 2PM
Are you feeling nervous about networking with employers in a virtual setting? Let us help to boost your confidence and snag the *internship* that you want! Learn best practices and tips for success for our Virtual Internship Fair. [RSVP](#)

Build Your Online Professional Brand | Tuesday, 19 | 2PM – 3PM
Identify effective strategies to utilize social media in your job search and how you can use these tools to enhance your online professional brand in order to network with potential employers. [RSVP](#)

EMPLOYER RESUME CRITIQUES | Wednesday, 20 | 12PM – 5PM
Employers provide resume critiques, via Handshake. [RSVP](#) required. 10-minute session with an employer. Registration opens on 1/12 @12PM, search under “Fairs”

Technical Resume Workshop, presented by CDM Smith | Wednesday, 20 | 10AM – 11AM
Students in any technical area of study including computer science, IT, engineering, math, and other technology related majors. [RSVP](#)

Effective Goal Setting | Wednesday, 20 | 11:30AM – 12:30PM
New semester, new you? Learn the difference between a goal and an objective while also learning about the mentality behind successful goal setting. We'll provide you with strategies, techniques and examples of how to create career goals that will keep you motivated and give you direction. [RSVP](#)

Build Winning Resumes, presented by Cintas | Wednesday, 20 | 2PM – 3PM
Learn how your values, interests, personality, and skills intersect for a career that works for you. [RSVP](#)

Who We Are: Get Connected with Experiential Learning | Wednesday, 20 | 4PM – 5PM
Come and get an overview of the services and resources that we offer! Remember, it's never too early or too late to visit Experiential Learning to gain experiences outside of the classroom. [RSVP](#)

Combination Resumes (Grad Series) | Wednesday, 20 | 5PM – 6PM
Create a resume that works for your changing career. Please RSVP through the UCF Graduate Studies Center. [RSVP](#)

LinkedIn Made Easy | Thursday, 21 | 1PM – 2PM
Leverage your profile to promote your brand and connect with professionals in your network. This is an interactive workshop. [RSVP](#)

Internships: Who's hiring and Where Can I Find Them? | Thursday, 21 | 3PM – 4PM
Not sure where to start with your internship search? This workshop will review how to use Handshake and other resources to find an internship that's a match for you! [RSVP](#)

Hiring Hour - Computer Science/IT | Thursday, 21 | 4PM – 5PM
Interested in learning more about companies offering computer science/IT positions? Join this Hiring Hour. [RSVP](#)

Communicate with Confidence | Friday, 22 | 11AM – 12PM
How do you communicate effectively with employers at networking events, conferences, or in interviews? Attend this workshop to learn effective strategies, both verbal and non-verbal, to help you successfully navigate a conversation with an employer or recruiter. [RSVP](#)

Events: January 25 - 29

Financial Literacy, presented by State of Florida Auditor General | Monday, Jan 25 | 12PM – 1PM

Learn about budgeting, managing debt, student loan, credit card, etc., investing, and financial planning.

[RSVP](#)

Resume to Interview: The Road to Landing the Job, presented by Northrop Grumman | Monday, Jan 25 | 2PM – 3PM

Join representatives from Northrop Grumman share tips for writing a great resume that will get you the interview and help you land the job!

[RSVP](#)

Targeting your LinkedIn Profile, presented by Professor Lonny Butcher | Monday, Jan 25 | 4PM – 5PM

Hear tips from Professor Lonny Butcher, College of Business, on perfecting your LinkedIn profile!

[RSVP](#)

Hiring Hour - Sales/Management Trainee | Tuesday, Jan 26 | 11AM – 12PM

Interested in learning more about companies offering sales or management trainee positions? Join this Hiring Hour. Open to all majors.

[RSVP](#)

Preparing for Virtual Career Fairs | Tuesday, Jan 26 | 1:30PM – 2:30PM

Learn about budgeting, managing debt (student loan, credit card, etc.), investing, and financial planning.

[RSVP](#)

IMPROVised Interviews (group interviews) | Tuesday, Jan 26 | 3PM – 4PM

Career Services and UCF Improv unite to present you IMPROVised Interviews! Join our Improv actors for an afternoon of laughs as you learn the dos and don'ts of interviewing. Where's the improv? YOU decide what company and position the actors will be applying for! Then, watch as the interview unfolds before your eyes!

[RSVP](#)

How to Navigate a Virtual Career Fair | Tuesday, Jan 26 | 4PM – 5PM

Are you feeling nervous about networking with employers in a virtual setting? Or just unsure of what to expect and how to prepare for the *Virtual Internship Fair*? Join in on this workshop and let us help to boost your confidence and snag the internship that you want! [RSVP](#)

EMPLOYER RESUME CRITIQUES | Wednesday, 27 | 12PM - 5PM

Employers provide resume critiques, via Handshake.

[RSVP](#) required. 10-minute session with an employer. Registration opens on 1/15 @12PM, search under "Fairs"

Impressing the Recruiter, presented by OCPS | Wednesday, Jan 27 | 12PM – 1PM

Join a representative from Orange County Public Schools share tips for speaking with a recruiter at career fair events and other employer recruiting events. [RSVP](#)

Resume & Cover Letter Bootcamp | Wednesday, Jan 27 | 1PM – 2PM

Come and get your resume and cover letter whipped into shape! Learn the essentials of how to target these documents to get you noticed by employers. We will cover tips on what information to include, formatting, and how to illustrate a "fit" for the position that you desire.

[RSVP](#)

Resume to Interview: The Road to Landing the Job, presented by Northrop Grumman | Wednesday, Jan 27 | 2PM – 3PM

Join representatives from Northrop Grumman share tips for writing a great resume that will get you the interview and help you land the job! Information shared will be specific to students in the College of Business. [RSVP](#)

What is a CV? (Grad Series) |

Wednesday, Jan 27 | 5PM – 6PM any and position the actors will be applying for! Then, watch as the interview unfolds before your eyes! [RSVP](#)

INTERNSHIP FAIR | Thursday, Jan 28 | 10AM – 3PM

Employers recruiting for internships. Hosted on Career Fair Plus. [RSVP](#)

Technical Resume Workshop, presented by Cole Engineering | Thursday, Jan 28 | 1PM – 2PM

Daniel Miller, Senior Information Security Officer, shares tips and best practices for creating a resume. Please come with questions about your resume! [RSVP](#)

Networking Strategies, presented by Enterprise | Thursday, Jan 28 | 3PM – 4PM

Learn how to network successfully in a highly competitive job market.

[RSVP](#)

MOCK INTERVIEW PRACTICE WITH EMPLOYERS | Friday, Jan 29 | 12PM – 4PM

Practice your interviewing skills with an employer. [RSVP](#) required. 30-minute session with tips and feedback during the 1x1.

Strategies to showcase your best self! Mock Interview Practice with Career Services staff | Friday, Jan 29 | 11AM – 12:30PM

Practice your interviewing skills and elevator pitch! Join us for a quick mock interview and practice your elevator pitch, STAR technique, or general interview skills. [RSVP](#)

Mastering your Application, presented by McKinsey & Co. |

Friday, Jan 29 | 1PM – 2PM

We help students to understand what they can expect when the move through the various stages of the job application, from reading and understanding the job description, to preparing the resume, to tips on what they should (and should not) be doing during an interview! [RSVP](#)

Events: February 1 – 3

How to Crush a Virtual Career Fair, presented by Insight Global

Monday, 1 | 12PM – 1PM

Learn how your values, interests, personality, and skills intersect for a career that works for you. [RSVP](#)

Virtual Ready Room, Monday, 1 | 2PM - 4PM

Participate in our virtual Ready Room to prepare and practice your Elevator Pitch, learn effective online Chat Tips, and discover Virtual Staging strategies to look your professional best at the Spring 2021 Career Expo! [RSVP](#)

❖ Perfect Your Elevator Pitch 2PM - 3PM

Craft an effective 60-second infomercial to use when introducing yourself to employers, chat one-on-one with a Career Counselor to practice your pitch.

❖ Chat Tips Q&A 3PM – 3:30 PM

Open Q&A with Career Counselors to learn about how to communicate effectively and efficiently through the chat or video tools during Career Expo

❖ Virtual Staging 3:30PM – 4PM

Counselors to learn what to do, and what NOT to do, to look your professional best in a virtual career fair including lighting, camera angles, eye contact, background, and attire

Career Expo (Non-Technical Day) Ask Me Anything (AMA) Tuesday, 2 | 9AM - 4PM

Career Expo (Technical Day) Ask Me Anything (AMA) Wednesday, 3 | 9AM - 4PM

No RSVP required. Join via zoom anytime between 9am and 4pm. During the [Day 1](#) and [Day 2](#) of [Career Expo](#), drop by at anytime during our Zoom AMA with any questions you have about how to prepare before, during, and after the Expo.

We can help with your elevator pitch, networking strategies, general questions about the platform, how to do employer research, or anything else to help you succeed during the [Career Expo](#).

UCF Spring 2021 2-Day Virtual Career Expo

Day 1: Non-Technical February 2 | 10AM – 4PM

Employers recruiting for students in the areas of marketing, sales, accounting, education, healthcare, medical, hospitality, manufacturing/distribution/sales, real estate/insurance, social science communication and other non-technical careers.

Day 2: Technical February 3 | 10AM – 4PM

Employers recruiting for students in the areas of engineering, computer science, programming, chemistry, physics and other STEM careers.

Registration Process

Visit app.careerfairplus.com

Select "University of Central Florida"

CLICK ON EITHER

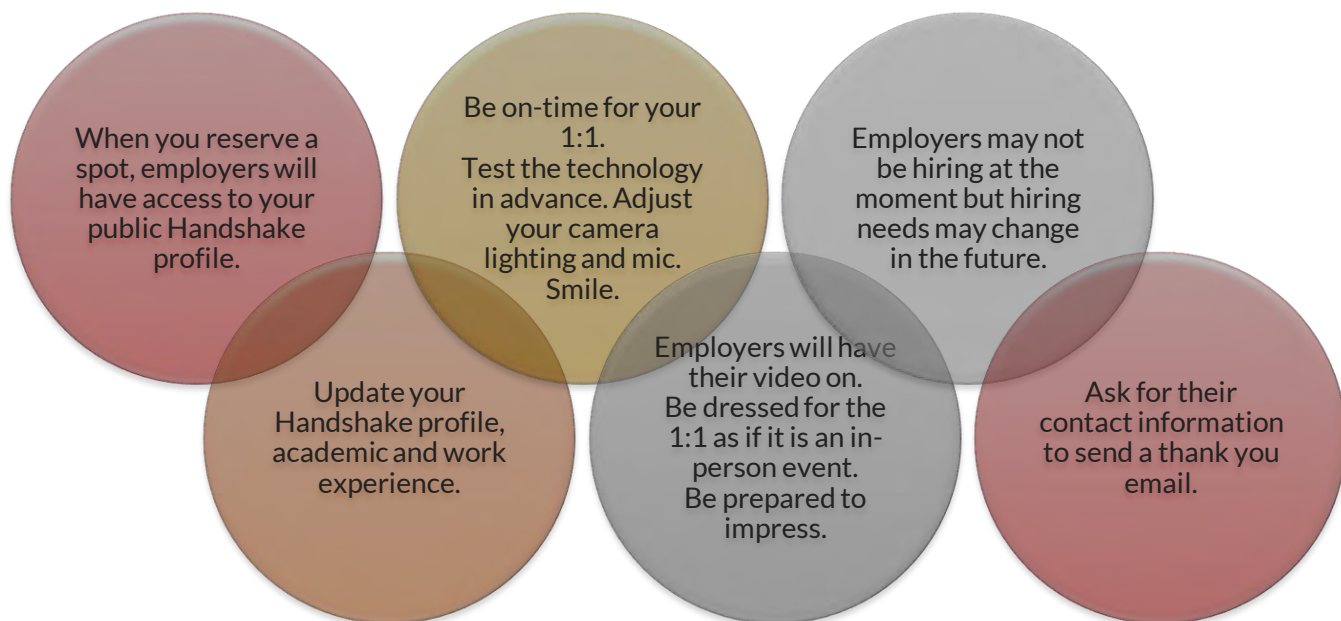
2021 Spring Non-Technical Virtual Career Expo

2021 Spring Non-Technical Virtual Career Expo

On the fair home page, you can view a current list of participating employers

To create your profile, click "LOGIN" in the upper right-hand side of your screen. Then, click "Sign Up" and select "Student or Candidate." Here you will be able to enter your information and upload your resume.

Tips for Resume Critique & Mock Interview with an Employer



Events Eligible for GEB Points

STEP 1: Find a listing of Career Services events that qualify for GEB points.

- Login to your HANDSHAKE account & click on "Filters", click on "Label" and select "Qualifies for GEB."
- Go to <http://bit.ly/GEEvents> to view all eligible events.
- "Freshman Edition" events and pre-recorded videos/sessions are not eligible.

STEP 2: Register for the virtual event/workshop.

- Register via Handshake or a zoom registration link found on our website. (If you RSVP via Handshake you will automatically be taken to the Zoom registration site.)
- Use your @knights.ucf.edu email address. We apologize but we cannot send confirmation of attendance to any other email address.

STEP 3: Receive verification email after the Event/Workshop.

- Receive an email with "Thank you for attending NAME OF WORKSHOP" in the subject line.
- Emails will arrive from the handshake@mail.joinhandshake.com address.
- This may appear in your junk/spam folder, be sure to check there.
- Add handshake@mail.joinhandshake.com to your safe senders list so you do not miss out: *Knightsmail - Settings, View all Outlook Settings, Junk Mail, Safe Senders.*

You should receive your email approximately within 48 hours from the end of the workshop/event.

Unfortunately, weekends do not count for this time frame.

STEP 4: Submit verification email and GEB form to your class.

- Attach a screenshot of your "thank you for attending" email to your GEB verification form to submit for class points.
- Questions? Reach out to Doris.Alcivar@ucf.edu.

Fall 2020 Student Feedback

"Have 7-10 STAR stories ready and provide examples"

"I enjoyed getting prepared for next week's fair"

"The interaction with the recruiters"

"Having no social media can be a red flag. LinkedIn can be used as a portfolio too"

"I knew how to build a resume but I learned about modifying it to fit a certain job"

"Tips to be less nervous during an interview"

VIRTUAL INTERVIEWING AI

IT'S TIME TO SHINE!

Practice your **virtual interviewing skills** before Career Expo on 2/2 and 2/3. Use the **STAR method** of interviewing to answer each question.

Tell me about a time when...

What was the **situation**?

Describe your **task**.

Explain the **action** you took.

Share the **result**!

Ready to put it into practice? Complete our virtual interview challenge in **Big Interview!** Record the answers to 3 common Career Expo questions and review your videos!

Register at: ucf.biginterview.com and use code 278142 to access the challenge.



Career Services



CAREER READINESS BINGO

January 15 - February 1

Participated in a Resume Workshop

Attended a LinkedIn Workshop

Uploaded my resume in Career Fair Plus

Met an employer at the Kick-off event

Met with a CS Career Counselor via Zoom

Signed up to meet an employer at the Career Expo

Met an employer at Prep with a Pro

Met with an Employer via Zoom

Registered for the Career Expo

RSVP'd for 2 Career Readiness events

Followed Career Services on Social Media

Attended the Ready Room for Career Expo



Participated in a Resume Workshop

Invited a friend to a Career Readiness event

Attended Internship Fair

Signed up for Career Fair Plus

Joined the fun at Improvised Interviews

Met with a CS Career Counselor via Zoom

Attended a Hiring Hour

Completed the event follow-up survey

Uploaded my resume in Handshake

Registered for the Career Expo

Completed my Handshake Profile

Reshared a Career Services post on social

Play bingo all month long during #CRM2021. Once you get bingo, email your completed card to Courtney.Pelfrey@ucf.edu for a chance to win prizes! Visit career.ucf.edu for additional details.

Additional Resources



Evaluation Survey

We want your feedback!



Bingo Card

Enter to win 1 of 10 gift bags!



Upcoming Events

Sign-up now!

- ☐ Career Readiness [Website](#)
- ☐ Career Services email: csrecruit@ucf.edu
- ☐ Career Readiness [virtual office hours](#)
 - 1/13, 9AM – 12PM
 - 1/15, 2PM – 3PM
 - 1/19, 11AM – 12PM and 2PM – 3PM
 - 1/20, 10AM – 5PM
 - 1/25, 10AM – 12PM
 - 1/27, 10AM – 5PM
 - 1/29, 11AM – 4PM
- ☐ Handshake [video check](#) for Resume Critiques
- ☐ Career Expo [Website](#)
- ☐ Career Fair Plus Candidate [Check List](#)
- ☐ Career Fair Plus, booking an appointment with an employer [video](#)