

## Stay the Path: Continuing Your Career Development During Uncertain Times

While the University of Tennessee has moved course instruction and most interactions online, there are many ways you can participate in career development and continue your major and career planning. The Center for Career Development is here to assist, and we've developed this guide to provide ideas wherever you are in your career journey.

Appointments with center staff and Peer Career Advisors are available via telephone and Zoom (video chat). Visit Handshake to [schedule an appointment](#). Once you've selected your appointment category and type, you'll see an option to select your appointment medium in the upper right corner of your screen. Click to see if the appointment you're scheduling can be hosted remotely. At the start of your appointment, an email link to the Zoom session will be sent to your UTK Email, so make sure you have access to your email prior to the appointment starting. To find directions on activating your Zoom account, please follow this link: <https://oit.utk.edu/teachingtools/liveonline/zoom-getting-started/>

### Explore Your Options

Take this opportunity to increase your self-knowledge and understanding of the world of work. Learn everything you can about the majors, careers, or industries you are considering. Ways to accomplish this include:

- Self-assess your interests, skills, personality, and values through assessments like PathwayU, TypeFocus, and the Strong Interest Inventory: <https://career.utk.edu/students/get-tailored-career-guidance/career-counseling-assessments/>.
- Research majors and careers of interests through a variety of online resources like *What Can I Do With This Major?*, Vault, and videos on Candid Career: <https://career.utk.edu/students/explore/>.
- Conduct informational interviews with professionals in jobs of interest. Use the Alumni tab in LinkedIn to find UT alumni to interview or tap into your network of family, friends, teachers, and community contacts. Learn more about [Informational Interviewing](#).
- Create an action plan to achieve your goals. What does it take to get where you want to go? What gaps do you have on your resume that you can fill with experiences/projects, student/professional organizations, involvement, technical, volunteer/civic engagement? Review our [Four-Year plan](#) for ideas.

### Build Your Skills

- Work on your online presence by creating or updating your LinkedIn Profile. Use resources such as this to [build a great profile](#).
- Use available time to build skills through [LinkedIn Learning](#) provided free to UT students. For example, if you want to improve your knowledge of Excel or other software, there are thousands of videos available.
- Show employers that you are [Career Ready](#). Work through eight career competencies modules on the Career Ready platform and earn a certificate that you can add to your resume. Contact [utcareer@utk.edu](mailto:utcareer@utk.edu) for instructions.
- View instructional videos on resume writing, interviewing, salary negotiation, and more on the [Center for Career Development Video Library](#).
- Apply for a micro internship or remote project on [Parker Dewey](#) to gain experience.
- Practice your interview skills for jobs or graduate school admission through [Big Interview](#) or by scheduling a Zoom interview with career center staff (through Handshake or by calling).

- Continue applying for internships and part-time jobs. If organizations are not currently hiring, you want to be in their system when they do.
- If you have an internship and are concerned that it is still happening, stay in touch with your contacts. Offer to complete work remotely, if at all possible.

### **Continue Engaging in Your Internship and Job Search**

We know that many of you are thinking about future internships and jobs—and aren't quite sure what to do now that in-person events from the Center for Career Development are being canceled. We're here to reassure you that just because most work is moving online, it doesn't mean you need to stop planning internships, engaging with potential employers, and applying for jobs. Leverage the resources we use at the Center for Career Development to continue to actively explore career opportunities without coming to campus.

- Attend online events: To the greatest extent possible, we are shifting all employer events online. Simply follow [this link](#) to head to the events page in Handshake and search for events marked as a "virtual session" event type.
- Learn from your peers: Read the over 100,000+ employer reviews on Handshake to learn more about what it's like to intern or work at a specific company. Or, use Peer Messaging to chat with alumni or other students with your major, or even to conduct informational interviews online. [Check out this guide out to learn more about how to learn from other students on Handshake.](#)
- Fill out your online profile: Did you know that **80% of students who fill out location preferences, job role preferences, and job type preferences receive a message from an employer?** It's a simple step, but a really effective way to start engaging with potential employers online. [Here's a quick guide to getting the most out of your Handshake profile.](#)
- Follow employers you're interested in: By following an employer, you'll be alerted when they post an upcoming online event. Use your network to learn about job leads.
- If you have accepted a job, make sure you updated your [career profile](#); it's an important step as you wrap up your UT career.

### **Prepare for Graduate School Admissions**

If you've already applied for graduate or professional school for fall 2020, stay in touch with the institutions where you've applied. Pay attention to any date changes. If you're planning to attend graduate school in the future, use this time to prepare for the admissions process.

- Many useful [resources](#) are available on the center's website, include the [Admissions Guide to Graduate School](#).
- Prepare for [entrance exams](#) by using online study guides or apps.
- [Research](#) schools of interest and learn about their application requirements and processes.
- Network with alumni in programs of interest through LinkedIn.
- Once you commit to attend a graduate school, make sure you updated your [career profile](#).