

# Compass Career Tools & Resources

Fall Faculty-Staff Institute  
January 26, 2022

ST. CATHERINE UNIVERSITY

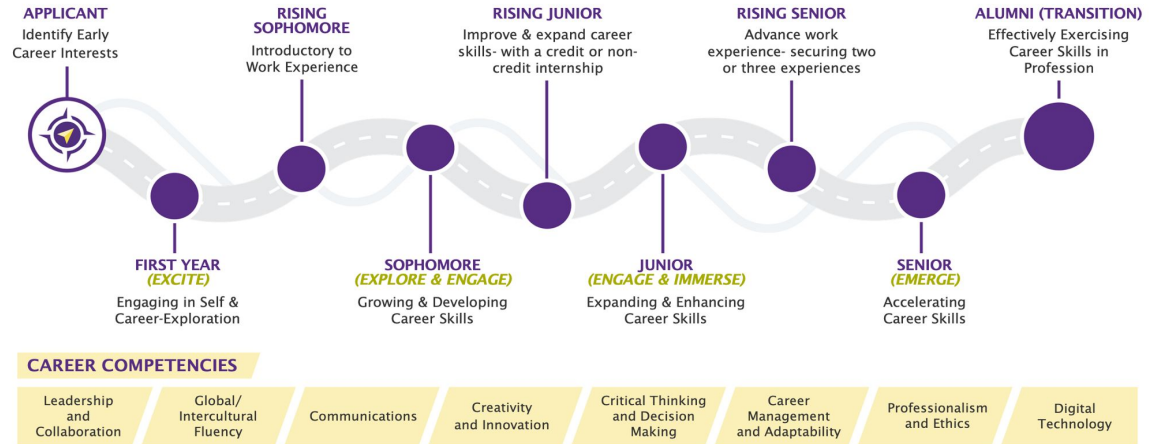
## Welcome & Goals

- Review Compass Career Path
  - Fall 2021 Career Compass Experience
- Compass Career Tools and Resources
  - How Faculty & Staff Can Help

# Compass Career Path



## THE COMPASS CAREER PATH



# What is Compass Career Path?

- Outlines steps students can take to graduate career ready
- Summarizes services and resources provided by career development as well as across campus
- Uses Career Competencies as a framework to highlight how students are already preparing

# Compass Career Path

## How does this look for students?

- The Career Path consists of four modules meant to reflect actions students should take each of their four years at St. Kate's
  - Excite (First year)
  - Explore (Second year)
  - Engage (Third year)
  - Emerge (Fourth year)
- Compass Career Path launched in Fall 2021, focusing on first year CFW students

# Fall 2021 Compass Career Path Activities

1st Year CFW students were prompted to complete the following activities through their TRW lab sessions

1. Explored interests & career options through a career assessment- **PathwayU**
2. Introduced to the St.Kate's Career Competencies
3. Learned how to find opportunities to build career experience- **Handshake**
4. Started building a resume - **Career Activator**
5. Introduced to using LinkedIn to find and connect with alumni mentors

# Compass Career Tools

- Experience career tools you could use to help students take the next step
- Available to all CFW, CFA & Graduate Students
- Brainstorm ways to use these tools to support your role as an advisor, mentor, and educator

# Career Tools- Where to find them?

1. Go to **KatieCareer Virtual Center**  
[katiecareervc.stkate.edu](http://katiecareervc.stkate.edu)

1. Choose “All Resources” from the top tabs

The screenshot shows the KatieCareer Virtual Center website. At the top is the St. Catherine University logo and name. Below it is the title 'KatieCareer Virtual Center'. To the right are three buttons: 'First Destination Survey', 'Handshake', and 'Schedule an Appointment'. A navigation bar contains several tabs: 'People We Serve', 'My Career Path', 'Career Competencies', 'Internships', 'All Resources' (highlighted with a red box), 'Events', 'Team', 'Career Communities', and 'Current MN Jobs'. Below the navigation bar is a 'Resources' section with a grid of six resource cards. Each card has a title, a brief description, and a 'CLICK HERE TO GO TO' link with an external icon. The cards are: PathwayU, Career Activator, KatieCareer powered by Handshake, Candid Careers, What Can I Do With This Major?, and InterviewStream. A 'Filter' button is visible on the right side of the resources grid.

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KatieCareer Virtual Center

First Destination Survey Handshake Schedule an Appointment

People We Serve My Career Path Career Competencies Internships All Resources Events Team Career Communities Current MN Jobs

Resources

PathwayU  
Take a career assessment on your own time.  
CLICK HERE TO GO TO PATHWAYU

Career Activator  
Resume Builder, Live Resume Reviewer, Job Description, Resume Matcher, Cover Letter Builder & Digital Portfolio Builder  
CLICK HERE TO CAREER ACTIVATOR

KatieCareer powered by Handshake  
St. Kate's job and internship posting site.  
CLICK HERE TO GO TO HANDSHAKE

Candid Careers  
Candid Career provides you with a fun and effective way to explore careers and learn about job search strategies through ...  
VIEW RESOURCE

What Can I Do With This Major?  
Whether you're exploring majors or searching for information about your chosen field, this website will help you connect majors to ...

InterviewStream  
Practice responding to interview questions and review your recorded answers using InterviewStream. Simply create an account with your St. Kate's ...

Filter

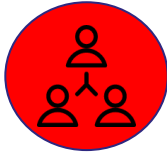
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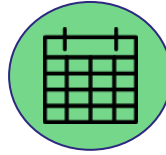
# HOW HANDSHAKE HELPS STUDENTS



**Job  
Postings**



**Employer  
Network**



**Career  
Appointments**



**Employer  
Messaging**



**Interviews &  
Info Chats**



**Events &  
Career Fairs**



**Alumni  
Ambassadors**



**Virtual  
Recruiting**



**Company  
Reviews**



**Career  
Profile**

# Why should students use Handshake?

## 01

### **Get hired**

Discover and land jobs and internships.

## 02

### **Get discovered**

Get messaged by employers that are hiring

## 03

### **Get connected**

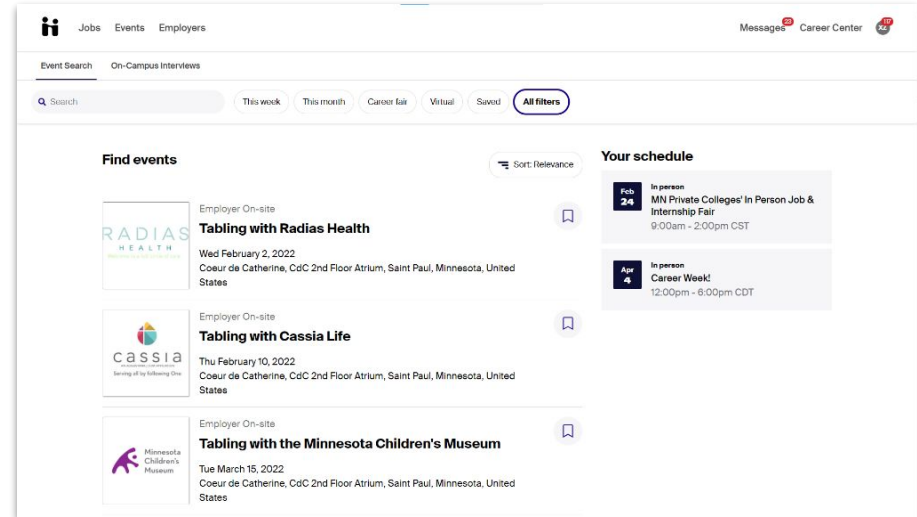
Find employers, career events, employer tabling, workshops, fairs, and more!

# Opportunities for all students, all year round

- Connect with **13,000+ employers**
- **Over 44,000 jobs** & internships posted for St.Kate students during AY20-21
- **50 states**

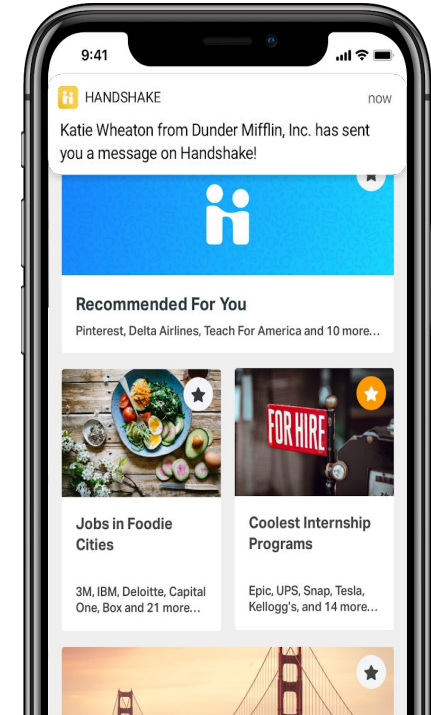
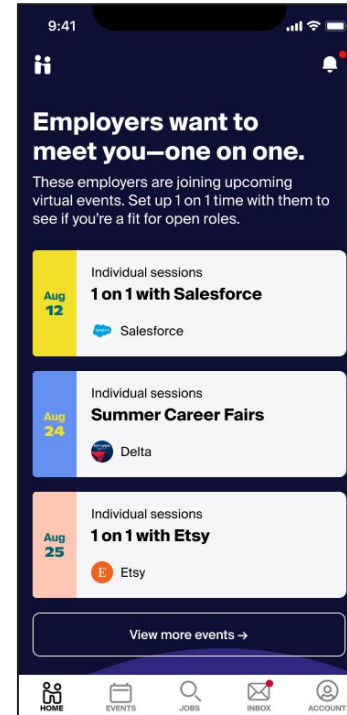
# See Career events on campus or online

- Connecting with employers directly helps students standing out in the application process
- Find employer on-campus tabling, virtual chats, career fairs, workshops, and more!
- **150+** employer or career development hosted events during Fall 21



# Employers are actively searching for students

- Students are **5x as likely** to be contacted by an employer if their profile is complete
- **456** employers messaged students during Fall 21



# See employer reviews and chat with their employees

**100,000**  
Reviews from students

**1,250+**  
Schools nation-wide

**64,000+**  
Companies reviewed


Research Fellow  
May - August 2017 • Rochester, MN

**SS** Stephanie Song  
Junior, Neuroscience, Wellesley College

**What I liked**  
Mayo Clinic is an absolutely fantastic and inspiring institution. Additionally, everybody there was very welcoming, accommodating, and offered to help in any way possible to make this an enjoyable and productive experience for me.


**What I wish was different**  
Because I was considered a "non-employee" (not an official paid student intern) I did not enjoy the gym benefits.


**Advice**  
I got this through reaching out to my professor and joining his lab, so I encourage others to do the same. Also, prepare to work very independently and have your own creative ideas. My internship was not structured at all, and I was responsible for finding my own ultimate research topic.





### Highlights from Reviews

Students have said the following about ACR Homes / ACR Healthcare:

 Established

 Transportation Support

 Structured Mentorship Programs

 Managers Care About You


9:41


**Got questions?  
Get answers.**

Recruiters and hiring managers for these roles are open to messages from students.

Full-time • Internship


**Commonwealth Corps Service Internship**


 Geico

**Cindy Cho**  
Recruiter

Full-time • Internship






**Commonwealth Corps Service Internship**

 C.I.A.

**Martin Smith**  
Recruiter

Full-time • Internship

**Commonwealth Corps Service Internship**

 HOME  EVENTS  JOBS  INBOX  ACCOUNT

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How can Faculty & Staff Help?

# Let students know about this resource!

## **Share the benefits of Handshake with students**

- Connect with over 13,000+ employers (and counting!)
- Discover and land jobs and internships
- Access career events & fairs

## **Encourage students to complete their profiles**

- Students are **5x** more likely to get messaged by an employer with a complete profile
- Employers search for students by the information in your profile
- Get job recommendations based on your interests

## **Bring it up in your day to day interactions**

- Mention Handshake when you meet with students (office hours, advising, etc)
- Require students to log in and complete their profile as an assignment for class
- Add Career Services and Handshake as a resource in your syllabi

# PathwayU



PathwayU calculates career fit to nearly 1,000 career paths based on the assessment results

## Assessments

PRINT

DOWNLOAD

EXPLORE CAREER MATCHES

ASSESSMENTS

MY PURPOSE

Summary

Interests

Values

Personality

Workplace Preferences

ASSESSMENT

Interests

RETAKE

ASSESSMENT

Values

RETAKE

Your primary Interests are **Artistic** and **Social**.

REALISTIC

INVESTIGATIVE

ARTISTIC

Your primary Values are **Independence** and **Achievement**.

ACHIEVEMENT

INDEPENDENCE

RECOGNITION

### Reflection Questions


1. When you evaluate your career options, what factors are most important to you?
2. How will you know when you've found a career path that aligns with your sense of purpose, or your sense of calling?
3. When you think about your ideal career, what do you imagine?



# PathwayU- Career Matches

Career information for both exploring and decided students

- Typical job duties, knowledge & skills
- Typical academic programs
- Ave salary
- Job Outlook
- Similar Careers

**STRONG MATCH**  
**Medical and Health Services Managers**  
Health Science

← BACK Subject Areas > Health Science > Medical and Health Services Managers ★ ADD TO FAVORITES


**General** Programs Abilities Knowledge Skills


**Job Description:**  
Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.


**ALTERNATIVE JOB TITLES:**  
Health Information Management Corporate Director, Health Information Management Director, Health Manager, Nurse Manager.


**On the Job, You Would:**


- ▶ Develop and maintain computerized record management systems to store and process data, such as personnel activities and information, and to produce reports.
- ▶ Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel.
- ▶ Direct or conduct recruitment, hiring, and training of personnel.
- ▶ Develop and implement organizational policies and procedures for the facility or medical unit.
- ▶ Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, and coordinating financial reporting.
- ▶ Maintain awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes, and financing options.
- ▶ Plan, implement, and administer programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical plant staff.
- ▶ Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives.
- ▶ Establish work schedules and assignments for staff, according to workload, space, and equipment availability.
- ▶ Maintain communication between governing boards, medical staff, and department heads in establishing priorities and coordinating interdepartmental functioning.


**Career Video**




**AVG. SALARY**  
**\$104,280** per year



**BRIGHT JOB OUTLOOK**  
New job opportunities are very likely in the future.



**Bachelors Degree Or Associates Degree**  
Usually Required

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# Share this resource with students

## Introduce

- Acknowledge students may be not sure about their major or what they can do with them
- It only takes 15 min to take the 4 assessments
- Students can download their results and share with you

## Engage & Reflect

- Ask students about their reaction to the career match results
- Assign a reflection or career research assignment

## Refer to Career Development

- Recommend a career development appointment to discuss next steps

# Take a moment to explore



Login: <https://stkate.pathwayu.com/>

**Explore** 1 Career from the Career Matches.

**Discuss** How might you use this tool with a student, an advisee, or a student employee?

**Share** your ideas with the in-person group or via [Jamboard](#)

# Career Activator

Help student to be job search ready!

- **15+** Career-specific resume and cover letter templates
- View skills keywords related to a career
- Match resume with job description



AI Assistant ⓘ

**Resume Review ⓘ**

Job Match ⓘ

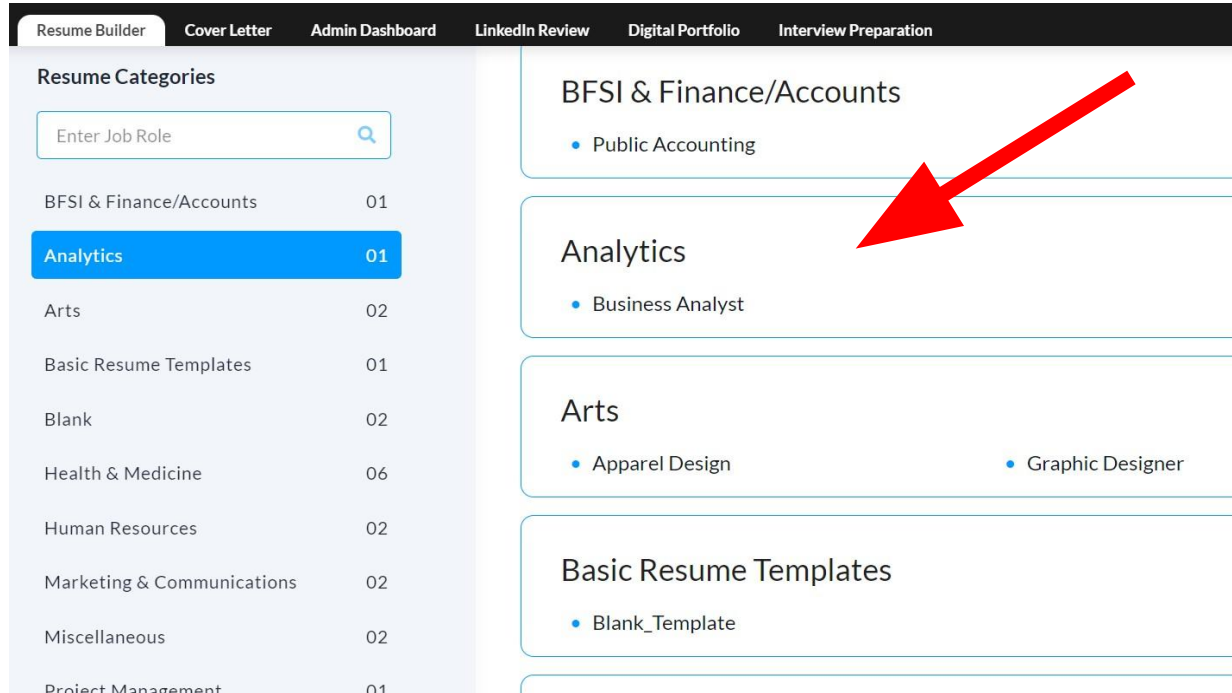
**98/100**



Congrats! your resume is up to the mark and meets global standards. Now, you can go ahead and use "Job Match" to customize your resume to a job description.

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# Career Activator: Choose career specific area



The screenshot displays the 'Resume Builder' section of a web application. The top navigation bar includes links for 'Resume Builder', 'Cover Letter', 'Admin Dashboard', 'LinkedIn Review', 'Digital Portfolio', and 'Interview Preparation'. The 'Resume Builder' section is divided into two main areas: a left sidebar for 'Resume Categories' and a right pane for 'Resume Categories'.

**Resume Categories (Left Sidebar):**

Category	Count
BFSI & Finance/Accounts	01
<b>Analytics</b>	<b>01</b>
Arts	02
Basic Resume Templates	01
Blank	02
Health & Medicine	06
Human Resources	02
Marketing & Communications	02
Miscellaneous	02
Project Management	01

**Resume Categories (Right Pane):**

- BFSI & Finance/Accounts**
  - Public Accounting
- Analytics**
  - Business Analyst
- Arts**
  - Apparel Design
  - Graphic Designer
- Basic Resume Templates**
  - Blank\_Template

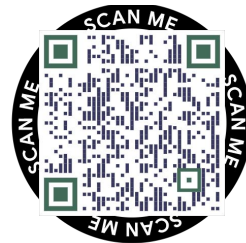
A red arrow points to the 'Analytics' category in the right pane, specifically to the 'Business Analyst' option.

# Career Competencies Checklist

Where is this located? [katiecareervc.stkate.edu/](https://katiecareervc.stkate.edu/)



KatieCareer Virtual Center



First Destination Survey

Handshake

People We Serve ▾

My Career Path

Career Competencies

Internships

All Resources

Events

Team ▾

Career Communities ▾

## Career Competencies

What skills are you learning while you're at St. Kate's that employers are looking for?

The Career Competencies are the skills that employers are wanting students to have when they apply for internships and jobs. Learn more about these competencies so you can describe to employers all the ways you've learned these skills throughout your courses and activities at St. Kate's.

1. Start Here

2. Add These Skills to  
Your Resume

3. Learn Where to Get  
More Experience

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# Career Competencies Checklist

## How could this help?

- Encourage students to reflect on competencies they are learning in courses and activities
- Help students find experience to build their career competencies

## Ways to use this

- Pre-semester or end of semester reflection
- Prep activity for resume assignment
- Prep activity before advising meetings

## Discussion

What are 3 ways you can use the career tools in your work with students?

Think about a recent student interaction.

- What questions did the student have?
- Which career tools might the student benefit from?



# Spring Career Events

## [MN Private Colleges' Job & Internships Fair - In Person](#)

**Feb 24, 2022, 9:00 am - 2:00 pm**

Minneapolis Convention Center

The fair is open to current sophomores, juniors, seniors, and December 2021 graduates from all majors.

## [MN Private Colleges' Job & Internships Fair - Virtual](#)

**March 1, 2022, 9:00am - 2:00PM**

The fair is open to current sophomores, juniors, seniors, and December 2021 graduates from all majors.

## [CAREER WEEK! April 4- April 7, 2022](#) In-person & Virtual

Get ready to launch your career during Career Week!

# Career Development Center

**Where:** CDC 210

**Hours:**

- M-Thur 8am-6pm
- Fri 8-4:30pm

**We serve:**

Students from all colleges & degree levels



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# Resources: Career Tools

## Explore Careers

- [PathwayU](#)- Explore career matches based on assessment results; Job duties, skills, salaries, and growth projections
- [What Can I Do With This Major?](#) - Job titles, industries, ways to gain experience

## Gain Experience

- [Handshake](#): On-campus & off-campus job postings, career fair & events
- [Career Activator](#): Resume/cover letter creator; career-specific templates
- [Career Competencies Checklist](#)

# Resources: Templates for your syllabi or department newsletter

**Career Resources:** Visit the career development [website](#) for resources on career planning, job search resources, resume, interview preparation, offer negotiation and more! Have a question? Email [askcaree@stkate.edu](mailto:askcaree@stkate.edu) or schedule an appointment [here](#).

**Handshake** is the school's official job/internship portal. Thousands of employers are hiring students on Handshake. Once you fill in your career interests, you'll get personalized recommendations for jobs and events and direct outreach from employers interested in students like you—*80% of students with a complete Handshake profile get messaged by employers!*

- Activate your account at [stkate.joinhandshake.com](http://stkate.joinhandshake.com)
- Download the Handshake app from [Apple](#) or [Google Play](#) so you get notifications on the latest jobs, events, and employers
- Learn more: ["5 Reasons You Need Handshake More Than Other Career Sites"](#)