

MU Career Center

Information for Faculty & Staff

ACADEMIC COLLABORATIONS

- **Consultations:** The Career Center staff welcomes discussions with instructors about incorporating career development into courses and curriculum. Email us to discuss learning outcomes.
- **Career Readiness:** Instructors can help students learn about and develop their [career readiness competencies](#). Consider ways you can incorporate career readiness and consult the [Career Readiness Ideas for Instructors](#).



Class Assignments and Presentations: Learn about instructional options and submit a request for a career [assignment or workshop](#). Please allow a minimum of two weeks' notice.

CAREER EXPLORATION

CliftonStrengths*

Students discover their talents and how to leverage them for academic, career and personal success.

Focus 2 Assessment

Students assess career readiness and search majors/occupations that fit their interests, values, and personality.

Values Activity

Students bid on workplace values to assess what will be important as they consider career decisions.

CAREER READINESS

Resume/Cover Letter Writing

Career Specialists review a student resume draft and staff gives a class presentation to provide writing tips.

Interviewing

Use the Big Interview platform for an assignment and schedule an interactive interview skills workshop.

Developing Your Online Image

Students visit the us for a LinkedIn profile consultation and staff conducts a presentation.

*Fee for assessment

STUDENT ADVISING

- **Recommend a Career Course:** Students may benefit from taking the SSC 2100 Career Explorations class, which helps them learn about their interests and make informed career decisions.
- **Share Outcomes Data:** The campus conducts an [Outcomes Survey](#) which captures data on employment, salary, graduate school attendance and the location of recent MU graduates.



Connect students with hundreds of multimedia career resources on [Mizzou Career Tools](#). Please also recommend curated content for [unique student affinities](#) and [career communities](#).

STUDENT REFERRALS

- **Career Specialists:** Students can take advantage of our drop-in hours and visit with a peer career advisor to discuss majors/careers, resumes, interview preparation and more. Please direct students to our [Connect with Us web page](#) for details.
- **Career Counselors:** Students wanting more in-depth sessions can see a [Career Counselor](#) on an ongoing basis to discuss a wide range of career, academic, and social issues.
- **Career Coaching:** A&S juniors and seniors can meet with the [A&S Career Coach](#) to develop post-graduation plans based on their values, interests, personality and skills. Likewise, graduate students from all disciplines can meet with one of our two [Graduate Student Career Coaches](#) to explore and prepare for diverse career pathways.



Students can take advantage of our **Selfie Studio** to capture a professional headshot for LinkedIn and social media. Faculty and staff are welcome to use it as well!

INSTRUCTIONAL LIBRARY

- **Videos:** View career ready playlists or access all videos on our [YouTube channel](#). You can also share [Candid Career videos](#) with students highlighting occupations and career advice.
- **Career Resources:** Visit [Mizzou Career Tools](#), our searchable database, to see the top career exploration and career readiness recommendations.



Lesson Plans: In Mizzou Career Tools, you can access [downloadable class lesson plans](#) which include a slide deck and optional class activities for a full class period

PROFESSIONAL DEVELOPMENT

- **Join the Career Development Network (CDN):** The [Career Development Network](#) is a group of faculty and staff committed to helping students with their career development. Individuals can receive specialized training to be a Career Champion to help students with career-related questions and post-grad planning.
- **Become a NACE member (FREE):** Mizzou has an institutional membership to the National Association of Colleges and Employers (NACE). Members may access extensive resources, webinars, research, discussion threads, and community insights. [Email us](#) if you want to join!



Stay Connected! Sign up for our [monthly faculty/staff newsletter](#) for key career updates, resources highlights, featured events, news and more.

STUDENT EMPLOYEE SUPERVISORS

- **Hiring and Recruiting Students:** Campus employers should advertise student positions on [HireMizzouTigers.com](#), powered by Handshake.
- **Supervising Student Employees:** The [supervisor toolkit](#) offers a wealth of information and resources related to recruiting and managing student employees. Please join if you are seeking to create meaningful and consistent employment experiences.



Promote Career Readiness: Supervisors have the unique opportunity to help student employees reflect on how they can translate their skills toward relevant careers and enhance their career readiness on the job. Consult our [Career Readiness Ideas for Supervisors](#) handout.

EMPLOYER ENGAGEMENT

- **Recruitment:** If an employer contacts you to be a guest lecturer or to host an event, please also notify Employer Relations Coordinator, [Barbie Banks](#), so that she can connect with the employer and maximize their campus visit.
- **Recommending Candidates:** If an employer requests student names for employment opportunities, please direct them to the Career Center so we can post their positions on Handshake and promote them to all qualified MU students. Faculty should not make individual referrals but are welcome to offer a reference.



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University of Missouri

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