Career Development & Community Engagement (CDCE) Operational Updates for COVID-19

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Service Updates

Update - March 17th, 2020:

Due to the rapidly evolving situation regarding COVID-19 (Coronavirus) the Office of Career Development & Community Engagement would like to share updates with you regarding the availability of CDCE services during this time. We understand the impact of COVID-19 may cause some concern among students, especially those soon to graduate who are seeking entry into the workforce. CDCE staff will be here to assist you as you continue with your career preparation. Please review the information below regarding the status of CDCE’s services through March 30th:

Appointments:

- **Currently Scheduled Appointments:** CDCE will convert all currently scheduled career advising appointments to virtual or phone meetings. We will not penalize you should you need to cancel your appointment for any reason.
- **New Appointments and Inquiries:** All new appointment requests will be scheduled as phone or virtual appointments. Please visit UWF Handshake (accessed through MyUWF) to schedule your appointment.

Events/Programs:

- At this time, all on-campus recruiting programs/events are cancelled through March 30th including the Science & Engineering Employer Showcase, Meet & Greets, and in-person presentations (a virtual option may be available).

Co-ops/Internships:

- Co-op and internship students are expected to report to work as scheduled unless otherwise instructed by your supervisor.
- If you decide to leave your current co-op or internship position or your employer implements measures that discontinues your employment due to this unprecedented situation, you must complete the following:
  - **Co-op:**
    - Inform your co-op faculty member through email and [this form](#).
    - Request an evaluation from your supervisor and send to your co-op faculty member. Your co-op faculty member will assess your grade based on your performance at your position up to the point you leave.
  - **Internship:**
    - Inform your internship advisor through email.
    - Request an evaluation from your supervisor and send to your internship advisor.

Technology:

- **UWF Handshake** (accessed through MyUWF) is still an available and robust resource for those seeking job and internship opportunities.
- **Resume/Cover Letter:** UWF Handshake (accessed through MyUWF) You can still submit your resume and/or cover letter to Handshake for document reviews and feedback.
- **Interview Practice:** [Optimal Interview](#) you can practice interviewing through Optimal. Visit the [Optimal Resume](#) or [Optimal Interview](#) pages for more information and instructions on logging in to the system.

Check out the Frequently Asked Questions (FAQs) below for more information. Please also continue to pay attention to the various email announcements from university leadership and visit [uwf.edu/coronavirus](http://uwf.edu/coronavirus) for further university-wide updates.

CDCE Contact Information:

850-474-2254

career@uwf.edu

FAQs

**Employer FAQ’s**

Is your office open? At this time our office is conducting most of our operations virtually. We would be happy to assist you with any needs you may have. You may email us at [career@uwf.edu](mailto:career@uwf.edu) and someone will be in touch with you very soon.
I was scheduled to attend the March 25th Science & Engineering Employer Showcase. What do I do? The Science & Engineering Employer Showcase has been cancelled. Please be on the lookout for an email from our team asking you to indicate your preference between a credit or a refund if your registration fee had already been paid. If you need assistance, please email career@uwf.edu and a member of our team will get in touch with you.

I was scheduled to host a meet and greet this semester. Is it still happening? All Meet & Greets until March 30th have been cancelled. We will provide updates regarding events scheduled after that date as they become available.

How can I post positions for UWF students to apply? During this time, the best way to reach UWF students and alumni is by posting opportunities in our centralized career management system, Handshake. Please visit our Handshake FAQ page to get started, or login to Handshake if you’ve already created an account. Once you have an approved account, you will be able to post opportunities for UWF students and alumni to view and apply.

Are visitors allowed on campus? UWF’s goal is to reduce the number of people on campus—including visitors—in order to slow the potential transmission of the virus and protect vulnerable populations from exposure. All members of the UWF community are asked to help in this effort. Events with speakers invited from off campus—whether the speakers are international or domestic—should be cancelled, postponed, or conducted remotely. Job interviews for open positions should be conducted remotely via video- or teleconferencing tools, like Zoom, or by telephone.

Student FAQ’s

Is your office open? At this time our office is conducting most of our operations virtually. We would be happy to assist you with any needs you may have. Please take a look at the information on this page regarding virtual services, You may also e-mail us at career@uwf.edu and someone will be in touch with you very soon.

I have an upcoming appointment scheduled with your office, what should I do? We will convert all currently scheduled career advising appointments to virtual or phone meetings and will contact you via your uwf e-mail address. We will not penalize you should you need to cancel your appointment for any reason.

I would like to set up an appointment with your office, what do I do? At this time all appointments will be conducted virtually. You can request a virtual appointment through your Handshake account (accessed through MyUWF).

I am completing an internship off-campus this semester, what should I do? Co-op and internship students are expected to report to work as scheduled unless otherwise instructed by your supervisor.

If you decide to leave your current co-op or internship position or your employer implements measures that discontinues your employment due to this unprecedented situation, you must complete the following:

- Co-op:
  - Inform your co-op faculty member through email and this form.
  - Request an evaluation from your supervisor and send to your co-op faculty member. Your co-op faculty member will assess your grade based on your performance at your position up to the point you leave.

- Internship:
  - Inform your internship advisor through email.
  - Request an evaluation from your supervisor and send to your internship advisor.

I am completing an internship on-campus this semester, what should I do? You should follow the guidance of your on-campus supervisor and will be expected to complete your internship remotely. If you are unable to do so, please contact your supervisor and/or academic advisor.

I am completing a post-graduate internship this semester, what should I do? Post-graduate interns are still expected to complete their hours. If you and your supervisor cannot find work to complete remotely, you must complete the following:

- Inform Nicki Simpson through email.
- Complete your final evaluation.
- Send a one page reflection paper to Nicki.

Extra Credit Issue

I am a Community Work Study Student, what should I do? All students participating in Community Work Study are expected to follow employer protocol. If you are requested to work from home, please notify sfox@uwf.edu. Also, if you are unable to work from home with your experience, please email sfox@uwf.edu.

I am required to get my resume reviewed or conduct a mock interview with your office, can I still do that?

- Resume reviews: you can submit your resume and/or cover letter to Handshake for document reviews and feedback. Feedback will be delivered via your uwf e-mail address within 24 business hours.
- Mock interviews: you can practice interviewing through Optimal. Visit the Optimal Resume or Optimal Interview pages for more information and instructions on logging in to the system.

I need to practice for an upcoming interview, how can I do that? You can practice interviewing through Optimal. Visit the Optimal Resume or Optimal Interview pages for more information and instructions on logging in to the system.

Faculty FAQ’s

Are you still conducting appointments with students? In lieu of face to face services, we will facilitate appointments with students and alumni virtually and by phone. Additionally, students will still be able to solicit feedback for documents (resumes and cover letters) uploaded to Handshake or for Mock Interviews completed and submitted in Optimal. Please continue to encourage your students to schedule career-related appointments online through Handshake (accessed through MyUWF).
I scheduled a speaker from your office to come to my class, will it be possible to offer that presentation virtually? You will receive notification regarding alternative delivery models. If you have not or have additional questions, please email career@uwf.edu.

I am interested in embedding career content into my online course. What do I need to do? We’ve created an online Career Resources sandbox course that will allow you to access pertinent content and add it to your Canvas section(s). To request access, please complete this Google form.

Here’s a preview of some of the helpful resources included:

Resumes, Cover Letters, and Thank You Notes
- Career Development Guide
- Guided Tutorial for Writing Resumes, Cover Letters, and Thank You Notes
- Online Resume Writing Tool - OptimalResume
- Online Resume Reviews - Handshake (accessed through students’ MyUWF)

Career & Major Exploration
- Career Development Guide
- Informational Interviewing Assignment
- Online Career Interests Assessment - MyCareerShines
- Video: Major Things (Coming Friday, March 20)

Job Searches & Interviewing Strategies
- Career Development Guide
- Online Interview Practice - OptimalInterview
- Video: Perfecting Your Job Search (Coming Friday, March 20)

Professional Communication
- Career Development Guide
- Video: Impressing Employers with ePortfolios (Coming Wednesday, March 18)
- Video: Putting Your Best Foot Forward (Coming Friday, March 20)

To receive career related assistance from our office, students can:
- solicit feedback for documents (resumes and cover letters) uploaded to Handshake
- practice interviewing skills through a mock interview in Optimal
- request a virtual appointment with one of our staff members by accessing their Handshake account (via MyUWF)

For other updates to our services, please check out our Confluence page.