

CAREER CENTER
**STUDENT
GUIDE**





Career Center Services

Planning and preparing for your career in advance can make all the difference. That's why we're here to support you in the process. The TCC Career Center can help you assess your skills, explore potential careers and search for internships or employment. We offer a variety of services and resources to help you strategically plan for life after graduation.

Résumé and Cover Letter Assistance

If you're overwhelmed at the thought of putting together a résumé or cover letter, the Career Center can help. In addition to appointments and walk-in hours, we offer several RESUMANIA and Career Center Pop-Up events throughout the year to help you put together a winning résumé and cover letter.

Career Exploration, Coaching and Counseling

Not sure what you want to do in the future? You're not alone. While it's common to be confused about your major or career aspirations, the Career Center can assist you in making career choices. We use Career Coach, a career guidance system designed to assess your interests and help you identify your future major and career path.

MyCareerShines is another option for you. MyCareerShines is a comprehensive education and career planning system that will help you succeed in the increasingly competitive global economy. You will learn about yourself, discover the many options and opportunities for your future, and gain access to the information and tools to achieve your goals.

To discuss your results, schedule an appointment with a Career Counselor or Career Coach.

Career Coach

EMSI's online career pathway tool, Career Coach, allows you to explore the connection between TCC's academic programs and related careers. Detailed and real-time labor market data (such as job growth, wages, hiring patterns, and job postings) are combined to build a strong connection between programs and real-world outcomes. With Career Coach, you can plan your career with confidence.

Internships

Nowadays, many entry-level jobs require some sort of experience in the field. The best way to get this experience is through an internship. Students who participate in our internship program will gain experience in their field while building skills and networking with colleagues in the industry.

Mock Interviews

Practice for your upcoming interview with an in-person mock interview at the Career Center. We'll tailor the questions to your industry and give you helpful feedback so you can land the job.

Dress for Success

The Career Center partners with organizations to help provide free professional clothing to you.

Job Search Assistance

Looking for a part-time or full-time job? Our Career Placement Coordinator will help you navigate the search process to find the perfect position for you.

CandidCareer

Access thousands of short, online informational videos with advice on what employers are looking for in an employee.

Professional Networking Tips

80% of jobs are landed due to networking. We can help you learn how to make valuable industry connections that can lead to future employment.

Career Center Events

RESUMANIA

Attend one of our RESUMANIA events and walk away with a modern, professional résumé. Just bring a printed and digital copy of your current resume.

Pop-ups

Let the Career Center come to you! We'll periodically host Career Center Pop-Up stations around campus to provide our services at different locations.

Job Fairs

The Career Center hosts an annual Job and Internship Fair and Part-Time Job Fair to help you meet with a variety of employers. Look out for flyers on campus and stay updated with TCC FutureLink to find out Job Fair dates and see a list of participating employers.

Walk-in Thursdays

No appointment? No problem. Stop by the Career Center from 9 a.m. - 1 p.m. on Thursdays at your convenience.

CareerFEST

Prepare for your future by receiving career advice, resume feedback or practice a mock interview, all with industry professionals.



Career Center Checklist

Before Orientation

- Start exploring majors and jobs in Career Coach
- Begin thinking about your pathway as well as your career and academic goals

Before 15 Completed Credit Hours

- Make an appointment with a Career Coach or Career Counselor to discuss your career pathway options
- Declare a pathway

Before 18 Completed Credit Hours

- Register for College Success (SLS 1510) or Dynamics of Student Leadership Development (SLS 2261)
- Complete the Career Coach interest assessment
- Continue exploring major and career options based on Career Coach results
- Declare your program objective OR transfer major and institution
- Log-in to FutureLink and complete your profile (*TCC students were emailed a username & password, if you do not have this email, you can log-in to FutureLink using your TCC email address and click "Forgot Password" link to recover your password.*)

Before 30 Completed Credit Hours

- Meet with a Career Coach or Career Counselor & an Academic Advisor to ensure your courses are aligned with your pathway/major
- Begin to work on your résumé and attend RESUMANIA
- Start building a professional wardrobe (suits, slacks, business dresses, etc.)
- Build your LinkedIn profile (*For tips on how to build your LinkedIn profile, visit the Career Center*)
- Attend CareerFEST

Before 45 Completed Credit Hours

- Consider an internship and register for IDS 2941 for internship course credit (*For more information, visit www.tcc.fl.edu/internships*)
- Use your LinkedIn Profile to "connect" with five companies you would love to work for in the future
- Identify a LinkedIn Group that aligns with your major and start a discussion
- Set an appointment for a mock interview with a Career Coach
- Attend a TCC Job Fair and network professionally
- Schedule a 15-20 minute informational interview with a professional in your intended career field
- Register for Career Planning (SLS 1301)

45+ hours

- Need help with your job search? Schedule an appointment with our Career Placement Coordinator
- Research local networking organizations and attend events (Chamber of Commerce, Access Tallahassee, Network for Young Professionals, etc.)
- Finalize your résumé and have it reviewed by a Career Coach
- Find three entry-level job postings for your career field and list the minimum skills required and minimum level of education for that job
- Research a professional association within your intended career field and look into joining

LOOKING FOR A
NEW JOB
OR INTERNSHIP?
FIND IT TODAY AT



Search and apply for jobs and internships | Stay informed about Career Center events

[TCCFUTURELINK.COM/STUDENTS](https://tccfuturelink.com/students)

Student Life Skills (SLS) Courses

Why take a Student Life Skills course?

Enrolling in a Student Life Skills course can increase your chance of success in college and your career. You'll gain valuable leadership experience, time management and study skills, and a better understanding about your strengths which will help you succeed in the workplace.

A study by Columbia University researchers showed that students who took SLS courses had a better chance of earning a credential, persevering through their studies and transferring to a university.

Career Planning (SLS 1301)

Preparing for the work world? This 1 credit, 8 week course is for you! This class focuses on the career planning process, cover letters, mock interviews and much more. This class counts as an elective.

College Success (SLS 1510)

This 3-credit class is designed to help first-year students have a smooth transition to college. We focus on college resources, college policies and procedures, goal-setting, personal responsibility, health and wellness, meta-majors, career selections and much more. This is a General Education requirement for the A.A. degree. (Grade of C or better is required.)

Dynamics of Leadership Development (SLS 2261)

We live in a competitive world and leadership skills are a must for success. This 3-credit class is an opportunity to explore your leadership potential and discover what skills you can maximize for your success. This is a General Education requirement for the A.A. degree. (Grade of C or better is required.)

Faculty and Staff Contact Information

Career Center Staff


 **Catie Goodman**
Director
goodmanc@tcc.fl.edu

 **Tanya Hargrove**
Staff Assistant II
hargrovt@tcc.fl.edu

 **Christy Mantzanas**
Career Placement Coordinator
mantzanc@tcc.fl.edu

 **Lakeshia Mobley-Edwards**
Experiential Learning Coordinator
mobleyel@tcc.fl.edu


 **Felicia Williams**
Career Counseling Specialist
williamf@tcc.fl.edu

 **Career Center Office**
(850) 201-9970

Student Life Skills (SLS) Faculty

 **Christine Barrilleaux**
Professor
barrillc@tcc.fl.edu

 **Shakonda Diggs**
Assistant Professor
diggss@tcc.fl.edu

 **Nancy Donovan**
Associate Professor
donovann@tcc.fl.edu

 **Robin Haggins**
Associate Professor
hagginsr@tcc.fl.edu

 **Leslie Harper**
Associate Professor
harperl@tcc.fl.edu

 **Patrick McDermott**
Associate Professor
mcdermop@tcc.fl.edu

 **Melissa Scalzi**
Assistant Professor
scalzim@tcc.fl.edu



@TCCCareerCenter

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Tallahassee Community College | 444 Appleyard Drive | Tallahassee, FL 32304
www.TCC.fl.edu | (850) 201-TCC1 |   @TCCCareerCenter

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Renaë Tolson, Equity Officer | Room 146 Administration Building | 444 Appleyard Drive | Tallahassee, FL 32304-2895
(850) 201-8510 | tolsonr@tcc.fl.edu