



Career and Talent Development Department # 2505.005

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
October 15, 2008	February 7, 2024	Career and Talent Development, Division of Academic and Student Affairs

POLICY STATEMENT

The University Career and Talent Development department delivers innovative career readiness programming and guidance to enrolled students. These services are also available to recent alumni up to one-year post-graduation and lifetime services beyond one year. Beyond one-year post-graduation, services are provided to alumni based on availability of resources.

SCOPE

This policy applies to all currently enrolled FIU students and alumni.

REASON FOR POLICY

Career and Talent development delivers career programming and guidance to FIU students and alumni and in doing so abides by university as well as national career development standards. This policy ensures that professional services are provided to our student and alumni population while adhering to local, state and national guidelines.

DEFINITIONS

TERM	DEFINITIONS
Student	Any person enrolled as a degree-seeking student at FIU
Alumni	Any person awarded a degree from Florida International University

ROLES AND RESPONSIBILITIES

Career and Talent Development (CTD) at FIU is committed to developing and delivering innovative career readiness programs for students and alumni, while engaging employers and stakeholders to foster mutually beneficial relationships that address the needs of an ever changing and diverse workforce.



RELATED RESOURCES

National Association of Colleges and Employers - NACE:

<https://www.naceweb.org/center/>

Career and Talent Development - career.fiu.edu

FERPA - <https://onestop.fiu.edu/student-records-myfiu/personal-records/privacy-ferpa/>

FIU Policies - <https://policies.fiu.edu/>

CONTACTS

RESPONSIBLE ADMINISTRATIVE OVERSIGHT

Office of the Provost

Florida International University

11200 S.W. Eighth Street - PC 526

Miami, FL 33199

305-348-2151

Questions about this policy should be directed to the Director of Career and Talent Development at (305) 348-2423.

HISTORY

Initial Effective Date: October 15, 2008

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): April 5, 2017, March 22, 2021, February 7, 2024.



Career and Talent Development Department # 2505.005a

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
October 15, 2008	March 22, 2021	Career and Talent Development Academic and Career Success

PROCEDURE STATEMENT

CAREER AND TALENT DEVELOPMENT DEPARTMENT: REGISTRATION

In order to register, utilize on-campus resources and access our online career management system, enrolled students and recent alumni (up to one-year post-graduation) must complete an online user profile and review privacy policies through the Career and Talent Development Department Web site.

SERVICES: Enrolled Students and Recent Alumni (up to 1 year post-graduation) Services are provided to degree-seeking enrolled students and recent Alumni of Florida International University, free of charge, and include the following:

- Unlimited Access to Handshake
- Create personalized account
- 24/7 access to jobs and internships
- Upload multiple resumes, cover letters and other job search related documents
- Set up unlimited job search agents for jobs and internships
- One on one appointments with a career advisor/coach
- Drop-in advising
- Mock interviews
- Unlimited attendance at career related events (i.e. Career Fairs, Graduate School Fairs, Career Boot Camps and the Federal Government Statewide Conference)
- Unlimited participation in employer information sessions & employer recruitment activities
- Unlimited networking and employer meet & greet events
- Unlimited attendance at professional development workshops
- Unlimited resume critiques during drop-in hours and online critiques/approvals
- Unlimited access to all online services and programs requiring panther id
- Assessments - Myers Briggs Personality Indicator or Strong Interest Inventory for a nominal fee



SERVICES: Alumni (beyond 1 year of graduating)

- Unlimited Access to Handshake
- Create personalized account
- 24/7 access to jobs and internships
- Upload multiple resumes, cover letters and other job search related documents
- Set up unlimited job search agents for jobs and internships
- Drop-in advising
- Unlimited attendance at career related events (i.e. Career Fairs, Graduate School Fairs, Career Boot Camps and the Federal Government Statewide Conference)
- Unlimited participation in employer information sessions & employer recruitment activities
- Unlimited networking and employer meet & greet events
- Unlimited attendance at professional development workshops
- Unlimited resume critiques during drop-in hours and online critiques/approvals
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