



Career Toolkit for Faculty and Administrators

Career Coaches at the [NYUSPS Wasserman Center for Career Development](#) partner with students through every phase of their career development. Students have shared that they often consult faculty and administrators for career-related advice. As you engage in these topics with students, we hope this toolkit can help support your conversations with students about career wellness.

HYBRID STUDENT CAREER SERVICES (via [Handshake](#), which students may access via NYU Home)

- **Career coaching:** 30-minute career coaching appointments may be scheduled
- **Events:** An average of 5-10 career and industry engagement events are offered weekly
- **Job/Internship Opportunities:** Handshake is a robust resource to search jobs and internships that are located globally. If you or someone you know is hiring, please direct them to sps.wasserman@nyu.edu to post their positions with us
- **Resources:** Explore Handshake's vast resource library on various career topics and themes. Highlighted SPS-specific resources are identified below

Faculty/Administrators are invited to create a student account with Handshake by completing this [form](#). Handshake access will allow you to learn about jobs offered to students and receive our weekly SPS Career Newsletter filled with event announcements and active job postings for SPS industries.

HOW TO USE THIS TOOLKIT:

- Work on/share relevant worksheets with students to spark their reflection
- Encourage students to continue the conversation with a Wasserman career coach by scheduling a virtual appointment on [Handshake](#)

Questions/comments or need further support? Email sps.wasserman@nyu.edu

Career Wellness Resources and Worksheets

INDUSTRY GUIDES

- [Tisch Institute Industry Guide for Global Sport](#)
- [Schack Institute Industry Guide for Real Estate, RE Finance and Construction Management](#)
- [Translation and Interpreting Industry Guide](#)
- [Publishing Industry Guide](#)
- [Project Management Industry Guide](#)
- [Professional Writing Industry Guide](#)
- [Integrated Marketing Industry Guide](#)
- [Public Relations Industry Guide](#)
- [Global Affairs Industry Guide](#)
- [Hospitality Industry Guide](#)
- [Human Capital Management Industry Guide](#)
- [Management and Systems Industry Guide](#)

ON-DEMAND "PLUG AND PLAY" RESOURCES

Main Office
133 East 13th Street, 2nd Floor
New York, NY 10003
T 212.998.4730 **F** 212.998.3827
E career.development@nyu.edu
www.nyu.edu/careerdevelopment

School of Professional Studies Office
7 East 12th Street, 5th Floor
New York, NY 10003
T 212.998.7205 **F** 212.995.3552
E sps.wasserman@nyu.edu
www.sps.nyu.edu/career

Brooklyn Office
311 Bridge Street (The Wunsch Building)
Brooklyn, NY 11201
T 646.997.5986 **F** 646.997.5947
E career.development@nyu.edu
www.nyu.edu/careerdevelopment

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- [Wasserman Career Readiness Course](#) (on Brightspace)
 - [Wasserman Online Career Modules](#)
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GENERAL FACULTY AND ADMINISTRATOR RESOURCES

- [Faculty & Administrator Guide for Working with Wasserman](#)
- [Faculty Role in Student Career Management \(CAES Engaged Learner Series\)](#)
- [Career Wellness - Managing Career Development](#)
- [Handshake: How To Navigate and Make the Most of It](#)

SELF ASSESSMENT

- [Self-Paced Online Module: Self-Assessment](#)
- [Self Assessment Reflection Questions](#)
- [Identifying Skills and Strengths Exercise](#)
- [Values Inventory Worksheet](#)

MARKET ASSESSMENT

- [Self-Paced Online Module: Market Assessment](#) (Advanced Self Assessment)
- [Market Assessment Worksheet](#)
- [Vault.com](#) (NYU students have free access to Vault guides through [Handshake](#))
- [O*NET Online](#)

EXPLORE & DECIDE

- [Skills Assessment Worksheet](#)
- [Work Preferences and Non-Negotiables Worksheet](#)

ACTION

- Self-Paced Online Modules: [Resumes](#), [Cover Letters](#), [Interviewing](#)
- [Resume Guide and Samples](#)
- [Cover Letter Guide and Samples](#)
- [Interviewing Guide](#)
- [Building Resilience for Your Job Search](#)

MANAGE

- [Self-Paced Online Module: Salary Negotiation](#)
- [Salary Negotiation Guide](#)
- [Career Wellness Agreements Worksheet](#)
- [Succeeding in Your Internship](#)
- [Mapping Your Success After Landing a Job](#)

RELATIONSHIP BUILDING

- [Self-Paced Online Module: Networking](#)
- [Networking Guide](#)
- [Creating a Personal Pitch](#)



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**SCHOOL OF
PROFESSIONAL STUDIES**

- [Informational Interviewing Guide](#)

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