

## **Fall 2020 Re-Opening Plan for the Center for Career & Leadership Development**

### **Main Office Locations: Macon & Cochran; Services in Dublin**

All in-person visitors must wear protective face masks that cover the nose and mouth. If you are unable to wear a mask, you can contact us by phone or email for virtual assistance. We request that visitors make every effort to schedule appointments before visiting the CCLD. All staff are available to meet with students virtually and in-person by special request. Students on the Dublin campus can visit the Student Life Office in Lib-94 for in-person career development services but should schedule an appointment through Handshake if seeking virtual assistance.

#### **Visiting the CCLD**

Upon entering the CCLD, students will check-into the kiosk and use the hand sanitizer station. Once checked in, visitors will wait in the designated waiting area near the reception desk until a staff member is available. The waiting area will be spaced for 6-feet of social distancing. For this reason, one visitor at a time will be permitted to enter the waiting area of the CCLD in Cochran and four visitors at a time in the waiting area of the CCLD in Macon. In the Macon office, there will be a designated entrance and exit. Signage will direct visitors with all procedures and expectations. At times, the CCLD may be unable to staff the front desk while the career advisor is in a meeting with another student. If the office is momentarily closed, visitors should refer to the posted instructions for scheduling an appointment or submitting an inquiry.

#### **Meeting with a Career Advisor**

We request that students schedule appointments prior to meeting individually with a career advisor for assistance with resumes, career and major exploration, interviewing skills, job/internship/graduate school searches, and other career development topics.

- To schedule appointments after August 3, students will need to activate their MGA Handshake accounts at [mga.joinhandshake.com](https://mga.joinhandshake.com) and login with their MGA email addresses. Appointment scheduling is located in the "Career Center" portion of Handshake.
- Students can select virtual or socially distanced in-person appointments. Virtual appointments will be conducted in Microsoft Teams. Students should download Teams on their phone or computer. Availability for in-person appointments will be spread out to allow for cleaning between visits. For in-person consultations, students must email their resume ahead of time and be able to wear a face mask that covers the nose and mouth.
- Group workshops will be held virtually. Students must register for these in Handshake to receive meeting links in Teams.
- Handouts, such as resume samples, will be available online in the Career Center portion of Handshake.

Non-student visitors (alumni, employers, faculty, and staff) are advised to call and schedule an appointment before visiting.

#### **Meeting with the Student Leadership Programs Coordinator**

Students in the Knights LEAD, Emerging Leaders, or The President's Torch Society will work individually to schedule virtual and in-person appointments with Dr. Tamika Russell outside of cohort meetings. Other students who are interested in learning more about these programs will need to contact Dr. Russell at [tamika.russell@mga.edu](mailto:tamika.russell@mga.edu) with questions or to request a virtual meeting time.

#### **Visiting the CCLD with a General Question**

Students who visit the CCLD in Macon or Cochran with a general question should wear a protective face mask over their nose and mouth. Students may be directed to scheduling a longer virtual or in-person career advising or student leadership consultation appointment if more assistance is needed.

#### **Using the Computer Lab Station**

To use a computer lab station, students should reserve time through Handshake. Upon arriving, students should check-in at the kiosk, use the hand sanitization station, and wait for a staff member to direct them to a workstation. Computers are for career and leadership development purposes only. Students may access the Focus2 Career Assessment at [mga.edu/ccld](https://mga.edu/ccld) without visiting the office.

#### **LinkedIn Professional Headshots**

Students will need to schedule an appointment in Handshake for the Macon or Cochran CCLD office to get a professional headshot. Students will need to bring their own professional attire as they will not have access to the professional closet.

#### **The Professional Closet**

For the safety of our students and staff, the Professional Closet in Macon and Cochran will be closed to shoppers until further notice. In addition, we will not be accepting donations until further notice.

#### **Networking with Employers**

All employer and graduate school networking opportunities will be held virtually via Handshake unless otherwise noted. Students should pre-register for the All Majors Career Fair (October 20), the Aviation Career Fair (October 1), and all information sessions and campus interviews days at [mga.joinhandshake.com](https://mga.joinhandshake.com).

#### **Scheduling Class or Student Organization Presentations**

Career and Leadership Development staff will be available for virtual presentations on all five campuses. On an individual basis, staff will determine their availability for in-person presentations on the main campuses they serve when social distancing can be maintained and personal protective equipment can be used when presenting.

#### **Contact Us:**

Macon: 478-471-2714 | [careerservices@mga.edu](mailto:careerservices@mga.edu) | Student Life Center, 261 (by appointment)

Cochran: 478-934-3110 | [careerservices@mga.edu](mailto:careerservices@mga.edu) | Sanford Hall 112 (by appointment)

Schedule appointments at [mga.joinhandshake.com](https://mga.joinhandshake.com) (Select Career Center and then Appointment)