

Frequently Asked Questions

We know that career advising happens in a variety of settings and that faculty and staff are critical partners in helping students develop and achieve their goals. We have provided the information and resources below to address some FAQs that you may have about Career Services or that may come up in career conversations you have with your students and advisees. We are here to support you as well as your students, so please do not hesitate to refer students to us or contact us directly for more information at 804-289-8547 or careerservices@richmond.edu.

Major & Career Exploration

If a student is feeling overwhelmed and doesn't know where or how to begin the major/career exploration process, what should I tell them?

We encourage students to connect with Career Services early on so advisors can work with them to explore major/career options. Students can come to drop-ins M-F from 2-4 pm or [schedule an advising appointment](#) to learn more about our services and how we can support them. You can also share this [Getting Started Handout and Worksheet](#) with students to help them begin the exploration process.

Some of my advisees have no idea what to major in or have questions about what they can do with their major. How can I help them?

Career Services offers resources to assist students in selecting a major as well as learning more about the connection between majors and career possibilities. Below are a few resources you can utilize or share with your students:

- [Major Choice Checklist](#)
- [UR Majors & Minors Handout](#)
- [What Can I Do With This Major?](#)

We encourage students to [schedule an appointment with a career advisor](#) to identify majors and careers that would be a good fit for them.

Does Career Services help students learn more about their interests, skills, strengths, and/or values?

Yes! Career Services provides a variety of tools and activities to support students in reflecting on who they are, what they enjoy, and how they want to contribute to the world. We also offer self-assessments that allow students to learn more about themselves. Students should begin by [scheduling a meeting with a career advisor](#) to discuss what they would like to learn and develop an action plan that best meets their needs.



Internships & Post-Graduate Plans (Jobs, Graduate School, Gap Years, etc.)

What is SpiderConnect? Who has access to it?

SpiderConnect is Career Services' online database that houses job/internship opportunities, sign-ups for career programs and events, and career resources. Students and alumni can utilize SpiderConnect and faculty/staff are able to access the system as well.

I received a career opportunity that I would like to share with students/alumni. Where can I send it?

Thank you for your interest in sharing this opportunity with UR students and alumni. You can email the opportunity to hirespiders@richmond.edu and we will post it on SpiderConnect.

A student asked me for more information about UR Summer Fellowships. What should I tell them?

Students interested in learning more about the UR Summer Fellowships (URSF) programs can visit the [URSF website](#) to learn more about program eligibility. Please contact ursf@richmond.edu with questions.

I would like to know more about where students from my discipline have found internships. Does Career Services track this?

Career Services maintains records of student internships and research experiences completed through the UR Summer Fellowships program. Please contact us at careerservices@richmond.edu to learn more.

How does Career Services support students interested in pursuing advanced degrees?

Career advisors can walk students through the application process, help them craft a compelling personal statement, evaluate funding resources, and more, regardless of their intended field of study. Students can find helpful resources regarding graduate/professional school on [our website](#).

How does Career Services connect students with job/internship opportunities?

All current students and alumni have access to SpiderConnect, which is updated regularly with job/internship opportunities. Our Employer Relations team works with alumni and employers interested in hiring Spiders to coordinate on-campus interviews, information sessions, office hours, and other opportunities for employer-student engagement. Students looking for jobs/internships should [schedule a meeting with a career advisor](#) to discuss their goals and develop a targeted plan for identifying opportunities of interest. This [Internship Worksheet](#) can also help students get started.

Does Career Services work with students interested in taking a gap year?

Career advisors work with students interested in a gap year to learn more about their goals and interests and help them identify opportunities that align. Students can check out this [gap year experiences handout](#) to get started. Students interested in fellowships should connect with the [Office of Scholars and Fellowships](#) to learn more.

Alumni & Post-Graduate Outcomes

Does Career Services track where alumni go after graduation?

Alumni outcomes are tracked in a variety of ways across campus. Career Services administers the annual First Destination Survey (FDS) which provides data about post-graduate outcomes for alumni six months out from graduation. The Office of Institutional Effectiveness (IFX) surveys alumni one year and five years out to obtain outcomes information. LinkedIn is also a helpful tool that allows anyone with an online account to look up UR alumni on LinkedIn and view their current and past employment and educational background.

We know that students have close relationships with faculty/staff on campus and often share post-graduate plans with you. In an effort to make our data as comprehensive as possible for reporting purposes, we encourage you to let us know if you hear that a student or recent alum has secured a post-graduate opportunity and we can follow up with them to complete the FDS survey.

How can I obtain information about alumni and former advisees and/or get in touch with them?

Below are three links you may find helpful, depending on what type of data you are looking to obtain:

- [What alumni are currently doing](#) (data available through Advancement Systems - though we also recommend LinkedIn)
- [What they are doing one-year-out and/or five-years-out](#) (data available through Institutional Effectiveness)
- [The results of the First Destination Survey](#) (six months out from graduation data available through Career Services)

Can alumni utilize Career Services?

Yes, University of Richmond alumni have access to [comprehensive Career Services for life](#). This includes individual career advising appointments, SpiderConnect and other career resources, and tools for industry and career exploration.

Learning More, Requesting Presentations, and Referring Students

How and when should I refer students to Career Services?

We work with students of all majors and class years to help them explore majors and career fields, search for internships and jobs, and apply to graduate or professional programs. Please encourage your students to visit Career Services early and often. Students can [schedule an appointment with a career advisor](#) or stop by our drop-in hours Monday through Friday from 2–4 p.m.

I would like Career Services to visit my class or student organization. How do I request a presentation?

Complete this form to [request a presentation](#) and a Career Services staff member will follow up with you regarding your request.

I would like to include Career Services on my course syllabus. Do you have any language I can share with students?

Thank you for including Career Services on your syllabus. Please feel free to utilize and modify the language below as needed:

Career Services supports students of all majors and class years through all stages of career and professional development, including exploration, gaining experience, building job and grad school search skills, and decision-making. Students are encouraged to visit Career Services early and often to explore their interests, define their career goals, and learn how to best leverage their skills and experiences for future success. Career advisors meet students where they are and no prior knowledge or preparation is needed.

Students can schedule an advising appointment via SpiderConnect or come to drop-ins M-F from 2-4 pm in THC 306 to speak with a career advisor. Please contact Career Services with any questions: careerservices@richmond.edu or 804-289-8547.

Where can I send students for additional career resources?

The [Career Services website](#) and online [Resource Library](#) have a wealth of tools to support students at various stages of their career development process, including: resume and cover letter development, job/internship searching, graduate school applications, interviewing, and life after college. We encourage students to contact our office via phone or email or stop in Monday-Friday between 8:30 am-5:00 pm in THC 306 to learn more about how we can assist.

Does Career Services offer any professional development funds to students?

Eligible students can apply for limited financial support through the [Career Opportunity Fund](#) for the following types of qualifying expenses: travel reimbursement for interviews shadowing, or Spider Road Trips, professional wardrobe reimbursement, or graduate/professional school application fees. Students should review eligibility and qualifying expense details before applying. In order to fund as many students as possible, students are limited to two funding opportunities per academic year while funding is available. Please contact careerservices@richmond.edu for additional questions or information.

