

Career Resource Center

Presented by: Kristina Phillips, Executive Director



PRIVATE ADVISOR SESSIONS WITH INDUSTRY EXPERTS

- * One-on-one guidance through your job search
- * 1 hour sessions
- * Covering topics such as:
Resumes, Networking,
Interviewing, Target Companies,
Plan of Action, and Compensation

CRC Advisors



INTERVIEW PREPARATION

- * Common interview questions reviewed
- * Learn to perfect your technique
- * Mock Interviews – digitally recorded and reviewed



Programming



- * Workshops, programs, and interactive sessions
- * Various topics addressing motivational, emotional and financial issues
- * Presented by professionals in their field of expertise

JOB SEARCH ROUNDTABLES



- * Advisor facilitated
- * Group sessions
- * Gain insight on effective job search tactics and strategies

NETWORKING SESSIONS

- * Exchange information
- * Expand your network
- * Facilitated sessions lead by professionals

Hello
my name is

Individual Tutoring

- * MS Office
- * LinkedIn
- * Online Job Search Strategy



referenceUSA®



OFFICE SPACE, EQUIPMENT, & REFERENCE MATERIALS

- * employment directories, newspapers, literature, articles, how-to books, and guides
- * ReferenceUSA – access to a proprietary database of 14 million U.S. businesses
- * private work stations
- * consultation offices
- * conference room
- * office equipment

Networking: What is it?

- * The Department of Labor estimated that 70% of jobs and vacancies are unadvertised or filled by someone known to the employer.
- * The dictionary defines “networking” as:
The exchange of information or services among individuals, groups, or institutions; specifically: the cultivation of productive relationships for employment or business.

What networking is NOT:

- * Pushing your own agenda
- * Exhibiting poor listening skills
- * Having unclear objectives



Be Authentic:

- * First you must know yourself and your goals
- * Have a plan
- * Be a good listener
- * Engage with people by asking questions
- * Build relationships by offering to help

Business vs. Personal:

- * Take a holistic approach
- * Making connections can happen in any situation
- * Look for ways to connect on a personal level
- * Use the resources you already have
 - * Friends
 - * Family
 - * Acquaintances
 - * Organizations

Start with a plan:

- * Who do you want to meet?
- * What industry are they in?
- * What company do they work for?
- * What is their job title?
- * Where are you likely to meet them?

Tactics to achieve your objective:

- * Reach out on LinkedIn
How to write an effective LinkedIn invitation
- * Events
Do your research before attending
- * Email
Develop a friendly tone
- * Phone calls
What to say and how to leave a message
- * Tap into current connections

Storytelling

- * Short is best
- * Develop a story that is specific and personal regarding your experience and accomplishments
- * Have a beginning, a middle and an end
- * Practice telling your story until you feel comfortable
- * Remember that creating an emotional connection is more important than stating facts

Questions?