What can Career Services offer You?

To all new students, welcome to Santiago Canyon College. We, in Career Services, look forward to assisting you with all of your job and career development needs. To all returning students, welcome back to another great year at SCC!

Those of you that have worked with us in the past, are familiar with the wonderful resources that the Career Center had to offer. We are proud to announce that along with a new title (Career Services) we have added some exciting new services exclusively for SCC students.

Our well known services will not change; we will still offer one-to-one career exploration assistance, the career development program for undecided majors, internet resources, career-related library, our speakers program, and career workshops, along with our informative newsletter.

The new additions revolve around employment/job development, or simply stated off-campus employment assistance. If you need assistance with locating a job, further developing your resume and cover letter, and/or interview preparation...then Career Services is the place for you!

New Services

♦ Job Search Assistance: One-to-one assistance and support in your quest to find a job.

♦ Job Match: Fill out a card with your job interests, and we match you with employers that are seeking your same interests.

♦ Job Announcements: Announcements posted on bulletin boards, and in our job “finder binder” and internet.

♦ Job Fairs: Fall & Spring job fairs with opportunities to meet a number of employers.

♦ Employment Preparation Workshop Series: Topics will be centered around resume/cover letter development, job search techniques, and interview preparation.

To learn more about these new services or our established services, please visit us in room D-106. You can also call us at 714-628-4805 or 714-628-4987
Discovering EUREKA! Online
This informative program is geared for Californians who are in search of career information. Learn about the self-assessments, career/labor market information & college/major search, plus much more!

**Date:** Tuesday, September 30, 2008  
**Time:** 1:30-2:30 P.M.  
**Location:** Career Center, D-106  
**Facilitator:** Dora Contreras-Bright

Enter the zone...the CAREER ZONE
Are you ready to take an interactive look into the future? This workshop will allow you see how your desired lifestyle & career choice match up. Discover what the CAREER ZONE has to offer!

**Date:** Thursday, October 9, 2008  
**Time:** 3:00-4:00 P.M.  
**Location:** Career Center, D-106  
**Facilitator:** Maria J. Chaidez

Undecided Majors Program
Are you undecided? Do you want to pinpoint your interests, values, skills & personality? Learn how these points can help identify your dream career. Our 4 step process involves:

1. Take career assessments
2. Obtain an interpretation of assessments from a counselor
3. Research/explore results with the assistance of the Career Services staff.
4. Meet with a counselor to help you develop an educational plan.

**Visit us in room D-106 or call us at 714-628-4805 to find out more!**

Informational Interviews...make connections that count!
If you want to begin networking within an industry this workshop is for you! Learn what to do before, during and after an informational interview. Also learn ways to locate professionals to interview.

**Date:** Wednesday, November 5, 2008  
**Time:** 1:30-2:30 P.M.  
**Location:** Career Center, D-106  
**Facilitator:** Dora Contreras-Bright

**Date:** Wednesday, October 29, 2008  
**Time:** 3:00-4:00 P.M.  
**Location:** Career Center, D-106  
**Facilitator:** Maria J. Chaidez

Find your voice...the SPEAKERS CONNECTING CAREERS
Are you interested in Law Enforcement? Do you want to make a difference in the lives of young people? Want to make a positive impact on our society? If you answered yes to any of these questions please join us as we welcome Ashley Parker from the Riverside County Probation Department. She will be speaking about exciting & dynamic careers available to you!

**Location:** Building D, room 206  
**Date:** Thursday, October 9, 2008  
**Time:** 9:00-10:00 a.m.  
**NO RSVP Needed!**
Employment Preparation Workshops

Career Services now offers assistance with a variety of employment needs. Are you looking for a job? In need of an eye-catching résumé? Do you know how to interview with success? Do you know how to make the most of your time at job fairs? If you are ready to tackle these questions with the right solutions, Career Services invites you to Employment Preparation Fridays. The workshops will be offered on Fridays and will run from either 9:00-10:00 a.m. or 10:30-11:30 a.m.

Employment Preparation Fridays will begin on September 26, 2008.

The workshop topics include:

- **Job Search Assistance**— Ready to start looking for a job but don’t know where to start? Let Career Services assist you through this process.
- **Interview Techniques**— So you’ve been invited to the interview...now what? Learn what to do prior to the interview, during the interview and finally with following-up. Practice makes perfect, so mock interviews are also key!
- **Résumé Assistance**— If you’re new to the workforce or a career changer, résumé assistance is always helpful. Learn how to market your experiences and skills!
- **Job Fair Preparation**— Know the employers before you get there! Learn how to research employers and identify possible opportunities. (read article on page 4)

To find out about more topics & specific dates please contact Career Services. You may R.S.V.P in person or over the phone. Career Services can be reached at 714-628-4805 or 714-628-4987, we are located in D-106

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Do you have what it takes when it comes to soft skills?

Until recently, companies believed that only hard skills impacted the bottom line. After all, how could anything described as soft be valued in the hard-charging, results-driven business world? Conventional wisdom dictated that hiring the very brightest people with the best academic credentials, factual knowledge, and technical skills would automatically make a company successful.

Now, however, a flurry of studies are telling us it's the soft skills -- behaviors and traits such as self-awareness, adaptability, critical thinking, problem solving, leadership, teamwork, communicating, likeability, risk taking, and time management -- that determine the bottom line and will make or break an employee's career.

Soft skills are becoming a significant consideration for firms during the recruitment process and gaining the respect they deserve. They are being linked to positive performance appraisals and salary increases. For example, if you have all the technical skills and fancy pedigrees in the world but can't get along with people, sell your ideas, get your work in on time, and demonstrate competency in countless other soft skills arenas, you'll be going nowhere fast.

Want to test your soft skills in a number of key areas? An online automated self-assessment quiz that tests and tallies an individual's soft skills savvy is available at http://www.bettersoftskills.com/. People respond to 24 items online and receive instant feedback on which soft skills areas they need to improve. Peggy Klaus is a Fortune 500 communication and leadership coach. Her book The Hard Truth About Soft Skills -- Workplace Lessons Smart People Wished They’d Learned Sooner is now available.

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What Employers Want:

- Communication Skills (verbal and written)
- Honesty/Integrity
- Motivation/Initiative
- Strong Work Ethic
- Teamwork Skills
- Computer Skills
- Analytical Skills
- Flexibility/Adaptability
- Detail-Oriented
- Organizational Skills
- Leadership Skills
- Self-Confidence

Source: Job Choices-National Association of Colleges & Employers
Job fairs are your chance to make important contacts with potential employers. The job fair is often a good first step, enabling you and the employer to meet face-to-face for a few minutes and exchange some information. But you need to do more than press your suit and print 30 copies of your resume to make the most of this opportunity. You have to be prepared. According to the Career Advancement Management Report (CAM, 2007) and the National Association of Colleges and Employers, Job Choices, 2008, it’s wise to approach the job fair as if it were an interview. After all, you want to make a positive impression—and you’ve only got a limited amount of time. Here’s what the experts recommend:

- **Know your Employers.** Be sure to learn about the companies and the positions you are interested in before you get there. Visit each company’s website to learn about their products/services and the industry in general. Creating a short list of questions to ask the recruiter about career options and the company will show the recruiter that you’re serious about landing a job at that company.

- **Prepare a Pitch.** Create a 30-second description of your skills and career objectives for the recruiter.

- **Arrive Early.** Come early while employers are fresh—and go first to the booths of employers you have identified in advance. Don’t arrive 30 minutes before the end of the day and expect to talk to employers.

- **Don’t get diverted by the “goodies” employers are offering at their booth.** Stay focused on your target employers. You are at the fair to make contacts not to collect pens and other items. When talking with the employer, make sure to express interest in the organization—not the giveaway being offered.

- **Greet each employer with a smile and strong handshake.** Use your prepared “pitch” to introduce yourself and express your interest—and be enthusiastic. Make eye contact. Be positive.

- **Ask appropriate questions.** If you have time, use it wisely. Don’t waste it asking questions that could be readily answered through a little research—such as “What does your company do?” or “What jobs do you have for me?” Instead, ask questions that show you have done your homework (“I am very interested in XYZ Company’s management trainee program. Can you give me any advice on how I might tailor my resume for that program?”) and are genuinely interested in the organization (“What does XYZ value in its employees?”)

- **Ask for the next step.** At the end of your conversation with the employer, ask how you should follow-up and what the next step is in the hiring process.

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**Opportunity Knocking, Inc.**

Check out our benefits

**SALES REPS**

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**Don’t Forget!**

SCC Job Fair will be on October 22, 2008 9:00-1:00 p.m. in Strenger Plaza!