

Howard Community College Job Search Club
Counseling and Career Services, RCF 302
410 772 4840

AGENDA

Day 2 – October 9, 2009 – *Skills Assessment, Duty and Skills Analysis Worksheet, Commercial Outline, Careers Interest List, Networking List, Top Skills and Values Employers Seek from Job-Seekers*

1. Open forum
 - a. Welcome new members and review of existing members' names and interests (distribute career interest sheet for them to add to)
 - b. Positives/successes of the past week
 - c. Barriers/challenges of the past week (limited; reframe & ask members for suggestions)
 - d. Thoughts/feedback/questions about last week's session. Discuss last week's homework. What did they learn? Did they find a possible niche? How would they develop required skills they you don't have?

2. Skills Assessment
 - a. Introduce concept of and define self-management/adaptive skills, transferrable skills, and job content skills.
 - b. Handout on *Top Skills and Values Employers Seek from Job-Seekers* with resume entries
 - c. Part of conducting a successful job search campaign is understanding what employers want— putting yourself in their shoes. Imagine you are an employer looking to hire someone. What general qualities are you looking for? What specifically could applicants do to impress you and convince you to hire them?
 - d. Have members complete skills assessment
 - e. Discuss results – what did you notice? Surprises? Confirmations?
 - f. Introduce Duty and Skills Analysis Worksheet

3. Commercial
 - a. Introduce concept
 - b. Give examples
 - c. Members write a draft with aid of script, based on results of their skills assessment from today and their career history form completed last week.
 - d. Members practice their commercial with each other or in front of whole group

4. Networking portion - – Ask members to list jobs or employers they would like to work for and get suggestions/leads from other members

5. Homework
 - a. Members to complete job analysis/skills worksheet
 - b. Members to practice their commercial with others
 - c. Bring resume and/or cover letter for next week's session