

March 2009

QUIZ

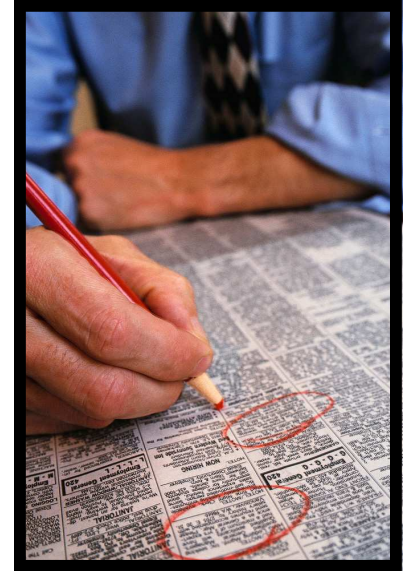
True or False

1. Because I only want to apply for part-time jobs, a résumé is not important for my job search.
2. Employers hiring part-time or summer employees are not looking for people with experience.
3. It does not matter what I wear to apply for a job if I am applying for a job that will require I wear a uniform.
4. Everyone I know should be aware that I am looking for a job.
5. I should apply for every position that is open.
6. Taking my parent with me when applying for a job will reassure the manager that I have someone supportive to help me be a better employee.
7. If an employer tells me that he is not hiring, I should leave my résumé anyway.
8. Calling an employer is the best way to follow up on an application.

CareerAbilities is a monthly newsletter produced by Howard Community College Counseling and Career Services and Disability Support Services to increase student awareness of HCC career programs and services and to highlight career topics that are important to students with disabilities.

CareerAbilities newsletters inform students about employment issues unique and not so unique to people with disabilities and provide information that can be used to make education and career decisions. We welcome suggestions about the topics you would like to see addressed and encourage you to stop into our offices to use the many services that we offer free of charge to HCC students.

All issues of *CareerAbilities* can be found online at the HCC Counseling and Career Services Website at www.howardcc.edu/students/counseling_career_services_and_job_assistance/jobsearch/resourcesdisability.com. They are also available in the Counseling and Career Services Library, RCF-302, and can be sent directly to your e-mail address.



Your biggest break can come from never quitting. Being at the right place at the right time can only happen when you keep moving toward the next opportunity.

*Arthur Pine,
successful literary agent and author*

WEBSITES OF THE MONTH

CoolWorks.com lists thousands of summer and seasonal part-time jobs.

Snagajob.com lists only hourly and part-time jobs. You can sign up to receive new job postings via email.

www.GrooveJob.com is a leading site for part-time hourly and seasonal jobs for students.

www.collegecentral.com/howard lists local jobs and allows you to post your résumé.

www.fastweb.com is a multi-purpose website to assist students find financial aid, internships and jobs.

Answers to Quiz

1. **False.** Résumés may not be required to apply for all jobs, however having one indicates to an employer that you are organized and prepared for your job search and may provide relevant information not asked for on an application.
2. This may be True or False depending on the employer. However, almost all employers will first consider someone with experience over someone with no experience. Remember, experience does not have to be paid to be considered relevant by an employer.
3. **False.** First impressions are very important and good grooming, appropriate job search attire and positive body language make a great impression on prospective employers.
4. **True.** Only about 20 percent of all job openings are advertised. Telling everyone you know that you are looking for a job will increase your chances of locating one of those 80% that are not advertised.
5. **False.** While you do not want to be picky when applying for a job, applying a job that requires availability, skill sets and/or education that you clearly do not have may give that employer the impression that you are not aware of his needs and could disqualify you from being considered for a more appropriate position in the future.
6. **False.** In the world of work, applicants are expected to mature enough to apply for jobs by themselves and taking ANYONE with you is not acceptable.
7. **True.** It is always a good idea to ask an employer if you can leave your résumé.
8. **False.** Unless instructed otherwise by the employer, the best way to follow up on the status of your application is in person. Just remember, the same rules apply to following up on an application—go alone, dressed appropriately, etc.

Finding a *Part-Time or Seasonal* Job When The Job Market is Tight

Prepare Early: As summer approaches, there are thousands of college students looking for jobs. The earlier you begin your search, the more likely it is that you will be one of the people working this summer.

The first step in your job preparation should be to get your résumé in order. How to begin this process was addressed in last month's *CareerAbilities* newsletter. If you don't have a résumé, now is the time to begin. HCC's Counseling and Career Services has many resources available to you free of charge to help you get started or, if you have a résumé, to help you update it.

Get Organized: Create a Job Search Notebook in which you can keep track of all information you will need about the companies, contacts, dates you apply for jobs, follow up information and reminders. You will want to include information about your references.



Remember, references should not be family members or close personal friends and you should

always ask their permission before you give their information to an employer. You will also want to make sure you have the documentation you will need to begin working, such as your social security card and proof of age. And finally, you will want to make sure you have a set of appropriate clothing when applying and interviewing for jobs. Both men and women should include dress shoes (no tennis shoes or sandals) with matching socks or hosiery, dress slacks (or women may wish to wear a conservative skirt), and a neutral colored colored shirt (for guys) or a neutral colored, conservative blouse (for women). Depending on the type of job they are seeking, both men and women may wish to include a matching jacket and men might also want to include a tie.

How to Begin: Start with people you know. Talk to everyone you know about your desire to find a job—family, friends, teachers, classmates, your doctor, religious leader, etc. This is called networking and results in more people finding jobs than other method of searching.

Write down in your Job Search Notebook who you have talked to and any leads they offer. Next, consider the places you frequent and/or enjoy being. Consider what opportunities might be available in places that have jobs that match your career interests/skill sets and in businesses that traditionally hire college age students. These can be found locally and/ or through websites. You are far more likely to be successful if you target *all* jobs you are capable of doing, and not using your time and energy to apply for jobs that *require* skills or education you do not yet possess. Write down all leads in your Job Search Notebook and make a plan to contact a specific number of these businesses each week. Gather addresses and do some advanced research about the business if possible. This could be as simple as using the internet to learn about the company or visiting a business and observing how employees work.

Be **Assertive:** When possible, apply for a job in person and attempt to speak to the person responsible for hiring. Convey confidence and maturity by going alone, well-dressed, knowing what you want to say and with your résumé. This allows the employer to see that you are well prepared and willing to put forth effort. Ask for what you want—an application—and have all information you will need with you so you can fill it out and return it immediately. Ask when you can follow up on your application. If your request for an application is denied, handle rejection with poise. Ask if you can leave your résumé and if there would be a better time to come apply in the future. Mention why you want to work for that business and/or what skills you have to offer. Always request the business card and/or the name of the person you speak with whether you have filled out the application or been turned down. If you must apply for a job on-line, follow all directions carefully and if possible, attached your résumé. Make note of any instructions given for following up on your application.

Follow Up and Don't Give Up: Follow up after you submit your application. If you are given a date on which you can expect to hear back from the employer, be sure to follow up on that date if you have not received a call. If you are not given a date, wait about a week after you submit your application and return to the business to inquire. Be sure you are dressed appropriately. If you were told to call or email, do that instead. If you call, make sure you speak to the person making the hiring decision. It is important to remember that sometimes “No” means “not at this time”. Very few people have not been rejected for a job. The important thing to remember is to keep applying—remember if you want to achieve a goal, planning, patience, and persistent work to achieve it are the key to success.

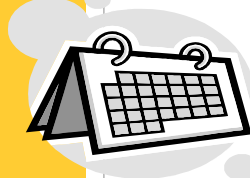
For more information about where and how to successfully apply for a job, attend the **GET THAT JOB!** workshop series from noon to 1 pm on April 21, 23, 28, and 30 in Counseling and Career Services, RCF 302 or call Ann at 410-772-4009.



Counseling & Career Services

Mon, Tue, Wed
8:30am-8:00pm
Thu, Fri
8:30am-5:00pm

Phone: 410.772.4840
Fax: 410.772.4499
website: www.howardcc.edu/career



Disabilities Support Services

Counselor Hours:
Mon, Wed, Thu, Fri
9:00am-5:00pm
Tue
9:00am-8:00pm

Phone: 410.772.4629
Fax: 410.772.4276
website: www.howardcc.edu/students

Learning Assistance Center

Mon–Thu
8:30 am–9:00 pm
Fri
8:30 am–5:00 pm
Sat
10:00 am–3:00 pm
Sun
1:00 pm–5:00 pm

Phone: 410.772.4460
Fax: 410.772.4092
website: www.howardcc.edu/students/
academic_support_services/lac_and_tutoring

APRIL

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27	28	29	30			

For any questions or concerns,
please contact Ann Kukulies at
410.772.4009

Upcoming Events

April

- April 1st: On Campus Recruiting with Buckle
(RCF Lobby 10:00am-2:00pm)
- April 1st: On Campus Recruiting with Homefix
(ELB Lobby 10:00am-2:00pm)
 - April 1st: Food for Thought: Is What You Do... Who You Are?
(RCF 302 12:00pm-1:00pm)
 - April 1st: Test Taking Strategies
(LAC Write Room 5:00pm-6:00pm)
- April 1st: BRAC Jobs 101
(Howard High School Auditorium 7:00pm-8:00pm
8700 Old Anapolis Rd, Ellicott City,
MD 21043)
- April 3rd: Career Fair 2009
Engineering, Computer Sciences and
Information Technology
(Capitol College: William G. McGowan
Academic Center in Laurel, MD 10:00am-
2:00pm)
- April 3rd: Field Trip Friday to Dickinson College with HCC's Transfer Center
(Carlisle, PA 8:00am-5:00pm)
- April 14th: Transfer Center Orientation
(Transfer Center 12:30pm-1:50pm)
 - April 15th: Food for Thought Your Personal Economy
(RCF 302 12:00pm-1:00pm)
- April 16th: On Campus Recruiting with College Pro Painters
(ELB Lobby 10:00am-2:00pm)
- April 16th: Writing Research Papers
(LAC Write Room 4:00pm-5:00pm)
- April 22nd: Math Anxiety Strategies
(LAC Write Room 3:30pm-4:30pm)
 - April 22nd: Time Management Strategies
(LAC Write Room 5:00pm-6:00pm)
 - April 28th: Career Information Series: Education/ Social Sciences
(Transfer Center 12:00pm-1:00pm)
 - April 29th: Memory Strategies
(LAC Write Room 4:00pm-5:00pm)
 - April 29th: Test Taking Strategies
(LAC Write Room 5:00pm-6:00pm)
 - April 30th: Writing Research Papers
(LAC Write Room 4:00pm-5:00pm)

Get that Job! Workshop

(4-part series)

Need a plan to get started on your job search?

Wondering how to choose a job, ask for an application, apply, interview and follow-up? More Info — Call Ann at 410-772-4009 or stop by in RCF 302

- April 21st
- April 23rd
- April 28th
- April 30

