

**New Directions in Student Development Conference
Piedmont Technical College
Greenwood, SC**

March 4, 2016

You Can Write College Papers, But You Can't Write Me a Thank You Note!

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Presentation Notes

Triage Career Services

- Most of you will probably be most comfortable referring students to your career services office for in-depth career advice and job search assistance, but here are some things you can share with students who are frustrated and need immediate help.
- Resources for job search (handout)
- Resume and interview skills (handout)
- Most important things:
 - Job Search – Company contact (website, face-to-face) and networking
 - Resume – tailor to job description – start with job descriptions
 - Interviewing – Sell yourself, stay positive. How to answer Behavioral Questions and Two 100% questions (Tell me about yourself?, Do you have any questions for me?)

Resumes

- There is no resume guru on the top of a mountain somewhere that knows everything there is to know about resumes.
 - Myth – resumes are one page
 - Depending on how much experience = determines the number of pages
- Resume/Cover Letter Paper and “Thank You” Envelopes
 - Resume
 - Southworth - 25% Cotton, 32 lb., Ivory
 - Envelopes
 - Southworth - 100% Cotton, 24 lb., Ivory
- Make sure that your name is on each page in case your pages get separated (header)

Personal Business Cards

- Develop a mini-resume on the back of the business card
- Vistaprint – advertisement on TV – 500 cards for \$9.99

Job Applications (most are online applications with possible limitations)

- Answer every question
- Use N/A to indicate that you read the question
- Give your salary information
 - Do not leave blanks or enter all “zeroes”
 - According to our College’s HR Department – individuals are more open with their salary information
 - Most jobs have a salary range
 - Most salaries are negotiable
- If you are required to attach information with your application (e.g., resume, references, cover letter, etc.), it is important to make these documents PDF’s so technical glitches with formatting will not be a problem

References

- Make sure that the person is willing to be a reference for you
 - Ask this what he/she is willing to tell a prospective employer
- 3-5 references
 - Current or former supervisors, current or former faculty/instructors
- Send your references an updated resume
- Send your references information about what job(s) you are applying for so that they can be prepared and sound intelligent when speaking with your potential employer
- Okay to send references with your application even if references have not been asked for

Cover Letter

- Southworth Paper
- First paragraph, BOLD the position that you are applying for
- Use a table
 - Left column – employer’s **Required Qualifications and Desired Qualifications** if applicable
 - Right column – your qualifications, **My Qualifications**
 - If the employer scans your application materials, your information will go into the good stack as the scanner will read the employer’s required or desired qualifications and you will have a 100% match
 - Employer’s HR Department will love you if they have a lot of applications – as HR only needs to read your **table** to determine if you are qualified or not

Transcripts and Other Documents

- Scan as PDF's

Getting the Interview Phone Call

- Which time slot?
 - First slot – you set the bar?
 - Last slot – last person the committee will remember?
- You want to ask how many people you will be interviewing with. You want to bring enough copies of your resume for distribution. These need to be printed on the good Southworth paper.
- If not shared with you, you need to inquire about what type of interview you will have (individual one-on-one interview or a group interview).

Job Interviews

- Skype Interviews
 - See “13 Tips for Nailing a Skype Interview” by Alexandra Whittaker, USA TODAY College, August 1, 2013 (attached)
- Committee Interviews
 - Good eye contact with all of the interviewers
 - Do not give the hiring supervisor all of your attention
 - Address the committee members properly
- One-on-one Interviews

Professional Dress

- Dress like the person that you are going to be working for
- Jewelry
- Perfume/After Shave Lotion/Cologne

The Handshake

- Firm...no limp fish
- Class Ring issue

Thank You Notes

- Within 24 hours of your interview (phone interview, Skyped interview, committee interview, etc.)
- Before you leave the interview, ask the HR representative for the names and titles of the interviewers
- E-mailed thank you notes
- Handwritten thank you notes

- Thank everyone that might influence the final decision (e.g., Executive Administrative Assistant of the Hiring Supervisor...may not have been in the interview; however, this person usually has influence) ☺
- Candidates that may be tied at the end of the interview process...the one with manners may be awarded the position

Interview Questions

- Google Search

Mirror Test

- Practice answering questions in front of a mirror
- Practice with someone

First 100 Days on the Job

- Strategic document you can use in the interview to show your leadership skills

Portfolios

- Personal choice
- Leave it with the employer and pick it up later
- Pass it around the room while you are interviewing – distraction?

Turning a Job Offer Down

- Verbally – okay
- Follow up with a Thank You Note...one day you may want to work for this employer

Accepting a Job Offer

- Verbally – okay
- Follow up with a formal letter again thanking this person for the job offer

Networking

- See handout – Top Ten Networking Tips for Professionals

Social Media

- LinkedIn
- Watch what you put on Facebook!
 - Employers are checking Facebook and all social media

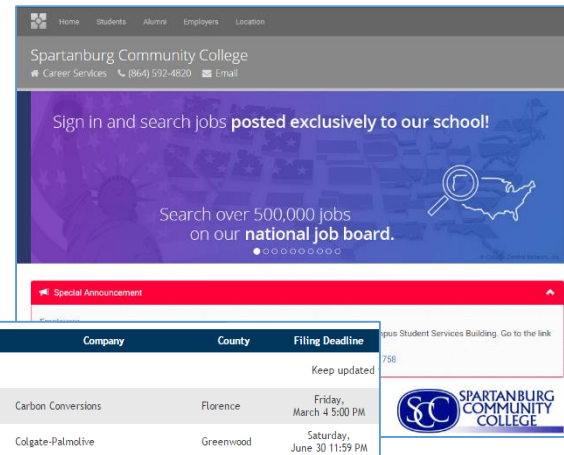
Career Exploration Resources

- **Career Coach** (SCC Home page: sccsc.edu)
- **Mynextmove.org**
- **Mynextmove.org/vets**

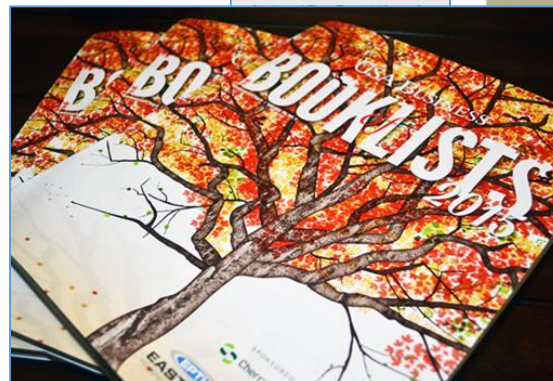


Job Search Resources

1. Your College Job Board
2. Company websites
3. Networking referrals
4. GSA Business – gsabusiness.com
 - a. Resources > email newsletters
 - b. Book of Lists
5. SCTechJobs.com (ReadySC)
6. sccommerce.com/news
7. SCWorkforceinfo.com
8. Indeed.com/SimplyHired.com



Position	Company	County	Filing Deadline
Application-On-File Update at any time			Keep updated
Carbon Conversions - Production Operators 88-91-01	Carbon Conversions	Florence	Friday, March 4 5:00 PM
Colgate-Palmolive - Various 75-30-01	Colgate-Palmolive	Greenwood	Saturday, June 30 11:59 PM
Continental Tire - Production Crew Member 64-92-14			
Continental Tire - Quality Assurance and Visual Inspectors NEW 64-92-20			



man Cycles establishing Horry County operations
 KIA S.C. - Workman Cycles, a manufacturer of heavy-duty bicycles and trikes as well as food trucks and carts, is establishing operations in Horry County.

CLMAIER expanding Upstate operations
 KIA S.C. - The DRAXLMAIER Group, one of the world's top automotive suppliers, is expanding its manufacturing operations in Spartanburg County.

owels expanding Abbeville County operations
 KIA S.C. - Pro Towels, the largest towel supplier to the promotional product industry, is expanding operations in Abbeville County.

Jane Doe

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SUMMARY

Ambitious electronics engineering student with excellent academic record and knowledge of basic welding and engineering principles. Two years of customer service experience.

EDUCATION

Associate of Applied Science, Electronics Engineering Technology May 2017

Spartanburg Community College Spartanburg, SC

High School Diploma June 2014

Spartanburg High School Spartanburg, SC

GPA: 3.2

Related Coursework

- Welding I
- Welding II
- Pre-Engineering

Related Projects

Designed a robot and programmed it to react to obstacles detected by the whiskers and alter its path to avoid the obstacle.

SKILLS

Mig and Tig Welding; AutoCAD; Microsoft Word, Excel, PowerPoint; Cash handling; CPR Certified

EXPERIENCE

Customer Service Team Leader 06/2013 – Present

Publix Spartanburg, SC

- Trained and managed 25 employees in customer service excellence, policies and procedures
- Communicated with managers and customers to meet sales goals

Cashier 06/2012 – 06/2013

BiLo Spartanburg, SC

- Ran cash register

- Answered customer questions and provided excellent customer service

HONORS (Optional Heading)

Imaginary, Inc. Foundation Scholarship 2009 – 2010

Continuing Student Electrical Engineering Scholarship 2008 – 2009

MEMBERSHIPS (Optional heading)

IEEE – The Institute of Electrical and Electronics Engineers

(Additional optional headings: LEADERSHIP, COMMUNITY SERVICE)