

Procedures for Students/ Graduates Looking for a Job

1. Review Job Listings

A new job list is regularly posted outside of the Employment & Career Services Center. The date for the current listing is at the upper right hand corner. A copy of the job list is also posted in other areas of the college and is updated on a regular basis. Locations are as follows:

- **Main Building – Across from room M160**
- **E-Building – Atrium (Next to the Library)**

When reviewing the job list, it is important to read it carefully and pay particular attention to the following:

- **Job Requirements/Skills**
- **Work Schedule/Hours**
- **Work Location**
- **Salary**

Job Requirements are skills needed to perform the job, level of education, and/or previous work experience required by the employer.

Work Schedule is the hours the employer needs you to work. Take special notice of the hours. Counselors will not refer you to a job that interferes with your classes.

Work Location is the actual job site. Keep in mind traveling time needed to get to and from work, school and home.

Salary may be listed as TBD (To Be Discussed with the employer), or DOE (Depending On Experience), or CWE (Commensurate With Experience), on a part-time, full-time or annual basis.

2. Meet with Job Placement Counselor

During the intake the Job Placement Counselor will meet with you to:

1. **Review** your Registration Card to assure that it has been filled out completely and accurately.
2. **Check/Revise/Correct** your resume. The Job Placement Counselor will, not approve a resume that is not updated, has errors or is grammatically incorrect.
3. **Check/Revise/Correct** your cover letter.
4. **Look up** the job(s) you have selected from the job listing to verify that your skills and schedule meet the requirements needed for the job(s).

3. Job Referral

Once your resume and/or cover letter is approved, the Job Placement Counselor can make a job referral. The referral process varies depending on the employer and may include:

- Faxing your resume and/or cover letter
- Scheduling a job interview
- Applying in person to complete an employment application and/or be tested
- Calling the employer directly for a preliminary telephone interview. The Job Placement Counselor will give you a computer print-out of the job(s) and referral card(s) once the referral process is completed.

You **must** notify the Job Placement Counselor if you are contacted by an employer for an interview.

Job Placement Counselors encourage you to continue visiting the office on a regular basis to apply for other jobs.

Please Note:

For deaf applicants or applicants with other disabilities, please note that it is your decision whether the counselor discusses your disability with the employer, before or after an interview is scheduled.

The Job Placement Counselor may discuss some options with you regarding disclosure, and whether or not you should:

- List TTY telephone number on the resume.
- Indicate American Sign Language under the skills section of the resume.
- Have a Counselor speak with the employer and discuss your skills, previous work experience, and options for a reasonable accommodation before or after and interview is scheduled.