ATTENTION: New Career Assessment/Tools!!

What is Kuder Journey?
College of the Canyons Career Services has begun offering this comprehensive and intuitive online system that helps students and adults plan for a career, make a career change, and keep their career on track.

The journey program has the following tools to assist you:

- **Assessments** - Taking assessments will help you with your choice of major and occupation goals. Learning about yourself is always a good place to start when making career choices.

- **Occupations** - Your goal in this step of the system is to find occupations that are good possibilities for you.

- **Majors** - A good first step to pursuing the career you want is identifying what majors can help you prepare for it.

- **Education & Financial Aid** - Depending on the occupations in which you are interested or you saved to the Favorite Occupations list in your Portfolio, you may want or need more education or training. This section will help you decide how and where to find those opportunities.

- **Job Search Tools** - In this section you can prepare the documents you need résumés, cover letters, and list of references – as well as find helpful information to ensure you are prepared for the job search process. One of the most exciting features in Journey is the ability to manage your own custom e-Portfolio that can be viewed by potential employers.

- **Jobs** - After all of that preparation, it's now time to find the job you want. In this section, you will learn how to find job openings and will be able to search for them on the Internet.

- **My Portfolio** - Your portfolio contains your profile information, assessment scores, and all of the items that you choose to save as you use the system.

Why should I take the career assessments?
Taking the time to learn about yourself, is an excellent way to make great career choices and prepare for the future.

How do I get started?
If you are interested in taking the Kuder Journey Career Assessments, stop by Career Services (Student Center #123) to get started. We will issue you directions and a user code with lifelong access to your career portfolio.

Source: www.kuderjourney.com
Upcoming Workshops

“How TO…” SERIES:

How to Conduct Effective Salary Negotiations
Date: Tuesday, November 6, 2012
Time: 12pm - 1pm & 6pm - 7pm
Location: Student Center (STCN) - PDR#3

How to Conduct a Productive Job Search
Date: Wednesday, November 14, 2012
Time: 12pm - 1pm & 6pm - 7pm
Location: Student Center (STCN) - PDR#3

How to Identify Your Transferable Skills
Date: Tuesday, November 27, 2012
Time: 12pm - 1pm & 6pm - 7pm
Location: Student Center (STCN) - PDR#3

CAREERS-ON-THE-GO WORKSHOPS

Paralegal
Date: Wednesday, November 7, 2012
Time: 6:00pm - 7:30pm
Location: Mentry Hall, Room 351

Administrative Assistant
Date: Wednesday, November 28, 2012
Time: 6:00pm - 7:30pm
Location: Mentry Hall, Room 351

CAREER PATHWAYS WORKSHOPS

Sales, Marketing & Service Industry
Date: Wednesday, November 7, 2012
Time: 12pm - 1:30pm
Location: Student Center (STCN), Room 128

Arts, Media & Entertainment Industry
Date: Thursday, November 15, 2012
Time: 6:00pm - 7:30pm
Location: Hasley Hall (HSLH), Room 230

Networking 101
By: Nahal Ghodousi, Career Advisor

The importance of networking is constantly echoed to prospective job seekers. When seeking employment, individuals may be haunted with the saying, “it’s not what you know, but who you know.” These few words may engrain fear in a person during the job search process. Although having connections does not necessarily guarantee employment, it can definitely help you. So what is networking exactly and how can one do it? Networking is connecting with individuals who may or may not have similar interests in your chosen field of work, and consists of building relationships. Here are 3 ways to build your network:

The first and probably the most effective and common way to network is by utilizing the people in your immediate circle. Your family, friends, neighbors, and acquaintances can serve as a valuable job search resource. Discuss your career aspirations with them to possibly identify someone with a career that interests you and eventually set up an informational interview, where you can briefly meet with the person working in a career you are interested in. The meeting will allow you to develop a relationship with that person. Remember the purpose of an informational interview is not to get a job, but to explore the jobs you may like and see if they suit your interests and personality type. However, you may want to have your resume handy and ready in case your contact asks for it. After the meeting remember to email or handwrite a thank you note. People appreciate being appreciated and this simple gesture can make them remember you.

Second, you can get and stay connected with the individuals you interviewed and others in your line of work through free network-based Internet websites. LinkedIn is a professional networking website that serves as a great resource to keep you connected to people you know and to companies that you are interested in. Once you have created your professional profile on LinkedIn you can begin utilizing the different options available such as notifications of recommended jobs. LinkedIn sounds very similar to other social networking websites such as Facebook and Twitter, however, if you use these websites you must be cognizant of the way you are presenting yourself, as inappropriate pictures and comments on your page can cause you to lose a contact with a potential employer.

Third, membership in professional associations relevant in your career field can be a great way to network. Professional associations typically offer opportunities such as meetings and conferences where you can meet and network with professionals. Also, you can keep updated with current trends that occur in that occupation. If you are unaware of which ones to visit or join, you can browse profiles on LinkedIn and see what other professionals in your field belong to. You can also visit the list of professional associations at www.cacareercafe.com. Many associations offer discounted student membership plans.

These three tips can help you increase your professional network and get you headed towards your ultimate career. In fact, it can expose you to the hidden job market of positions that are not advertised. Through networking, you can learn about your area of interest and make your career aspirations a reality.

Visit our website for more information:
http://www.canyons.edu/CareerCenter/
How Can an Informational Interview Help You?
By: Ashley Masjuan, Career Advisor

Everyone knows what a job interview is, but how about an informational interview? Informational interviews can be a great resource if you are unsure whether a particular career will be a good fit for you or if you have the relevant skills and experience needed. The best way to find out is by contacting someone currently working in your field of interest. It’s important to know as much as possible about a career before you take the steps to get there. Even if you think you know what it is like to work in a particular position, it’s best to find out what a typical day is like from the perspective of someone actually doing it.

This type of interview is best if done face-to-face, but you can also do it over the phone or via e-mail. Once you’ve decided which position you want to learn more about, think about whether you know someone who works in the field, or can connect you to someone who does. If not, you can always research a company, call them, and let them know you would like to do an informational interview. Here are just a few questions that can help you get the most out of your interview:

- What education and training did you need to get this position; What has been your career path?
- What do you do in an average day?
- What do you like most about your job? What do you like least?
- What is the biggest challenge facing you in your job today?
- What advice do you have to offer to someone who wants to get into your career field?

It is important to remember that this is not a job interview, and you should not be asking for a position at this time. It is common courtesy to send a thank you note to the person you were able to interview, letting them know that their information was valuable and that you appreciate their time. If you have any further questions on informational interviewing, please contact a Career Advisor at the Career Center by calling us at (661) 362-3286, or stopping by our office.

A Student’s Story
By Juliette Romero, Student/Career Center Staff

The transition into college for me was overwhelming. Trying to decide on a major and looking for a part-time job were only a few of the obstacles I faced. I struggled for a while because, after all, I was “Independent” and “Could figure it out on my own.” My sense of pride took over my ability to ask for help. If I would have only known how helpful and sincerely concerned the staff at College of the Canyons is, I would have addressed my goals much sooner. I finally did meet with a Cal-Works intake specialist, and was informed about the Career/Internship Center on campus. The Career/Internship Center offered a wide range of services I never knew were available to students and community members. I was able to take a career assessment that gave me a list of careers and majors that matched my interests, abilities and values. The Center also offered various workshops to help me with writing my resume and preparing for interviews, which I needed for my job search. Although their Online Job Database had many jobs to consider in our local community, one of my goals was to work on campus. When I heard the Career Center was looking for a student employee I quickly applied. I am now officially a part of the Career Center staff and have an even better understanding of all the services they offer. Career Advisors will actually sit with you and help with your resume, instead of just handing you a pamphlet. We conduct job fairs, where job seekers can meet various employers who are hiring. The entire staff is extremely friendly and helpful. Our mission is to help you as a student or community member to explore careers and successfully manage the job search process. Finding a major, a career, or a Job/Internship is stressful, but you don’t need to do it alone anymore. Visit us so we can help, and I look forward to helping, because I know how stressful doing it alone can be.
Placement Success Story

Name: Gary Garcia

New Job Title: Client Resource Assistant

Company: Santa Clarita WorkSource Center

Duties:
- Provide orientations for new clients on the services available through the WorkSource Center and resources available in the community.
- Schedule clients for workshops, recruitment events, and one-on-one appointments with staff.
- Assist existing clients with operating the computer, navigating websites, completing employment applications, job searching, and improving their resumes/cover letters.

(1) What advice would you give to other job seekers?
Stay positive and stay active. They are not kidding when they say, “Looking for work is a full-time job itself”. Also, be observant! You never know where a job opportunity may present itself.

(2) What kept you from becoming discouraged during your job search?
I can honestly say I was getting a little bit discouraged with the job search process for a while. To turn that around, I decided I needed to take a different approach to the job search. I got my resume and cover letter critiqued at the College of the Canyons Career Center. I also attended more events that focused on career development and networking. Luckily, the changes in strategy worked out. Many great career resources are available for free!

(3) How did you feel when you received the job offer?
Relief! Now that I have the kind of placement I was looking for, I am able to focus more on my educational goals. I am working less hours than I was before and earning about the same. I am very grateful.

(4) Other comments:
Be as focused as possible when you’re job searching. Flooding the internet with resumes is not going to do you any good. Instead, make sure your resumes are tailored to the job you are applying for! Getting another pair of eyes to review your resume can be extremely helpful.

FROM THE DIRECTOR’S CHAIR

Fall is well under way, and we continue to serve students and community members at a quick pace. We have hints that the economy is slowly moving in the right direction, as more employers are posting job opportunities. It gives me hope that soon, job seekers will once again begin to take control of the “driver seat” when it comes to the job search. One thing is for sure, our students and community members are still in need of assistance, and we are here for them. This semester, our Career Advisors include Angelica, Ashley, Hsin-Neh, Lily, Michelle, and Nahal. Come in for one-on-one advisement, or attend one of our workshops. As always, we are open to students and the entire community.

Career Web Sites

www.canyons.edu/careercenter/links.asp
Check out our Career Services webpage for all links listed below, and a lot more!!

www.myinterfase.com/canyons/student
College of the Canyons Online Job Database - local job postings

http://scworksource.com/
Santa Clarita Worksource Center - Workshops, job postings, etc.

www.cacareercafe.com
A “virtual career center” to help with career exploration and your career/job search. The Café is open 24/7!

www.indeed.com
Large database - Search job opportunities right here in Santa Clarita!

www.canyons.edu/internships
Click on “Internships” to view internship opportunities

www.onetonline.org
The Occupational Outlook Handbook - Explore career titles, qualifications, salaries, job outlooks, etc.

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