

CAREER SERVICES

All services are available to students and the community free of charge

OFFICE HOURS

Valencia Campus:

Monday	8am - 7pm
Tuesday	8am - 7pm
Wednesday	8am - 7pm
Thursday	8am - 7pm
Friday	8am - 2pm

Canyon Country Campus:

Wednesday
10am-12:00pm & 1pm - 6:00pm

LOCATIONS

Valencia Campus

26455 Rockwell Cyn Rd
Santa Clarita, CA 91355
Seco Hall Bldg, Room -103
Phone: 661-362-3286
Fax: 661-362-5141

Canyon Country Campus

17200 Sierra Highway
Canyon Country, CA 91387
Quad 1, Bldg B, Room -111
Phone: 661-476-3816



www.canyons.edu/careercenter

CAREER SERVICES JOB DATABASE GOES ONLINE!!

College of the Canyons ~ Career Services recently implemented an upgrade to our job posting process, from an in-house to an online format. The new online program provides the following benefits:



FOR JOB SEEKERS ~ Look for and apply for jobs online from any computer with Internet access! You can also post your resume, cover letter and more!

Registration only takes a few minutes - register today! Remember, this database is open to the public, so send all students, friends, relatives, etc. There is no fee to use this service.

FOR EMPLOYERS ~ Unlimited FREE job postings! Post, update and manage your company job postings online! You can also review resumes and cover letters of prospective job seekers.

Attn: COC STAFF – post your department part-time temporary adult hourly openings in our database!

To visit the new program, go to our website at:

www.canyons.edu/careercenter

Career Tip: Career Undecided? Come visit us and we will guide you in the right direction, by providing assessments, private appointments, and etc.

NEW: Workshop Series Changes Format

Career Services has changed the format of our workshop series for the Fall semester, combining them into a noncredit class, “Career and Job Search Preparation”. As in the past, students can attend whichever “workshops” they want, joining the series at any time during the semester, but we are encouraging them to attend as many as possible to get better prepared for their future careers and to create a class environment. Class meetings alternate Tuesdays and Wednesdays at 12:00pm and at 6:00pm. There is no fee, no grades and it will not show up on their permanent credit transcript.

The class meetings are also open to the public. Go to:

<http://www.canyons.edu/careercenter/> and click on Career Class/Workshops.

CURRENT STUDENTS:

Add the class by section number (afternoon - # 63810 or evening - # 63811).



NON-STUDENTS/COMMUNITY:

Fill out the [Noncredit Registration Form](#) available at Career Services (SCOH-103) or the Community & Continuing Education Office (TY-102). The form is also available [online](#). Complete, sign and return to one of the two departments listed above.

Contact us at 362-3286 for further information.

Before You Go Shopping at the Job Market

by Yara Wright, Job Developer

Why should we worry about the job market? Because our marketability varies from time to time, depending on the product we present and the demand employers have for it. In other words, before we start job seeking, we should ask ourselves, “Are we ready for the job market? Are we presently marketable?”

For many years we have attracted the attention of potential employers with resumes that showcased an array of skills demonstrating that we were prepared to perform required tasks. While presenting our profile to interviewers, we focused on highlighting our education, work experience and personality to attest that we qualified for the positions offered. It was all about **us** and our **qualifications**.

However, today’s workforce is comprised of a higher amount of qualified employees than previous generations have seen. Such transition occurred mainly because baby boomers, who have joined the work force in large numbers are retiring late, consequently leaving few vacancies for new workers. Similarly, the development of better working conditions and training opportunities have encouraged existing employees not only to retain their jobs but also to advance into higher positions and build successful careers, effecting the chances for newcomers to compete in the workforce.



Whenever the market is saturated with qualified professionals, only those individuals who can perform above average, or who have specialization in the desired fields, will rise above the competition and ultimately be selected for the job.

Additionally, when employers experience a tight economy scenario as they do today, their expectations of hiring and retaining employees are based on the cost and benefit a new hire may represent to their business. This way, when an employer considers a candidate, the focus is not so much on whether the candidate has the correct training, experience or education, but on what contributions the individual can make to the business’s success.

So it is not about **us** any more, but about **our potential and what we can do for them**. How **prepared** we are matters less than how **necessary** we are.

If we take a realistic look at our qualifications and anticipate how much they are needed by the thousands of employers who offer job opportunities, we will be able to design effective educational goals, prepare ourselves to meet the market demands and outshine the competition.

We would like to invite you to come to our Career Center and spend one hour analyzing your present marketability and building a realistic approach to an efficient job search.

Career Tip: Want to practice interviewing? Come in and ask about “Perfect Interview,” an online interviewing tool. Try it today, its Free!

Career Tip: Need a **Resume**? Want your current resume checked? Come in and see us. We can help!

MENTORING

by Carmen Viveros, Career Advisor

The opportunity of working with a mentor can be an integral part of an individual’s career development. The Merriam-Webster dictionary defines a mentor as “a trusted counselor or guide”.

The mentoring experience can be formal or informal. In a formal or structured mentoring program, a mentor is usually someone that is older and more experienced in the chosen job or career field. The mentor helps and guides another individual’s development in a career or professional setting, recommending ways to develop specific skills, behavior and functioning within the workplace.

The advantages of participating in a mentoring program, whether formal or informal, are that you gain valuable exposure in your chosen career field and your mentoring experience could possibly be your first connection in your professional networking circle. Also, flexibility allows the mentor and mentee to establish meeting days and times that work with their schedules, as well as goals to accomplish as a result of the mentoring experience.

Whether you are a student preparing for your first career or someone who is transitioning into a different career, you can find mentoring opportunities from many resources. Contact companies, government resources and professional or trade organizations in your career area. Also, get referrals from professors, instructors, or people at work. Lastly, contact a peer mentoring program at school or work, or visit your Career Center for assistance.

7 Reasons to Use LinkedIn to Enhance Your Job Search

What is LinkedIn? LinkedIn (www.linkedin.com) is an online business networking site which when used appropriately can enhance your networking and job search strategy. It is not a replacement for picking up the telephone or networking face-to-face; it simply adds an electronic element to your networking strategy. Job seekers and other professionals need to have a variety of tools at their disposal. LinkedIn is an electronic tool for conducting business.

Job seekers (and other professionals) can use it to:

1. Establish a presence online and create your personal brand; having a professional presence online adds to your overall credibility. Sixty-five percent of recruiters “Google” candidates before calling them and LinkedIn has a high Google ranking.

Recently one of my clients and I worked together to create a résumé that would position him for a VP-level position; we then used that résumé as the basis for updating his LinkedIn Profile. Within days of re-positioning himself on LinkedIn he began attracting the attention of recruiters looking for VPs in his area of expertise.

2. Add a high tech element to your networking efforts. Today’s employers want to know that you are technically savvy. This is one way to demonstrate that your skills are up to speed.

3. Network your way into a company. Say for example that you found a position but know the odds of making the cut aren’t good when you are one of 1000+ online applicants. You can use LinkedIn to find and make a personal connection with someone at your target company vastly increasing your odds of an interview. After all, networking is still the most effective way to find your next job!

4. Easily provide your contacts with an update on your career and keep them abreast of recent promotions, accomplishments, or changes in employment.

A nice feature of LinkedIn is that it allows you to automatically notify your network when you make major changes to your LinkedIn Profile. When something about your job or professional life changes you can keep your network up-to-date. Of course, you want to turn this feature off until your Profile is ready for public consumption!

5. Get information about a target company by searching for current and previous employees. Use the LinkedIn “Advanced Search” feature. Type in the name of the company and keywords and uncheck “current companies only” to include former employees in your search. Sometimes it is as helpful to know why people have left a company as it is to know what they like about it.

6. Prep for an interview. Just like recruiters, hiring managers use LinkedIn to find out more about you. Do the same. Research the hiring manager. Are there any commonalities in your background? Did you attend the same university or work for the same company? Knowing that information just might give you the edge in the interview!

7. Find and re-establish contact with former co-workers and potential references that you’ve lost track of over the years and who may have just the connection for which you’ve been searching.

LinkedIn is by no means the be-all or end-all of networking. However, it is one more tool to add to your tool job search bag.

Source: <http://www.2bworkwise.com/default.asp>

Facebook Experts – Six Sizzling Jobs for You!

By Anne-Marie Dieters, Career Advisor

Cascading style sheets, folksonomies, and microformats. What do these three technical terms have in common - Web 2.0. If you are wondering what this term may mean, you are definitely not alone. Many people use the products of Web 2.0 every day. Have you ever used Facebook, LinkedIn or Craigslist? These are all examples of Web 2.0, a way in which to use the World Wide Web in creative ways to bring together people and ideas. If you are more than savvy in the areas in which we use technology to live collaboratively, then these jobs may be of interest to you.

Recruiter: Search through profiles to fill company positions or find qualified candidates.

Social media marketing manager: Organize company blogs, web-based communities and presentation pod casts for your business.

Photographer: Love to take photographs? Market yourself online and help others to do so through blogging and technical social networking.

Analyst—User Operations: A social job interacting with online users answering queries and investigating abuse reports.

Tech reporter/blogger: Search through the web finding all the fresh cut information on technology.

Product managers and developers: Do your best to get in the minds of consumers. Find out where they are spending their money and what they are spending it on.

Excerpt from: US News and World Report, August 2008



Anthony Michaelides

**Director of Career Services
& Job Placement**

FROM THE DIRECTOR'S CHAIR

The Career Services Department would like to welcome you back to another year at College of the Canyons. We are very excited to see so many familiar faces, and even more new faces around campus as enrollment soars to higher levels. I am especially excited because I know this means we have more students who will need assistance with such things as exploring careers, choosing a major, looking for a job, working on a resume or practicing interviewing. Too often I hear that our services are a well kept secret. I personally invite you to visit us and see what all the buzz is about. Please take a look, and then take advantage. We are here to help you become college and career ready.

Placement Success Story

Name: Jeff Taylor

Job Title: Network Administrator 32 hrs wk
& P/T computer teacher 10 hrs wk

Company: Frontier Toyota &
Stevenson Ranch Elementary



Duties: All computer related issues + Teaching children computers.

(1) What advice would you give to other job seekers? After doing your job search online, in newspapers, etc., if you are interested in a specific type of job or type of company apply to them by sending a resume with a cover letter, or call them and ask about future employment.

(2) What kept you from becoming discouraged during your job search? Getting more experience with the processes that go along with job seeking, talking with employers and getting to know how they think. Also, knowing that the more places I applied to the better my chances would be of getting a job.

(3) How did you feel when you received the job offer? Relieved to be employed

(4) Other comments: When you have an interview do not be afraid to ask a lot of questions; interview the people of the company just as they are interviewing you. In the end, you will be the most important person in the company to yourself, and you need to feel comfortable with the potential company. Make sure they are saying things that make you feel they will treat you fairly. Do not let them make all of the demands on you, but meet them half way with your expectations as well.



Hot Career Web Sites

www.canyons.edu/careercenter/links.asp -

Check out Career Services webpage for all these links and lots more!!

www.myinterfase.com/canyons/student - links to College of the Canyons - New Online Database

www.scvjobs.com - Exceptional job opportunities right here in Santa Clarita!

www.scvjobsonline.com - More exceptional job opportunities right here in Santa Clarita!

<http://www.bls.gov/oco/> - The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives.

<http://www.caljobs.ca.gov/> - California's Internet system for linking employer job listings and job seeker résumés.

www.canyons.edu/offices/cwee - click on "**Internships**" to search for local internships

www.henrymayo.com/careers/careers_openings.asp - jobs at Henry Mayo Hospital

