

General

Name: _____

Date: _____

Job Placement Resources:

Point of the Assignment: To help identify campus-based resources to help you obtain immediate employment, or to find internships and entry-level jobs.

It is common that any educational institution that offers job training will also offer students assistance with finding jobs upon graduation. For this assignment, you are going to learn about such resources, and utilize them.

PART 1: “JOB PLACEMENT RESOURCES”

Normally, most community colleges have an office that is often referred to as a “Job Placement Center” (or some other name). These offices are commissioned with the task of helping students find jobs; both immediate student-employment, and vocation-career-related.

Identify where (if at all) job placement resources are housed within the school. What is the name of that department? What is the contact information?

Address: **Department Name:** _____
 School: _____
 Street Address: _____
 Location on Campus (building, room #, etc.) _____
 Website: _____
 Phone # _____

Go to the links on their website or visit the center, to answer the following questions:

1. What resources do they offer students (as indicated on their website home page)?

- | | |
|----------|----------|
| a. _____ | e. _____ |
| b. _____ | f. _____ |
| c. _____ | g. _____ |
| d. _____ | h. _____ |

2. What online resources do they offer?

Webpage / Item of interest

1. _____
2. _____
3. _____
4. _____

PART 2: “YOUR LOCAL ACADEMIC DEPARTMENT’S RESOURCES”

Job Placement Resources – General

Another resource to help you find internships and other entry-level jobs you should explore is your academic department. *(The department on campus that is responsible for offering the classes in your major. Your faculty will work in this department).* Go to your department’s website and department office (if necessary) to find this information:

Name of Major/Academic Program you are considering: _____

Department Name: _____

Division Name (which academic division is this major a part of): _____

Physical location of department office (building/office #) _____

Department staff (secretary) name: _____

Department Phone Number: _____

Department website address: _____

- 1. List at least two different professional associations for this career field. Also include the web address.**

- 2. Find a resource or link that offers either internships or entry-level jobs in this field. Find at least one job listing of relevance to you.** *(Many academic departments will post job listings as they get them from employers wanting to hire students, or other entry-level workers. Some ‘job boards’ are literal boards, and some are electronic listings. See image of a sample academic department’s job board.)*



3. List a resource designed to promote networking in this field (must be different from resources listed above).

4. Who in the academic department is responsible for coordinating job placement activities?

PART 3: APPLICATION OF THIS ASSIGNMENT:

To help you understand how to identify good jobs to help you get where you want to go, take the time to review the concept of Survival, Entry-Level, Transition, and Dream jobs. To do this, start with your dream job in mind.

Review: Dream Job: _____ Industry _____ Occupation _____

1. List some **“Survival Jobs”** (offers immediate employment to meet needs right now) that you have found through these resources. (Also list where you found them.)

1. _____

What are the education/training, skills, credentials, and experience needed for this position: _____

2. _____

What are the education/training, skills, credentials, and experience needed for this position: _____

3. _____

What are the education/training, skills, credentials, and experience needed for this position: _____

2. List some **“Entry-Level Jobs”** (gets your foot in the door of where you want to go) that you found through these resources. (Also list where you found them.)

1. _____

What are the education/training, skills, credentials, and experience needed for this position: _____

2. _____

What are the education/training, skills, credentials, and experience needed for this position: _____

3. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

What are the education/training, skills, credentials, and experience needed for this position: _____

3. List some **“Transitions Jobs”** (once your foot is in the door, what is the next job you can obtain to get to your “Dream Job”) that you found through these resources. (Also list where you found them.)

1. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

2. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

3. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

4. List some **“Dream Jobs”** (what you are striving for and in your dream industry) that you have found through these resources. (Also list where you found them.)

1. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

2. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

3. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

PART 4: TEST YOUR UNDERSTANDING:

What is the main point of this assignment?

Why were you expected to do this exercise?

What type of person would need to do this exercise?

How well do you fit the profile of the person for whom this assignment was created?

Reflection: *(Write down your response after completing this assignment.)*
