

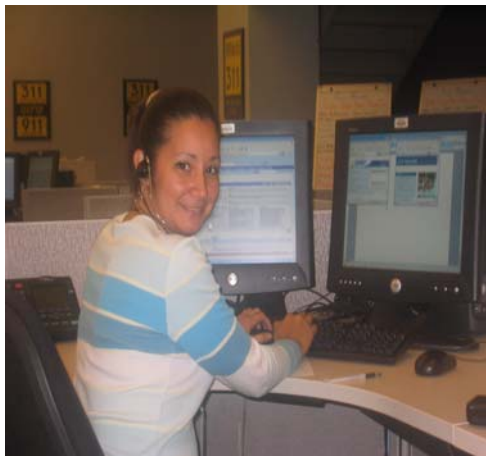


CAREER INNOVATIONS



BRONX COMMUNITY COLLEGE CAREER DEVELOPMENT OFFICE

Wanda Pacheco, BCC STUDENT SUCCESS STORY!



Dear Fellow Students:

My name is Wanda Pacheco and I am a nursing student at Bronx Community College. I worked for a company called Thomson Financial. After seven years of service, I was laid off because my position was transferred overseas. Despite this setback, I did not let it get to me! On the contrary, I found another door soon opened up for me to enter Bronx Community College.

When I first enrolled at BCC I received a work-study grant, but many positions on-campus were already filled. One day, I visited the Career Development Office in search of a job. There I met with Ms. Wrenn Crowe, CUNY Office Assistant, who gave me the opportunity to work as a Student Aid. Even though she

was overwhelmed with students just like me, she was kind enough to make me a part of the Career Development Office team through my work-study position.

I worked with the Career Development Office for almost five months. As part of the staff, I helped organize many activities such as job postings, career related workshops, and job fairs. At the same time, I attended these workshops and learned techniques on how to dress for success and how to remain positive through the job interview process. In addition to their services, professional counselors helped me organize my resume. After my resume was completed, I applied for a position as a CUNY 311 Call Center Operator and the office helped me with the application process. I am happy to say that I was hired as a CUNY 311 Call Center Operator and I now have a part-time position.

I want to thank the Career Development Office because they helped me find a part-time position that did not interfere with my school and with spending precious time with my children and husband. Being laid off from Thomson Financial was hard. However, I kept my faith and hopes strong, and I am now about to reach one of my long term goals: to become a nurse. I love helping others and being a nurse will give me the opportunity to serve my community.



For more information on the CUNY 311 Call Center Operator position, please come to the Career Development Office, Loew Hall room 319/328

Students: If you would like to be considered as a featured student success story, please submit your story, no more than one page in length, with a recent photo and your contact information to Mrs. Vallieres in the Career Development Office, Loew Hall room 328!

Handling and Answering Common Interview Questions (PART II. INTERVIEW SCENARIO)

Sandra is a 23 year old student who has applied for an Administrative Assistant position assisting the Director of a Human Resources Office in a major company. She has three and a half years of experience working as an administrative assistant in various places. She is in her third semester at a local community college majoring in Secretarial Science.

She has applied for this position about two weeks ago through a job posting at her respective college's Career Development Office and has an interview today. She has arrived fifteen to twenty minutes before the interview, is in professional attire, and is going to be interviewed soon.

Question: Do you remember what attracted you to the ad for this position?

(Mary's response) I really can't recall why, in particular. I just know I could do the job because of my past experience.

There is a better answer. When you sent out many resumes in answer to ads, you may confuse one with another when you get that unexpected call. Even if you're not an organized person, it is a good idea to keep some kind of record or file regarding the positions you applied for and what attracted you to each position. It is not very flattering for you to ask the interviewer to remind you why you are there.

Question: Tell me a brief history of your background and experience.

(Mary's response) I have three and a half years of experience as an administrative assistant working in variety of industries. For the past years, I have been working in the technology industry. I have strong computer experience, especially working with spreadsheets. I have excellent writing skills and am able to do correspondence independently. I interact well with peers, customers and vendors. I thrive on challenge and have had many favorable comments on my follow through abilities. I have strong attention to detail and experience in financial data. I am looking for a position where I can bring my past experience and continue to grow with a company.

This is a great answer. By emphasizing specific examples of knowledge-based skills learned through education and experience, transferable skills, and personal traits, you reveal a summary or snapshot of yourself.

Question: What was the most difficult assignment you have completed using your computer skills?

(Mary's response) I am very proficient with all programs in Microsoft Office. Sometimes my boss would have me make overheads for his presentations. I had to work hard to produce the effects that he wanted. Sometimes it took hours of trial and error. I enjoyed the experience and I learned each time I did a project, to the point where I feel I am somewhat of an expert.

One reason why this answer is not so good is because it is not very specific. When you talk in generalities, the interviewer does not get a big picture of your abilities. This answer deals with producing overheads. What other programs have you used? Also, the question addresses the most difficult, not just assignments that were a challenge.

Question: When have you been the most satisfied with your job?

(Mary's response) I've been satisfied with all my jobs in the beginning, but as I learned how to do them they become routine and lacked challenge. I am at my best when I am learning. I've had to change jobs a lot to continue to be challenged.



Stay tuned for the next Career Innovations issue for the answer to the last question and for more questions and answers of Sandra's interview. If you have difficulties answering these and other interview questions, now is the time to visit the Career Development Office! A variety of different resources are available to you to help you effectively "ace" the job interview! Prepare well in advance to maximize your chances of securing a position

November and December 2006 Career Development Office Workshops!

All students must sign-up to attend any of the workshops listed below. Please come to the Career Development Office, Loew Hall room 319/328 for more information and to sign-up!

November 2nd	Choices Planner-Online Assessment	12:00-1:00PM
	*Interviewing and Follow-up After the Job Interview	2:00-3:00PM
<i>*Students will receive a free copy of "The Job Hunting Handbook" at the conclusion of this workshop!!</i>		
November 7th	Career Zone- Online Assessment	12:00-1:00PM
	*How to Write an Effective Resume and Cover Letter	2:00-3:00PM
<i>*Students will receive a free copy of "Is Your Resume A Dinosaur" booklet at the conclusion of this workshop!!</i>		
November 9th	Choices Planner-Online Assessment	12:00-1:00PM
	What Can I Do With This Major In?	1:00-2:00PM
November 13th	*How to Effectively Network at a Career Fair	2:00-3:00PM
<i>Attend this workshop to prepare early for the BCC Career Fair and other upcoming fairs!!</i>		
November 14th	Career Zone-Online Assessment	11:00-12:00PM
November 15th	Graduating Students Career Focus and Planning	2:00-3:00PM
November 16th	Choices Planner-Online Assessment	1:00-2:00PM
November 21st	How to Effectively Network at a Career Fair	3:00-4:00PM
November 27th	How to Write an Effective Resume and Cover Letter	3:00-4:00PM
November 30th	Graduating Students Career Focus and Planning	12:00-1:00PM
December 5th	Career Zone-Online Assessment	11:00-12:00PM
	Interviewing and Follow-up After the Job Interview	12:00-1:00PM
December 7th	What Can I Do With This Major In?	12:00-1:00PM
	Choices Planner-Online Assessment	1:00-2:00PM

** Based on quantity and on a first come, first served basis*

Off-Campus Recruitment Events



MARK YOU CALENDARS! BIG APPLE CUNY JOB FAIR April 27th, 2007

WOMEN FOR HIRE CAREER EXPO FEBRUARY 27TH, 2007

Log on to www.womenforhire.com for more information!

PLEASE COME TO THE OFFICE FOR OTHER OFF-CAMPUS RECRUITMENT INFORMATION AND FOR A COMPLETE LIST OF THE ON-CAMPUS RECRUITMENT EVENTS HAPPENING IN NOVEMBER AND DECEMBER 2006!!

BRONX COMMUNITY COLLEGE CAREER DEVELOPMENT OFFICE

Melba Olmeda-Amaro, Director of the Career Development Office, Editor of the Career Innovations and Career Snapshots!

Driada Vallieres, Career Development Coordinator, Writer of the Career Innovations Newsletter and Career Snapshots!

Wrenn Crowe, CUNY Office Assistant

Betty LeCadre, CWE Placement Specialist

Richard Cruz, College Laboratory Technician

Kimberly Cartagena, College Assistant

Sabita Abate, CUNY CAP Assistant



Hours of Operation: Monday-Thursday, 9:00AM-5:00PM

Telephone Number: (718) 289-5908/5912 Fax: (718) 289-6455

Evening Students: *Please call the office if you need to see a career services professional after 5:00PM. Students are seen by appointment or on a walk-in basis.*

CHECK US OUT ON THE WEB!

WWW.BCC.CUNY.EDU/

Career Development Office Resources

Job seekers and students frequently have difficulties in choosing a career, searching jobs or finding a clear career direction. *The Career Development Office brings students the "Getting the Job You Really Want" video series with Michael Farr.* This series can help students discover career interests, set career goals, understand how to keep a job and become successful in it.

Students can get to know what an **employer wants, using their skills in an ideal career, getting a job using traditional and nontraditional methods, using a resume, cover letter, and portfolio, getting job leads from the Internet and telephone, getting a positive response in each of the seven interview phases, getting good answers to tough interview questions, and getting to keep the job you find.** *A great series for students to view and learn what they should do to get the job they want.*

The *Virtual Job Interview* is a simulated interview where students are interviewed by an employer and are ultimately hired or fired!

The *Occupational Outlook Handbook* provides students with an opportunity to research a variety of career related information such as career profiles, job outlook, employment, education and salaries.



The Career Development Office offers a number of different services for students, including referrals for employment and internship positions. The Cooperative Work Experience Program allows students to gain valuable work experience prior to graduation. Students are also able to use Choices Planner and Career Zone to assess career choice and research in-depth, numerous career professions and industries! Students have access to a Career Resources Library with an abundant amount of resources on print, DVD, and video that target a variety of career development issues. A computer laboratory is located in Loew Hall room 332 to assist students in developing their career/job search correspondence! The office services matriculated students as well as recent alumni.