

# CAREER CENTER SERVICES

The Career Center offers a wide variety of services and resources to assist individuals with their career choices. Whether you are interested in a short or long term career plan, the Career Center will assist you in developing a personalized plan that addresses your specific career needs. Our commitment is to provide a supportive environment where you are encouraged to exercise your career options. The following list of Career Services are available to all registered Skyline students.

## CAREER ACTION ORIENTATIONS

Discover all the services offered at the Career Center by attending an orientation and a tour. Workshops on specific career issues are held throughout the year. Faculty and students can request individualized orientations by contacting (650)738-4337. A minimum of at least 2 weeks notice is *required* before your preferred date to determine Career Center Staff availability.

## INDIVIDUAL & GROUP CAREER COUNSELING

Meet with a Career Counselor to create your personalized career success plan. Schedule an appointment at the Career Center.

## CAREER ASSESSMENT & INTERPRETATION

Explore various on-line and paper assessment tools, including the Strong Interest Inventory and Myers Briggs Type Indicator to enhance your career understanding of yourself and your career search.

## PRINT & VIDEO RESOURCE LIBRARY

Explore such resources as the Occupational Outlook Handbook, Dictionary of Occupational Titles, Vocational Bibliographies, job search handbooks with interview and resume tips, career videos, job binders with current announcements, salary trends and emerging occupations to help you in your major and career search.

## COMPUTERIZED CAREER RESOURCES

Career Center houses various computerized career programs such as Eureka, VocxBios, Vault, and Skill Scan to assist you in your career research.

## CAREER FAIRS & WORKSHOPS

Attend two career fairs held annually in November and April. Bay Area employers from various fields recruit Skyline students and alumni.

## ONLINE JOB POSTINGS

View our current job postings online at SkylineJobs.com. (Students can also visit the Career Center to review our job binders filled with up to date job descriptions)

## CAREER & LIFE PLANNING COURSES

Take courses in Career and Life Planning. These courses offer students the opportunity to gain knowledge about themselves and to develop techniques for successful educational, career and personal exploration. Courses are listed in the College Catalog and Schedule under "Career and Life Planning". Each semester, numerous sections are offered at various times.

## WORKSHOPS

Workshops covering various career related topics including resume writing, interviewing skills and more are scheduled every semester in conjunction with our career fairs. Visit the Career Center in Room 2227 or the Career Center online for more information. [www.skylinecollege.edu/general/careercenter/index.html](http://www.skylinecollege.edu/general/careercenter/index.html)

# SERVICES FOR FACULTY AND STAFF

The Career Center staff is supportive of faculty endeavors to incorporate career instruction into their curriculum. Faculty interested in receiving assistance or ideas may contact Virginia Padron, Career Center Coordinator at (650) 738-4314.

\*\* A minimum of at least 2 weeks notice is *required* before your preferred date to determine Career Center Staff availability.

## CAREER CENTER STAFF

Virginia Padron, Career Center Coordinator/Counselor  
Lavinia Zanassi, Career Counselor

## CAREER CENTER WEB SITE

<http://www.skylinecollege.edu/general/careercenter/index.html>

## Visit the Career Center

Room 2227, Building 2  
3300 College Drive, San Bruno, CA 94066

Mondays & Thursdays (8:30am-4:30pm)  
Tuesdays & Wednesdays (8:30am-7:00pm)  
Fridays (8:30am-12:00pm)

**PHONE: (650) 738-4337**

**FAX: (650) 738-4260**

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**EMAIL: [skycareers@smccd.edu](mailto:skycareers@smccd.edu)**

**JOBS SITE: [www.SkylineJobs.com](http://www.SkylineJobs.com)**

### Nondiscrimination Policy

Skyline College is committed to equal opportunity, regardless of gender, race, color, religion, sexual orientation, age, national origin, disability, or other similar factors, for admission to College, enrollment in classes, student services, activities, financial aid and employment, in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972(45 CRF 86), the Rehabilitation Act of 1973, Section 504.104 and 104.8 A and B (PL93-112), and the Americans with Disabilities Act of

# CAREER CENTER



## Fall 2009

### Workshops & Classes

Career Assessments

Job Listings

Print, Video, and Online Career Resource Material

Career Fairs

Online Employment Services



# CAREER WORKSHOPS

Students must enroll in CRER 136 (Career Planning) to participate in any of the following workshops.

## CRER 136 Career Planning

Tuesday & Thursdays 12:10 p.m. – 1:00 p.m.

October 8—December 8 (CRN 88241)

Classes will be held in Room 1201, 2nd Floor, Building 1

### Introduction to the Career Development Process

Identifying your college major or career goal is one of the most difficult decisions you will need to make in your life. This workshop will focus on introducing you to the Career Development Process in order that you may make an informed career choice.

Thursday, October 8

12:10 – 1:00 pm

### Identifying Your Work and Lifestyle Values

Do you prefer to work indoors or outdoors? Would you rather work alone or with a group of people? Work values play a strong role in defining your ideal job. Learn how to identify your work and lifestyle values to help in your career decision-making.

Tuesday, October 13

12:10 – 1:00 pm

### Introduction to the Strong Interest Inventory (SII) and Myers-Briggs Type Indicator (MBTI) Career Assessment

The Myers-Briggs Type Indicator and the Strong Interest Inventory are leading Career Assessment tools used throughout the United States. The SII focuses on helping you identify your areas of interest. The Myers-Briggs Type Indicator focuses on helping you identify and understand your personality type. Understanding information on both your areas of interest and your personality can help you in your career search. This workshop will focus on introducing you to these assessments as well as providing you with information on how to take these assessments.

Thursday, October 15

12:10 – 1:00 pm

### Interpreting Your Myers-Briggs Type Indicator Results

This workshop will focus on helping you interpret your Myers Briggs Type Indicator results. Use your results to identify your preferred personality type in relation to your work interests. **(Students must have attended the workshop on Thurs. Oct. 15 to participate in this workshop).**

Tuesday, October 20

12:10 – 1:00 pm

### Interpreting Your Strong Interest Inventory Results

This workshop will focus on helping you interpret your Strong Interest Inventory Results. Use your results to identify your areas of interest in relation to your career choices. **(Student must have attended the workshop on Thurs. Oct. 15 to participate in this workshop).**

Thursday, October 22

12:10 – 1:00 pm

### Developing a Work Skill Profile

Each of us has a preference on what skills we prefer to use on a daily basis – both at work and in our personal lives. Learn how to assess your preferred personal and work skills to assist you in your career search.

Tuesday, October 27

12:10 – 1:00 pm

### Making sense of Your Career Assessment Results

Don't understand how to make sense of all your Career Assessment results? This class will focus on helping you integrate your career assessment results – Strong Interest Inventory, Myers Briggs Type Indicator, Skill Profile, and Values. Learn how integrating these results can help in defining your career choice.

Thursday, October 29

12:10 – 1:00 pm

### Career Research

Learn how to use the resources available in the Career Center to help you research careers and majors. This workshop will focus on online computerized book and video resources.

Tuesday, November 3

12:10 – 1:00 pm

## JOB SEARCH SKILL WORKSHOPS

### The Hidden Job Market – Job Search Skills

Did you know that 60-70% of all jobs are not advertised? Join this workshop and learn strategies to help in your job search, from where to search for jobs to how to organize your job search.

Thursday, November 5

12:10 – 1:00 pm

### Build a Resume That Gets You Noticed

This workshop will focus on teaching a step-by-step approach to resume writing.

Tuesday, November 10

12:10 – 1:00 pm

### Relationship Building Opportunities

Relationship building is one of the most effective methods to finding employment. Through this workshop, you will gain valuable information on how to establish contacts by conducting informational interviews, joining professional associations, and more.

Thursday, November 12

12:10 – 1:00 pm

### Demystifying the Interview Process

Interviewing can be a nervous process for anyone to go through. For many, the “not knowing” of what to expect in the interview adds to this anxiety. Join this workshop to revisit the basics of interviewing. Learn effective relaxation exercises to reduce your stress level.

Tuesday, November 17

12:10 – 1:00 pm

### Developing Effective Interviewing Strategies

(Mock Interview) Practice answering those difficult-to-answer interview questions via mock interviews.

Thursday, November 19

12:10 - 1:00 pm

Tuesday, November 24

12:10 - 1:00 pm

### Career Decision Making and Goal Setting

They say that finding a job is a full-time job. Learn strategies to help you in your job search. Learn to set job and career goals to help you achieve results.

Tuesday, December 1

12:10-1:00 pm

### Career Presentations

Instructor assignment.

Thursday, December 3

Tuesday, December 8

12:10-1:00 pm

\*Make-up workshops (by arrangement with instructor)

## Holiday Job Fair

Wednesday, November 4, 2009

9:30 am -1:00 pm

College Cafeteria, Building 6

- ⇒ Explore various employment opportunities available to you in one convenient location.
- ⇒ Network with over 60 representatives from various Bay Area companies/organizations.

- Prepare yourself by attending our workshops:  
*Dynamic Resume Writing & Interview 101*  
*How to Succeed in a Job Fair*  
\*Visit our website for dates and times.
- Bring your resume and be prepared to complete applications at the event.
- Be prepared for 'on the spot' employment interviews.



Visit the Career Center online for more info:  
[www.skylinecollege.edu/general/careercenter/index.html](http://www.skylinecollege.edu/general/careercenter/index.html)