

Your Job & Career Connections

Open to students and community for self-direct services
M-TH 8-5 & F 8-3.



FS (Fort Steilacoom) Welcome Center,
Cascade bldg. 3rd fl.
PY (Puyallup) Student Success Center,
Gaspard Administration bldg., A106

*Need help? Stop in to see us in Your Job & Career Connections!
Staff are available for students, staff, and community 8-11 for walk-ins or afternoon appointments as available. See the Workforce staff directory on the attached page.
Call 253-964-6265, or visit us at www.pierce.ctc.edu/dist/workforce/*



Featured Workforce Program: Worker Retraining

Worker Retraining is a state program that provides services and possible funding for dislocated, unemployed, or other qualified individuals who wish to enter into or complete an approved Professional/Technical training program.

Who qualifies? Individuals may qualify if they:

- Are currently receiving or have received Unemployment Insurance within the past 48 months or
- Separated from the military, regardless of reason, within the past 48 months or have an Official Separation Notice or
- Are a displaced Homemaker or
- Were Self-employed but are no longer due to economic reasons or
- Are employed in an occupation considered “not in demand” or need training in order to remain employed in current occupation.

What can this program help students do?

- Co-located staff from Work Source can help students to apply for Commissioner Approved Training and/or Training Benefits through Employment Security.
- Possible 1st quarter bridge funding for tuition, books, and transportation costs.
- Possible Completion Funding.
- Referrals and assistance with career exploration, job search, applying for Financial Aid (FAFSA), career readiness and connect with other school and community resources.

What are some of the student’s responsibilities?

- Be completing a Professional/Technical degree or certificate.
- Apply for Financial Aid (FAFSA).
- If approved for CAT or TB, bring in required ESD Progress Reports.
- Notify Workforce of changes to their program or enrollment.

For more information contact:

Diana Baker - Worker Retraining Manager
dbaker@pierce.ctc.edu 253-912-3641

Save the date: 2017 Community Job & Internship Fair

Wed. May 10th ~ 9-noon ~ Wed. May 17th ~ 9-noon
Ft. Steilacoom Puyallup
Cascade Building College Center

-Funding Eligibility www.startnextquarter.org/
-Job & Internship www.myinterfase.com/pierce_ctc/student
-Pierce College Job & Career Connections Facebook:
<https://www.facebook.com/groups/1151589171538211/>



Workforce Staff Directory

Diana Baker, Job & Career Connections/Worker Retraining Manager

dbaker@pierce.ctc.edu 253-912-3641

*Available Monday, Tuesday, Wednesday, & Friday at FS, Thursday at PY

Jeanette Miller, Basic Food Employment & Training (BFET)/WorkFirst Manager

jmiller@pierce.ctc.edu 253-912-3740

*Available Monday - Friday at FS

Alexis Burris, Educational Opportunity Center

Collocated Staff aburris@pierce.ctc.edu

253-964-6682 or work cell 253-722-3429

*Available Tuesday – Friday at FS, Monday at PY

Annette Sawyer-Sisseck, Business/Accounting Navigator

asawyer-sisseck@pierce.ctc.edu 253-864-3362

**Available Tuesday & Thursday at PY (C190H/J/F), Wednesday at FS

Brandy Ferber-Christensen, Computer Information

Systems Navigator bferber@pierce.ctc.edu 253-864-3193

**Available Monday - Thursday at PY (T-TH C190F)

Brittany Crabtree, Basic Food Employment & Training

(BFET)/WorkFirst Coordinator

bcrabtree@pierce.ctc.edu 253-912-3617

*Available Monday at PY

Denise Green, Workforce Coordinator

dgreen@pierce.ctc.edu 253-864-3385

*Available Tuesday, Wednesday & Friday at PY

Gunnar Jaeck, Basic Food Employment & Training

(BFET) Coordinator

gjaeck@pierce.ctc.edu 253-912-2399 ext. 5770

*Available Monday – Thursday at FS

Jayna Pettersen,

Criminal Justice/Social Service Mental Health Navigator

jpettersen@pierce.ctc.edu 253-912-3617

**Available Monday, Tuesday, Thursday, & Friday at FS (M & TH CJ Office, C387), Wednesday at PY

Roxanne Cassidy, Puyallup Opportunity Grant

Coordinator rcassidy@pierce.ctc.edu 253-840-8329

*Available Tuesday – Thursday at PY

Sandy Mondragon, WorkFirst Coordinator

smondragon@pierce.ctc.edu 253-912-2399 ext. 5385

*Available Tuesday, Wednesday, & Friday at FS, Thursday at PY

WorkSource Collocated staff 253-964-6265 or 253-964-6798 Tuesday at PY, Wednesday/Thursday at FS.

*Students, staff, or community members needing assistance can meet with staff on the days they are available at the campus indicated generally: **8am-11am for walk-ins or afternoons by appointment.**

**Navigators are not always in the Welcome Center or Student Success Center. On those days hours of availability may differ.

Job Fair Tips

Before the Fair:

- Update your resume. Have Job & Career Connections review your resume. Bring extra copies to share with employers.
- Prepare questions to ask employers and answers to questions employers may ask you.
- Research those companies attending that are of interest to you.
- Prepare a thirty second personal commercial/presentation that you can use to introduce yourself to recruiters or employers.
- Dress appropriately and professionally. It's always better to be overdressed than underdressed.
- Have references and job history with you for filling out applications.
- Keep all of your materials in a small, (professional looking) portfolio of some kind to carry with you at the fair.

During the Fair:

- Smile and greet recruiters with a firm handshake and eye contact. Meet first with companies that interest you the most. Talk with as many companies as possible. This will help you become more comfortable with interviewing and is a good learning experience.
- Use professional communication skills; avoid filler words like um, ah, etc. Articulate and show confidence in your voice; remember the room will be noisy so make sure the recruiter can hear and understand you.
- Take notes of companies and recruiters' names you met with and what the best way is to follow up with them. Bring a small planner or calendar with you to schedule interviews.
- Make sure you are interested in the company you are speaking with and not just their free giveaways.
- Avoid eating, drinking, chewing gum, smoking, etc. around the recruiters.
- If you are uncertain of the position you want, give the recruiter information about you that could help determine what positions might be suitable for you such as: major, skills, experience, education, interests, etc.
- Ask the recruiter if they have any advice they could give you to better prepare yourself for the field.
- Approach recruiters alone, not in groups with your friends.

After the Fair:

- Organize all materials and applications gathered at the fair.
- Follow up with companies you are interested in and send in applications and resumes, mentioning the contact at the fair in your cover letter.
- Send a thank you card or email to each recruiter you met with.

For more information, visit Job & Career Connections in the Cascade Building at Ft. Steilacoom or Student Success Center at Puyallup for help preparing for a job fair.