

YOUR JOB & CAREER CONNECTIONS

We are your Career Center, open to students, staff, faculty, and community for self-directed services
FS (Fort Steilacoom) Welcome Center, Cascade bldg. 3rd fl., M-TH 8-5 & F 8-3.
PY (Puyallup) Student Success Center, Gaspard Administration bldg., A106, M-TH 8-5 & F 8-3.



Pierce College Employment & Education Fairs!

May 2, 2018 – Fort Steilacoom Campus, 9am to 12pm – Cascade Building, 3rd & 4th Floor

May 9, 2018 – Puyallup Campus, 9am to 12pm – College Center Building, 1st & 2nd floor

Our Employment and Education Fairs are only weeks away. Students and job seekers can view registered employers online at www.myinterfase.com/pierce_ctc/student. Take a look at the below tips for navigating a job fair to help you prepare to meet with employers. At the fairs you will also have the opportunity to have your resume professionally reviewed by WorkSource staff.

Tips for Navigating a Job Fair:

Before the Fair:

- Update your resume. Have Job & Career Connections review your resume and offer suggestions for making it professional. Remember to bring more than enough copies to give to 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 to one minute personal commercial/presentation that you can use to introduce yourself to recruiters or employers.
- Dress professionally. Make sure your clothing fits comfortably.
- Write down or type up a list of references and job history to take 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:

- Meet first with companies that interest you the most.
- Smile. Greet recruiters with a firm handshake and use eye contact.
- Avoid eating, drinking, chewing gum, smoking, etc. around the recruiters. Put your phone or anything distracting away.
- Use professional communication skills; avoid filler words such as like, um, ah, etc. Articulate and show confidence in your voice; the room will be noisy so make sure the recruiter can hear and understand you.
- Speak to many companies. This will help you become more comfortable with networking and is a good learning experience.
- Take notes of companies and recruiters' names you met with and the best way to follow up with them. Bring a small planner or notebook to jot down this information.

Job & Career Connections is in the Cascade Building at Pierce College Ft. Steilacoom & the Student Success Center at Pierce College Puyallup. Staff are available 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/

Funding Eligibility: www.startnextquarter.org/

Jobs & Internships: www.myinterfase.com/pierce_ctc/student

Pierce College Job & Career Connections Facebook: 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, CIS/CNE Navigator bferber@pierce.ctc.edu 253-864-3193
**Available Monday – Thursday at PY (T-TH C190B)

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 253-912-2324 **Available Monday, Tuesday & Thursday at FS (M/TH CJ Office, C387), Wednesday & Friday 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
253-912-3617 *Available Tuesday, Wednesday, & Friday at FS, Thursday at PY

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

Workforce partner Carol Hill, Ft. Steilacoom Opportunity Grant Coordinator chill@pierce.ctc.edu
253-964-6577 **Available Monday-Friday at FS

*Students, staff, or community members needing assistance can meet with Workforce 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. Call Workforce partners to find out about their hours of availability.

•Make sure you are interested in the company you are speaking with and not just their promotional materials and giveaways.

•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: skills, experience, education, interests, etc. Let the recruiter know if you are looking for full time or part time work.

•Ask the recruiter if they have any advice they could give you or for the steps you should take 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.

•Contact companies you are interested in and send in applications and resumes, mentioning the contact at the fair in your cover letter.

•If appropriate, send a thank you card or email to each recruiter you had a serious connection with.

Important Dates

April 20th – 50% refund ends for classes starting April 2 and ending June 12.

April 30th – Pre-registration advising for Summer/Fall 2018 begins. Time to meet with your advisor to plan for Summer and Fall classes.

May 14th – Summer/Fall 2018 registration begins for students enrolled Summer 2017 through Spring 2018. Remember to register for both Summer and Fall!

May 17th – Last day to withdraw.

May 29th – Open student registration for Summer/Fall 2018 begins. Remember to register for both Summer and Fall!

June 15th – Graduation. Mark your calendars for graduation! Tickets are not required. Find more information at <https://www.pierce.ctc.edu/commencement>.

Check the academic calendar at <https://www.pierce.ctc.edu/calendar/academic> for the above dates and additional just as important dates.

Do you know where your funding is coming from for Summer Quarter?

Check your Financial Aid Portal at <https://www.pierce.ctc.edu/financial-aid-portal> to ensure you've completed everything you need for Financial Aid. Summer quarter starts the new Financial Aid year and will be the first quarter to use your 2018-2019 FAFSA!