

## ***YOUR JOB & CAREER CONNECTIONS***

*We are your Career Center, open to students, alumni, staff, faculty, and community for staff assisted and self-directed services. Visit us at:*

**FS (Fort Steilacoom)** Welcome Center, Cascade bldg. 3<sup>rd</sup> fl., M-TH 8-5 & F 8-3.

**PY (Puyallup)** Student Success Center, Gaspard Administration bldg., A106, M-TH 8-5 & F 8-3.

### **Do You Have the Skills Employers Want?**

When you apply to a job, employers look at several factors before deciding to offer an interview. Those items may include education, experience, skills, community involvement, and personal values. Skills can include those job-specific or “hard” skills as well as those skills that help you to be a successful employee, often referred to as “soft” skills or “transferable” skills. When comparing the skills employers want most, those soft/transferable skills have climbed high on the list. Employers want to both see on the resume and hear in the interview evidence of those skills. Employer feedback\* shows many of the top sought after skills and include:

- Strong Work Ethic
- *Professional* Communication
- Teamwork
- Positive, Outgoing and Friendly
- Organized
- Analytical/Critical Thinking
- Time Management
- Accountability/Responsibility
- Initiative/Self-Motivation
- Flexibility/Adaptability

Try to have at least one example ready that demonstrates how you have learned or used each of your skills to share with employers during an interview. Write down the example and practice reciting it with a trusted individual who can give constructive feedback.

What is the top requested “hard skill” in Washington? According to the Washington State Employment Security Department’s Analytics for job advertisement, in October 2018 Microsoft Office appeared 38,035 times.

For assistance in identifying your hard and soft skills, putting them on your resume, or preparing to talk about them during an interview, stop by Job & Career Connections.

\*Sources include Employment Security, NACE Job Outlook Survey, and Career Addict.

### **When the College is Open, So Are We!**

Job & Career Connections and Workforce staff are available between quarter breaks, except when the college is closed. Students and community members are welcome to continue coming in to use the self-directed services or meet with staff through the Winter break.

**Winter Break:** December 17- January 4

**College Closures:** December 24-28 and January 1

**Winter Quarter Starts:** January 7

*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/](http://www.pierce.ctc.edu/dist/workforce/)*

Funding Eligibility: [www.startnextquarter.org/](http://www.startnextquarter.org/)

Jobs & Internships: [www.myinterfase.com/pierce\\_ctc/student](http://www.myinterfase.com/pierce_ctc/student)

Pierce College Job & Career Connections Facebook: [www.facebook.com/groups/1151589171538211/](https://www.facebook.com/groups/1151589171538211/)

## Workforce Staff Directory

**Diana Baker**, Job & Career Connections/Worker Retraining Manager [dbaker@pierce.ctc.edu](mailto:dbaker@pierce.ctc.edu)  
253-912-3641 \*Available Monday - Friday at FS

**Jeanette Miller**, Basic Food Employment & Training (BFET)/WorkFirst Manager  
[jmiller@pierce.ctc.edu](mailto:jmiller@pierce.ctc.edu) 253-912-3740  
\*Available Monday - Friday at FS

**Alexis Burris**, Educational Opportunity Center (EOC) Collocated Staff [aburris@pierce.ctc.edu](mailto: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](mailto: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](mailto:bferber@pierce.ctc.edu) 253-864-3193  
\*\*Available Monday, Wednesday, & Thursday at PY (W & TH C190B)

**Brittany Crabtree**, Basic Food Employment & Training (BFET)/WorkFirst Coordinator  
[bcrabtree@pierce.ctc.edu](mailto:bcrabtree@pierce.ctc.edu) 253-912-3617  
\*Available Monday at PY

**Denise Green**, Workforce Coordinator  
[dgreen@pierce.ctc.edu](mailto:dgreen@pierce.ctc.edu) 253-864-3385  
\*Available Tuesday, Wednesday & Friday at PY and Thursday 12pm-4pm at PY

**Gunnar Jaeck**, Basic Food Employment & Training (BFET) Coordinator [gjaeck@pierce.ctc.edu](mailto:gjaeck@pierce.ctc.edu) 253-912-2399 ext. 5770 \*Available Monday – Thursday at FS

**Roxanne Cassidy**, Puyallup Opportunity Grant/HEET Coordinator [rcassidy@pierce.ctc.edu](mailto:rcassidy@pierce.ctc.edu) 253-840-8329  
\*Available Tuesday – Thursday at PY

**Sarah Hoaglin**, WorkFirst Coordinator  
[shoaglin@pierce.ctc.edu](mailto:shoaglin@pierce.ctc.edu) 253-912-3617  
\*Available Monday, Thursday, & Friday at FS

**Sandy Mondragon**, WorkFirst Coordinator  
[smondragon@pierce.ctc.edu](mailto:smondragon@pierce.ctc.edu)  
253-912-3617 \*Available Tuesday & Wednesday at FS, Thursday at PY

**WorkSource Collocated staff** 253-964-6798 \*Currently not available

**Workforce partner Carol Hill**, Ft. Steilacoom Opportunity Grant Coordinator [chill@pierce.ctc.edu](mailto: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.

## NEW RESOURCE!!

### DSHS Staff Are Now on Campus

The Workforce Department is excited to announce that we now have a DSHS staff member co-located on each campus one day a week.

Greg Miller has joined the Workforce team in the Fort Steilacoom Welcome Center in the Cascade Building on Tuesdays and in the Puyallup Student Services Center in the Administration Building on Thursdays.

- Greg will be available to address any DSHS-related questions or concerns. You do not need to be in the BFET or WorkFirst programs to meet with Greg.
- He can answer questions about benefits you may already receive or he can help you apply for benefits if you are not currently receiving any.
- Students will be able to complete yearly and mid-year DSHS certifications with him in person.

If you would like to speak with Greg about anything DSHS-related, or apply for benefits, drop-in hours are from 8:00-11:00am and appointments are available on a first-come, first-serve basis.

To make an appointment, please call 253-964-6265.

### New Mobile App for FAFSA (Free Application for Federal Student Aid)

Available on [Apple](#) and [Android](#), this new tool will help make FAFSA applications easier.

The FAFSA is still available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Applications currently available:

2018-2019 FAFSA – helps with the current school year through June 2019 (Winter and Spring 2019 quarters)

2019-2020 FAFSA – helps with the next school year July 2019 through June 2020 (Summer 2019 – Spring 2020 quarters)

Need help with completing the FAFSA or applying for Financial Aid? **Alexis Burris**, our Educational Opportunity Center (EOC) Collocated Staff, is here to help! Alexis is at Pierce College Puyallup on Mondays and Pierce College Fort Steilacoom Tuesday – Friday. See the staff directory to the left for contact information or to make an appointment!