

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. 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 8, 2019 – Fort Steilacoom Campus, 9am to 12pm – Cascade Building, 3rd & 4th Floor

May 15, 2019 – 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. Look at the below tips for navigating a job fair to help you prepare to meet with employers.

Employer Feedback on Preparing for a Job Fair:

During the 2018 Employment & Education Fair, we asked employers ‘what is one thing you feel job-seekers need to improve upon or do differently?’ The following are their top answers along with advice from Job & Career Connections.

- Confidence, market themselves, and come prepared with their interests. Know what you want.
- You are an expert on YOU! Show employers you know what you want and what you can do.
- We got a lot of “Hi. What do you do?”
- Approach employers professionally and introduce yourself. This could be your future employer and first impressions do matter.
- Do not be afraid to talk to recruiters and have questions prepared to ask about positions.
- Make a list of questions ahead of time in order to make an informed decision.
- Ask about the job description and values rather than going directly to wage.
- Know what kind of working environment and leadership style you work best with.
- Be open minded to new opportunities. Engage with all of the companies – do not assume the type of jobs we have.
- Just because an employer does not seem to fit what you are looking for, does not mean they do not have what you are looking for. Furthermore, recruiters network and they may know of another company looking for someone with your skills and education!
- Be prepared with resumes and dress appropriately.
- Again, first impressions count. You never know when opportunity may present itself. Be ready when it does. Have your resume reviewed by Job & Career Connections prior to the fair to ensure it is employer ready.

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 - Friday at FS

Gunnar Jaeck, Basic Food Employment & Training (BFET) Interim Manager gjaeck@pierce.ctc.edu 253-964-6264 *Available Tuesday – Thursday at FS

Sarah Hoaglin, WorkFirst Interim Manger shoaglin@pierce.ctc.edu 253-912-3617 *Available Monday and Tuesday (location varies)

Adriana Tsapralis, Workforce Coordinator atsapralis@pierce.ctc.edu 253-912-3617 *Available Tuesday & Friday at FS, Monday at PY

Alexis Burris, Educational Opportunity Center (EOC) 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

Denise Green, Workforce Coordinator dgreen@pierce.ctc.edu 253-864-3385 *Available Tuesday - Friday at PY

Greg Miller, DSHS Collocated Staff [gmiller@pierce.ctc.edu](mailto:gmillier@pierce.ctc.edu), 253-912-2399 ext. 5895 *Available Tuesday at FS, Thursday at PY

Mary Allason, Social Service Mental Health/Criminal Justice Navigator mallason@pierce.ctc.edu, 253-912-2399 ext. 5884 **Available Wednesday – Friday at FS (W & TH in C381)

Roxanne Cassidy, Puyallup Opportunity Grant/HEET Coordinator rcassidy@pierce.ctc.edu 253-840-8329 *Available Tuesday – Thursday at PY

WorkSource Collocated staff 253-964-6798 *Call for availability

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.

• Tips for Navigating a Job Fair:

Before the Fair:

- Update your resume. Have Job & Career Connections review it and bring enough copies to give to employers.
- Prepare questions to ask employers and answers to questions employers may ask you.
- Research companies attending that are of interest to you.
- Prepare a thirty-second personal commercial 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 for filling out applications.
- Keep all of your materials in a professional looking portfolio/folder to carry with you at the fair.

During the Fair:

- Meet first with companies that interest you the most.
- Smile, greet others with a handshake and eye contact.
- Avoid eating, drinking, chewing gum, smoking, etc. around the recruiters. Put your phone or anything distracting away.
- Use professional communication and 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 as many companies as possible. This will help you become more comfortable with networking and may open prospects.
- 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.
- Make sure you are interested in the company, 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 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 with whom you had a serious connection.