

YOUR JOB & CAREER CONNECTIONS

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

We are serving individuals remotely and can be contacted by email or phone. Contact information can be found in our Staff Directory on the next page. **In-person service is temporarily closed.**

FS (Fort Steilacoom) Welcome Center, Cascade bldg. 3rd fl.

PY (Puyallup) Student Success Center, Gaspard Administration bldg., A106

Summer Hours: Monday – Thursday 8am – 5pm; Friday 8am – 12pm

Preparing for Remote Interviews

Many employers are still hiring but are changing up how they interview by starting with or exclusively using technology such as phone, Skype, or Zoom. There are a few things to do to be prepared when you are offered a remote interview:

- **Technology:** Have a camera or phone that is reliable, with strong internet and fully charged battery if not plugged in already. Test them prior to the interview to make sure the microphone and camera work, that you can hear clearly, and picture quality is adequate.
- **Environment:** During a phone interview, the employer will be relying on what they can hear. Remove excess noises and speak close enough to the microphone to remove echoes. For a video call, choose a background that isn't distracting and won't have things moving in it. Same goes for you. Try to reduce or eliminate things that may be distracting or cause you to look away from the camera. Enunciate and remember to breath. Many get nervous during an interview and maintaining a regular verbal cadence and breathing pattern will help you stay grounded.
- **Body language:** Non-verbal communication and body language is still very important, even when not directly in front of the interviewer. Approximately 70-90% of how we communicate is non-verbal. Locate yourself so you won't be tempted to move too much and are comfortable. Arrange the camera to be as close to eye-level as possible and about 18-24 inches away from your face.
- **Be prepared:** Be familiar with the job description and have your questions pre-written so you can reference them easily. You may choose to have the job description and your resume handy too so you can reference them also.
- **Expect the unexpected and treat this like an in-person interview.** Professional attire on your whole body is still recommended, turn off other apps or programs on your phone/computer so there are no unexpected sounds or delays, and be flexible to the needs of the employer. Many are still figuring out how to use technology to conduct interviews.

Have questions about preparing for an interview? Job & Career Connections staff are still available to assist including mock video interviews! Call to schedule your appointment or email us with questions!

Funding Eligibility: Take the **Start Next Quarter** online survey at www.startnextquarter.org, which is used for identifying possible funding sources for those pursuing a Professional/Technical degree or certificate.

Jobs, Work Study, & 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
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Manager** dbaker@pierce.ctc.edu
253-912-3641

**Adriana Tsapralis,
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**Eleni Palmisano,
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**Jayna Pettersen, Computer
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**Roxanne Cassidy,
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253-840-8329

**Workforce partner Carol Hill,
Ft. Steilacoom Opportunity Grant
Coordinator** chill@pierce.ctc.edu
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CARES Act Grant is Available!

- ✓ Did you need to purchase a computer, internet access, additional software, etc. to participate in class?
- ✓ Did you need to purchase office equipment, etc. to create a study space, home office?
- ✓ Do you have any other additional expenses related to your educational goals and having to take classes remotely because of the pandemic?

To apply please go to: www.pierce.ctc.edu/cares-act.

For additional questions or information contact Pierce College Financial Aid or Eleni Palmisano at epalmisano@pierce.ctc.edu or 253-722-3429.

Need Help Now?

Pierce Advocacy and Resource Connections (PARC) formally called Get Help.

Pierce College website's resource page has a new name, **Pierce Advocacy and Resource Connections (PARC)**. Look for the [Pierce Advocacy and Resource Connections](#) link on the main landing page to connect students, alumni, staff, and community members to resources offered on campus and in the community. Resource areas currently include:

Crisis Hotline – Go here for quick access to crisis hotline numbers.

Emergency Funds – Do you need money immediately for things like housing, childcare, transportation or food? Funding may be available to you.

Food - Do you need a bite to eat or need groceries for your family?

Health and Wellness - Do you need low-cost healthcare or access to mental health providers?

Housing and Utilities - Do you need a place to live or are having issues paying rent?

Legal Support - Do you need to find a lawyer or need help with legal issues? Learn more about lawyers, getting assistance with your taxes, re-entry programs, and transition services available to you.

Money and Employment - Do you need money for college or are looking for a job?

Transportation - Do you need to get around town or to campus? Learn more about bus passes and transit assistance, driver's licenses, and rental bikes.

Childcare and Parent Support – Do you need to find resources to support you as a parent while you attend school?

Veteran Resources – Are you looking for organizations in our area who assist and benefit veterans?

LGBTQIA+ Resources – Are you looking for LGBTQIA+ resources for yourself, a family member, or friend?

Each area includes further questions to guide the reader to potential resources depending on their individual needs. Check it out! Additional topics will continue to be added.