

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

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### A Job Application Should Not Be a Blind Date

Before applying for a job or participating in an interview with an employer you are unfamiliar with, it is a good idea to do some research to understand the company's culture, history, and staff. If you plan to attach your name to this company and their leadership, take some time to know who they are and if they are a good "fit" for your work style. Many employers like to ask questions during the interview about their company to see if you have done research about them as well. A few things you can do to learn about a company:

*Review their website.* Does the website give you information about company history, leadership, mission, and vision? Is the website brand new and is it content rich? Many companies will post annual statements and strategic plans on their website in addition to general information about the company that can give you some insight to who they are.

*Check LinkedIn.* Do they have a company profile? Do staff work there for a significant time or is there high turnover? Are there individuals you are connected to that are employed there now or previously that you could have a conversation with? Talking to current or former employees can give you specific and targeted feedback about the application process, pros and cons of working there, and other details about the employer you may want to know. This is one of the best options for researching a company and it is always nice to have a familiar face at a new job.

*Physical Location.* Take a look via a site such as Google Earth to look at the physical footprint of the employer. Are they located in downtown, industrial, or suburbs? Does it appear to have feasible parking and/or transportation options for you and located in an area you are comfortable with? This is also helpful to know for planning in-person interviews. Always know where you are going ahead of time to prepare for things such as parking and traffic.

*Better Business Bureau (BBB).* Similar to Googling an employer, checking the BBB helps to see what the company's reputation with customers may be. However, since more people complain about bad service than praise quality service, this should be used with caution and in combination with other sources.

When in doubt, check them out! Still not sure about an employer? Check in with Job & Career Connections to see if they have had interactions with this employer and have any experience working with this employer.

**Funding Eligibility:** *Start Next Quarter* online survey [www.startnextquarter.org](http://www.startnextquarter.org), identifies possible funding sources for degrees or certificates.

**Jobs, Work Study, & Internships:** [PC Job Connect](#)

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

## Workforce Staff Directory

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**In-person service is temporarily closed.**  
**FS (Fort Steilacoom)** Welcome Center,  
Cascade bldg. 3<sup>rd</sup> fl.  
**PY (Puyallup)** Student Success Center,  
Gaspard Administration bldg., A106

## Tips for Navigating a Virtual Job Fair:

Virtual job fairs are happening more often now but are a bit different from an in-person job fair. In most cases, once you log into a job fair, you will have the option of going to each employer in a virtual breakout room or be assigned to one. You may be the only person with a recruiter or several people may be in a breakout room with them. If you can, find out what platform the event will be on (Zoom, TEAM, GoToMeeting, etc.) and familiarize yourself with how to navigate it if possible. Check out these additional tips to prepare ahead of the event:

### Before the Fair:

- 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.

### During the Fair:

- If you are on camera, dress professionally, choose a quiet location, avoid eating or chewing gum, and put anything distracting away.
- Meet first with companies that interest you the most. Jot down the recruiters' names you met with and the best way to follow up with them.
- Use professional communication and avoid filler words such as like, um, ah, etc. Articulate and show confidence in your voice.
- Speak to as many companies as possible. This will help you become more comfortable with networking and may open prospects.
- 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 on how to prepare yourself for employment in the field.

### After the Fair:

- Contact companies you are interested in, complete applications and resumes, and make sure to mention the recruiters you made contact with at the job fair in your cover letter.

## Summer Starts the 2021-22 School Year!

If you plan to attend in summer, fall, or both, complete your 2021-22 [Free Application for Federal Student Aid \(FAFSA\)](#) or [WASFA](#) if not eligible for FAFSA, as soon as possible.

Things to keep in mind:

- **Use your 2019 tax information for the 2021-22 FAFSA/WASFA.** If possible, use the IRS Data Retrieval Tool to populate your income information.
- Complete a FAFSA/WASFA, **regardless of your household income.** Many other funding sources (including scholarships) require you to complete a FAFSA/WASFA to be considered for funding.
- After you apply, **watch your email.** It's important to respond quickly to any requests for corrections or additional information to process your funding.

If you need assistance completing your FAFSA/WASFA application, contact Eleni Palmisano at (253) 722-3429 or [epalmisano@pierce.ctc.edu](mailto:epalmisano@pierce.ctc.edu).