The Center for Career Services and Cooperative Education

MOREHEAD HALL, ROOM 337

973.655.5194

http://www.montclair.edu/CareerServices/

MONDAY - FRIDAY, 8:30 – 4:30PM
EVENING HOURS: MONDAY & THURSDAY UNTIL 7PM
Staying Sane During the Job Search

AGENDA:

• Help Yourself
• Get Out of the House (and Off the Internet)
• Dealing With the Black Hole
• Tips and Tricks
• Career Development Services
"Should the cabin lose pressure, oxygen masks will drop from the overhead area. Please place the bag over your own mouth and nose before assisting others."

- **Stay Away From Negativity** – including the news.

- **Share Your Journey** – Blog, keep a journal, talk regularly with a trusted friend or family member. Don’t bottle up your feelings about the challenge of being unemployed.

- **Exercise**
Alfred Adler’s concept of **Social Interest**: 

...*Key to his or her success in solving the problems of life, from forming meaningful relationships to being successful at work.*

- Ideally, **Social Interest** should involve a strong sense of community and fellowship.

- Volunteer.
Get out of the House (and off the Internet)

Get Out Daily

- Attend/continue to attend networking/job search support groups; check churches, synagogues, libraries and community centers.

- **19** groups in Northern NJ alone, including jobseekersofmontclair.org
JOB SEEKERS OF MONTCLAIR
2012

FIRST QUARTER 2012 SCHEDULE
WWW.JOBSSEEKERSOFMONTCLAIR.ORG

LOCATION: ST LUKE'S CHURCH (DINING HALL) 73 SOUTH FULLERTON AVENUE, MONTCLAIR, NEW JERSEY
WHEN: WEDNESDAY EVENINGS 7:30 - 9:15 PM / CONTACT (PHONE): 973.783.3442 (LEAVE MESSAGE)

1/4 COPING WITH CHANGE
1/11 HANDLING YOUR FINANCES
1/18 RECOGNIZING ACCOMPLISHMENTS
1/25 RESEARCH FOR TARGETING YOUR JOB SEARCH
2/1 JOB SEARCH TECHNIQUES
2/8 DEVELOPING YOUR RESUME
2/15 COVER LETTERS, THANK-YOU LETTERS & REFERENCES
2/22 (NO SESSION)
2/29 UNDERSTANDING NETWORKING
3/7 MAKING NETWORKS WORK
3/14 MANAGING YOUR INTERVIEWS
3/21 INTERVIEWING WORKSHOP
3/28 DEALING WITH ROAD BLOCKS & SETTING GOALS

POSSIBLE MEETING CANCELLATIONS—IN THE EVENT OF SEVERE WEATHER CONDITIONS OR LOCAL EMERGENCIES, AFTER 4PM, CHECK WEB SITE AND CALL (973) 783-3442 FOR A RECORDED MESSAGE OF CANCELLATION.
Get out of the House (and off the Internet)

Stuck on the Internet

- Only **14.5%** of jobs are obtained from the big three job boards (Monster, HotJobs and CareerBuilder).
- Job leads may be outdated.
- Possible scams/accessibility to personal info.
Dealing With the Black Hole

“Once I apply, I never hear anything back.”

Following-up

Differ methods of transmission:

- Email
- Snail Mail
- Video Resume
“Once I apply, I never hear anything back.”

- **Job Search Correspondence** – consider a critique.

- **Consider the Economy** – what’s under your control?
Linkedin.com – look-up interviewer/potential employer.

Interviewing – use branding to your advantage.

Use Wordle.net – determine the level of connection b/n your resume and a job description.
Job Description – c/p into Wordle.net
Resume – c/p into Wordle.net
Tips and Tricks

- **Twitter.com** – “follow” companies you’re interested in.

- **Google Alerts** – Google sends you news RE companies.

- **Use a QR Code** – Quick Response codes can be scanned by smartphones and linked to online content.
QR Code Inserted into Resume

ADAM MAYER, MA, GCDF
mayerad@montclair.edu

PROFILE
Masters degree in Counseling, with over 10 years Career Development experience in Higher Education.
Global Career Development Facilitator (GCDF).
Adept at building strong partnerships with Deans, Faculty, Administrators and Employers.
Experienced department liaison during on and off campus events.
Extensive knowledge of community and professional resources available to assist in career planning.
Highly skilled career counselor, educator and public speaker.
IBM/MacOS, MS Word, PowerPoint, Excel, Publisher, Meeting Maker, Gcal, Camtasia Relay, Windows Movie Maker and iMovie.

HIGHER EDUCATION EXPERIENCE
Montclair State University Montclair, NJ
The Center for Career Services and Cooperative Education
- Director, Career Counseling; 1/07 - present

SUPERVISION AND MANAGEMENT
- Experienced in supervising professional staff and student employees; determining agendas and running staff meetings; authorizing fiscal year spending & budget allocations; utilizing Works Payment Manager & FRS.
- Orchestrated On-Campus Employment program (over 800 jobs), including annual Supervisor’s Workshop series and Student Training program; edited and approved all on-campus job postings.
- Administered On-Campus Student Job Fairs, attracting over 250 students each semester.
- Managed Outstanding Student Employee Awards, including Awards Reception; honor 60+ students each year.
Career Development Services

Career Directions

On and off campus FT/PT jobs and internships are listed 24/7 via Career Directions
Welcome, Fred Needajob

- To enter/update your profile - Go to My Account, then select My Profile.
- To upload/edit your resume - Go to My Account, then select My Documents.
- To search job opportunities - Select Jobs.
- To view qualified schedules - Select Schedules.
- To view upcoming events - Select Career Events.
- To view referrals and placements - Go to My Account, then select My Activity.

Welcome to Montclair State University's Career Directions!

Learn all about social networking: Job Hunting in a Tough Economy

No tasks available at this time.

No Events for the Next Week
view all calendar events
Career Development Services

Workshop Instruction:
• Online and employer-led workshops are offered.

Career Fairs:
• Offered each semester.

Employer Relations:
• Relationships with 1000+ employers.
Career Development Services

VAULT provides inside information on 100s of organizations, including industry overviews, occupation profiles and company discussion areas.

OptimalResume guides you throughout the creation of your resume, offering suggestions on how to phrase your education and employment history. Creating an online portfolio and job seeker website are also offered.
The Career Fair is Today!
The Career Fair is Today!
University Hall, 7th Floor Conference Center
April 22, 2010
2:00-4:30
No registration required for students.

Video Contest: Deadline: 4/30 midnight
Win a $100 Bookstore gift certificate! Help the Center increase the number of our Twitter followers!

Dont forget: Whether you are a freshman, a graduating senior or an alum, the Center has services to meet your needs. [About Us | FAQs | Come visit us soon!]

Student Services
Tech Tools: Choose a Tool

- Counseling and Testing
- Workshops/Events
- Presentation
- Resume and Interview
- Co-ops and Internship
- Job Trends, Social Networking and "How to..."

Optimal Resume

Career Directions (on-line job listings)
Career Fair

My Career Advisor is...
Follow us at MSUCareerBuzz
Career Development Services

Social Networking

Be sure to stay connected...

Visit [www.montclair.edu/careerservices](http://www.montclair.edu/careerservices) to sign up!
Thank you

Questions?