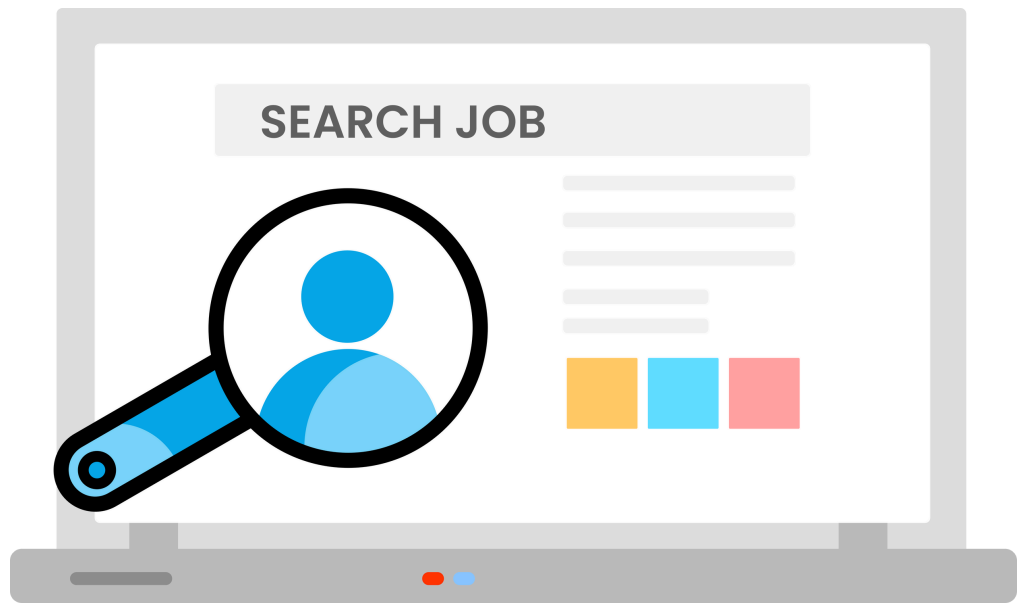




# Networking & Job Search Resource Guide



**SCHEDULE AN APPOINTMENT WITH A CREW CAREER COUNSELOR**

**WEB**

<https://crew.cc/>

**EMAIL**

[jf-crew-career-center@kctcs.edu](mailto:jf-crew-career-center@kctcs.edu)

**PHONE**

(502) 213-4520

# GETTING STARTED

## PLANNING YOUR PATH

Planning a career path is crucial for achieving professional goals. This guide offers essential tools and strategies to **navigate job seeking** and **negotiate salaries effectively**. Whether starting out or advancing, careful planning ensures a path to success.

## RESEARCHING FOR JOB SUCCESS

Information is power, providing you with the knowledge needed to navigate the job search successfully. It's crucial to consider not only what to **research but also where to find reliable sources**.

Understanding where to look ensures you gather pertinent insights and make informed decisions throughout your job-seeking journey.

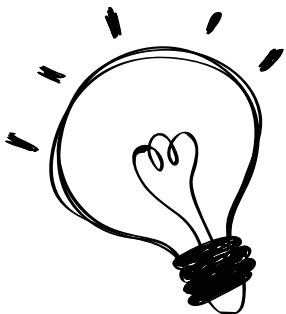
### Research

#### Where To Research

- Company/Organization website
- Social media pages
- Career Platforms
  - **Glassdoor**- Glassdoor.com
  - **Fishbowl**- Fishbowlapp.com
  - **Handshake**- jeffersoncc.joinhandshake.com/login
  - **LinkedIn**- LinkedIn.com
  - **O\*Net OnLine**- onetonline.org
  - **Business First**- bizjournals.com

#### What To Research

- Goals and Initiatives
- History
- Culture
- Mission and Values
- Competitors
- Interviews
- Key Personnel
- Current Events/News



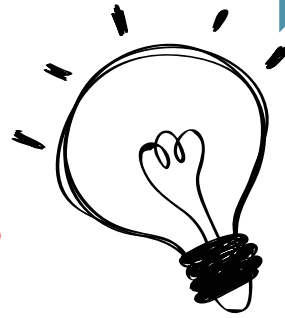
### PRO TIP #1

Investigating potential employers to understand their culture, values, and specific qualifications not only helps you determine if your interests align but also enables you to tailor your application materials and interview answers effectively from the start.

# JOB SEARCH TOOLS

## PRO TIP #2

Keep track of the jobs you apply for, including application dates, job descriptions, and contact information through an online spreadsheet. This will help track your material's efficiency and allow you to manage follow-ups.



## PREPARE & PRACTICE



Getting ready for your job search involves more than just randomly sending out resumes and filling out job applications.

It's about *presenting yourself as the best candidate* and understanding what you truly want from your career.

### Prepare Candidate Materials & Stay Interview Ready

- Ensure your resume and cover letter are polished and tailored to the positions you're applying for.
- Highlight your skills, experience, and achievements in a way that aligns with the job requirements.
- Use resources like the CREW Career Center to get samples, templates, and professional feedback on your documents.
  - **CREW Career Center Resume, Cover Letter, and Reference Page Information:** [crew.cc/services/resume](http://crew.cc/services/resume)
- Visit the CREW Career Center website to find practice questions tailored to your specific career industry.
  - **CREW Career Center Interviewing Information-** [crew.cc/services/interviewing](http://crew.cc/services/interviewing)
- Schedule an in-person or virtual resume, job search, and/or mock interview appointment with a CREW Career counselor.
  - **CREW Career Center Appointment Schedule-** [crew.cc/schedule-appointment](http://crew.cc/schedule-appointment)

# COMMONLY ASKED QUESTIONS

## ENGAGING WITH EMPLOYERS

### Reaching Out

- Connecting with employers is a vital part of finding employment opportunities.
- Reach out to employers via email, LinkedIn, phone call, etc.

#### Example:

“Good morning,  
My name is RJ Smith, and I am a business student at JCTC. Growing up in a family of entrepreneurs has fueled my passion for business. Currently, I work at UPS as a third-shift supervisor, where I've honed my leadership and communication skills.  
I was excited to discover the Business Intern position at [organization]. I am eager to learn more about the role and the culture at [organization]. Attached are my resume and cover letter for your review.  
Thank you for your time, and I look forward to the opportunity to connect and discuss the position further.”

### Asking Questions

Have questions prepared to ask the recruiter /employer and be prepared to introduce your candidacy.

#### Example:

- I'm so passionate about [organization/position], are there any full-time opportunities available at [organization]?
- Can you tell me more about this role and any expectations of performance?
- What skill sets are most important in this role?
- I'm very passionate about learning, what does the training schedule look like?
- How is performance measured in this role?

### Following-Up

After you have connected with the employer:

- Send a thank you note or ask for an update.
- Mark your calendar to reach out again in a few weeks.

#### Example:

“Hello,  
I hope this message finds you well! I recently inquired about a possible summer business internship with [organization] and wanted to be sure to follow up.  
I am very interested in working at [organization] and would love the opportunity to speak with you regarding the business intern position if it has not yet been filled.  
I appreciate your time and hope to have the chance to speak with you soon.”

# CONNECTING WITH EMPLOYERS

## INFORMATIONAL INTERVIEWS

Informational interviewing is a valuable opportunity for you to learn firsthand about a career or company. It also demonstrates your interest and passion to potential employers.

By asking questions about work tasks, the work environment, educational background, and how the person obtained their position, you can determine if a particular job is the right fit for you. Additionally, you'll be able to draw similarities and create genuine connections with potential employers.



### Sample questions to ask

- What is your typical workday like?
- What do you like the most and the least about your job?
- What skills or abilities do you need to have to do well in this position?
- What advice would you give to someone interested in this position?
- What is the path of career advancement in this field?
- What is the work environment like regarding work hours, vacation, and office attire?
- What is your educational background?
- Why did you decide to pursue a position in this field?
- What courses would you recommend I take?
- Do you know of others I may speak with? Do you have 1 or 2 other professionals you would recommend I meet with to have a similar conversation?
- Are there books or articles that you recommend I read?

# NETWORKING 101

Your connections and how well they know you are crucial!

**80% of all positions are found through networking.**

Networking is a powerful tool for finding internships, jobs, or changing industries.

## NETWORKING CATEGORIES

**Utilizing Personal Network:** Use personal connections to identify possible opportunities.

*Tip- Reach out to friends and family in a professional manner to ask for advice and opportunities.*

**Professional Organizations:** Introduce yourself at events, conferences, industry associations, etc.

*Tip- Always have copies of your resume and your introduction ready!*

**Mentorship & Coaching:** Seek out mentors and career coaches to guide your development.

*Tip- Regularly update your mentor on your progress and challenges to gain valuable insights and maintain a strong relationship.*

**Educational Networking:** Leverage professors, alumni networks, student organizations., and the CREW Career Center.

*Tip- Attend office hours regularly to build positive relationships with faculty.*

**Virtual & Phone Calls:** Use professional networking sites like LinkedIn and Handshake as well as organizational websites.

*Tip- Reach out to recruiters and hiring managers and follow up regularly to maintain the connection.*

## ONLINE NETWORKING TOOLS

### LinkedIn

LinkedIn is a professional networking platform connecting individuals and companies worldwide.

It allows users to create profiles showcasing their skills and experiences, find job opportunities, and engage in professional development.

[www.linkedin.com](http://www.linkedin.com)

### Handshake

Handshake is a career services platform that connects students and recent graduates to employers.

It partners with universities to offer job postings, career fairs, and events, helping users build profiles, access career resources, and network for career success.

<https://jeffersoncc.joinhandshake.com/login>



<https://crew.cc/>

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# BUILDING YOUR ONLINE BRAND

## PROFILE CHECKLIST

Creating accounts on LinkedIn and Handshake will allow you to fully leverage the exciting resources. Adding info about your skills, experience, and achievements increases your visibility to employers.

1. **Photo**- It doesn't have to be fancy- just use your cellphone in front of a plain background. Wear a nice shirt and don't forget to smile!
2. **Headline**- Tell people what you are excited about and the things you want to do in the future.
3. **Summary**- Describe your motivations, your skills, and your vision for the future.
4. **Experience**- List the jobs you held, even if they were part-time positions, along with what you accomplished at each. Even include photos and videos from your work.
5. **Organizations**- Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.
6. **Education**- Starting with college, list all the educational experiences you've had, including summer programs.
7. **Volunteer Experience & Causes**- Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.
8. **Skills & Expertise**- Add at least 5 key skills. Your connections can endorse you for the things you're best at.
9. **Honors & Awards**- If you earned an award in or out of school, don't be shy. Let the world know about it!
10. **Courses**- List the classes that show off the skills and interests you're most excited about.
11. **Projects**- Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.
12. **Recommendations**- Ask managers, professors, and classmates to write recommendations.

## ADDITIONAL ONLINE TIPS

### URL

Create a customized LinkedIn URL that includes your name.  
Example: <https://www.linkedin.com/in/RJSmith01>

### Connections

Broaden your LinkedIn network by connecting with mentors, notable and local people in your field, professors, and peers.

### Internet Footprint

Be cognizant of the picture you paint of yourself online. Employers will google you to investigate who you are.

### Stay Active

Check weekly on your networking accounts to interact with peers and repost interesting articles about your field.



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# JOB SEEKING CONSIDERATIONS

When applying to a position, consider more than just the job position. Additional considerations include environmental factors, salary and benefits, culture, responsibilities, and tasks.

## ENVIRONMENTAL FACTORS

### Location

Consider your commute, desired city, and visa requirements when planning your job location.

Factor in potential budget impacts like rent, taxes, and transportation costs.

### Team vs. Individual



Consider your preferred work style—whether you thrive independently or in a team. Avoid roles that push you too far outside your comfort zone, as sustainability may become a concern.

### Small vs. Large



Consider the differences between working at small startups and large corporations. Small startups offer hands-on experience, while large corporations provide ample resources.

### Work Hours



Understand the employer's expectations regarding work hours, especially as a salaried employee where extra hours may not be compensated.

## SALARY & BENEFITS



### Research Salary Expectations

Use resources like Glassdoor and ONET to research typical salaries. ONET provides average salaries across different levels, while Glassdoor offers insights from current and former employees. These tools help align salary expectations with job responsibilities and identify potential concerns.

### Budgeting

Know your minimum salary requirements by calculating monthly bills and new expectations/goals. If relocating, factor in changes to cost of living and moving expenses.



### Healthcare/Retirement



Consider the benefits that impact your finances, like insurance costs for dependents and employer contributions to retirement funds. Job seeking should not only focus on current needs but also future considerations



# JOB SEEKING CONSIDERATIONS

## CULTURE



### Company Values

Consider the core values that form the foundation of any organization.

Prior to applying for a new job, reflect on how your values align with those of the organization, particularly focusing on their commitment to diversity, equity, and inclusion.



### Company History

Is the company practicing their values and have they historically?

Understanding their past behavior is crucial for predicting their future direction. Actions often reveal more than words alone

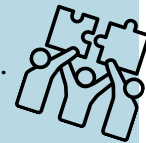


### Work Life Balance

Balancing work and personal life significantly impacts mental and physical health. During interviews, ask how the employer supports work-life balance to understand their priorities in this area

### Workplace Culture

Reflect on factors like camaraderie with colleagues, frequency of check-ins with supervisors, and the celebration and respect of your religion and heritage.



## RESPONSIBILITIES & TITLES

### Tasks



The job description may not cover all your responsibilities. Asking about a typical day or additional aspects of the role helps clarify expectations and ensure they align with your strengths and goals.

### Advancement Opportunities

After securing the job, consider your next steps. Some companies support ongoing growth, while others may have limited advancement. Researching your options is crucial.

### Professional Development



Consider the company's commitment to professional development, which can advance your career and pave the way for future opportunities. This may include paid tuition, conference attendance, skills-based training, certifications, and involvement in professional organizations.



# CONSCIOUS JOB SEEKING

## ALIGNING VALUES

**Conscious job-seeking involves aligning jobs with your vision, mission, values, & goals.**

Asking insightful questions during interviews and research is vital. This information guides your decision to pursue or decline opportunities based on alignment with company values.

### Identity-Conscious Resources

#### AAPII

- [acareers.net](http://acareers.net)
- [fapac.org/job\\_listing](http://fapac.org/job_listing)
- [asianresources.org](http://asianresources.org)

#### Black & African American

- [blackcareernetwork.com](http://blackcareernetwork.com)
- [blackjobs.com](http://blackjobs.com)
- [africanamericancareers.org](http://africanamericancareers.org)

#### Disability

- [abilityjobs.com](http://abilityjobs.com)
- [eoc.gov](http://eoc.gov)
- [www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/](http://www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/)

#### Women & Womxn

- [jobs.feminist.org](http://jobs.feminist.org)
- [womensjoblist.com](http://womensjoblist.com)
- [workplacefairness.org](http://workplacefairness.org)

#### Latinx/a/o

- [jobs.haceonline.org](http://jobs.haceonline.org)
- [hirelatinos.org/jobs](http://hirelatinos.org/jobs)
- [ihispano.com](http://ihispano.com)

#### DACA & Undocumented

- [nilc.org/issues/workersrights](http://nilc.org/issues/workersrights)
- [immigrantsrising.org](http://immigrantsrising.org)
- [unitedwedream.org](http://unitedwedream.org)

#### Indigenous & Native American

- [firstpeoplesfund.org](http://firstpeoplesfund.org)
- [nativehire.org](http://nativehire.org)
- [ncai.org/resources](http://ncai.org/resources)

#### Adult Learners

- [ncoa.org](http://ncoa.org)
- <https://eab.com/resources/blog/adult-education-blog/5-career-services-to-support-your-professional-and-adult-learners/>

#### International

- [myvisajob.com](http://myvisajob.com)
- <https://www.ice.gov/sevis/whats-new#tab2>

#### LGBTQIA+

- [campuspride.jobs](http://campuspride.jobs)
- [pridecareers.net](http://pridecareers.net)
- [transgenderlawcenter.org](http://transgenderlawcenter.org)

#### Veteran & Active Military

- [va.gov](http://va.gov)
- [recruitmilitary.com](http://recruitmilitary.com)
- [dol.gov](http://dol.gov)

#### First-Generation

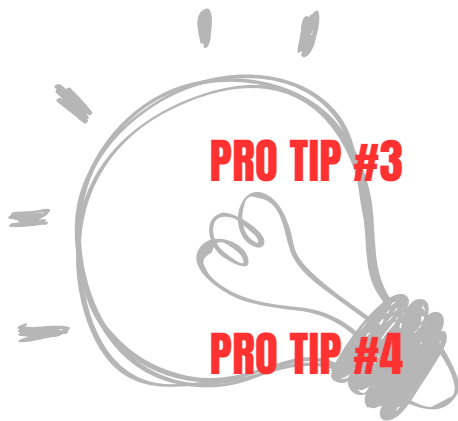
- [lawyerscommittee.org/firstgen-fellows](http://lawyerscommittee.org/firstgen-fellows)
- [firstinfamily.org](http://firstinfamily.org)
- [imfirst.org](http://imfirst.org)

### Sample Questions to Ask Employer

- How does your organization define diversity and belonging?
- What aspects of diversity has your organization prioritized?
- Does your organization have a chief diversity officer (CDO) or a designated leader to drive DEI? How does your company engage internal and external stakeholders in diversity issues?
- Does your organization actively support diverse suppliers, contractors, and small businesses?



# PROTECTING YOURSELF



## PRO TIP #3

Consider internships, volunteering, or freelance work to gain experience.

## PRO TIP #4

Seek opportunities for growth and development that align with your long-term career goals and aspirations.

## LEGAL PROTECTIONS

When seeking employment, it is important to understand your **legal protections** as a candidate and as an employee. *Title VII of the Civil Rights Act of 1964* provides protection from potential discrimination.

Employers are not legally allowed to ask questions regarding the following:

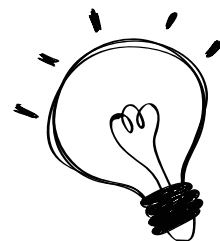
- Age
- Country of origin/citizenship
- Disability
- Gender, Sex, and Sexual Orientation
- Material status, family status, and/or pregnancy
- Race and Ethnicity
- Religion/Spirituality.

To ensure that you are qualified for the position they may **legally** ask you the following questions:

- Are you authorized to work in the U.S.? What languages do you speak (if relevant to the position)?
- Do you have any concerns about handling the long hours and extensive travel that this job entails?
- Are you at least 18 years of age?
- Are you able to perform this job with or without reasonable accommodation?
- Do you have any conditions that would keep you from performing this job?

## PRO TIP #5

Share the information above carefully, whether through social networking, email, interviews, or post-conversation, to protect against bias.



# NAVIGATING JOB POSTINGS

## SCAMS

***Fraudulent job postings are increasing each year.***

It is important to know what to look for on job postings.

Follow the tips below to protect yourself from scammers trying to steal your confidential information.



1. Research company **websites** thoroughly.
  - Does the company have a website? Does the website match up with the job posting? Does the website look legitimate?
2. Look to see if the organization is using a **company domain** versus a **general Gmail or Hotmail account**. **Match the email address to the company domain.**
  - Watch for email addresses that are similar looking, but not the same.
3. Be cautious of **unapproved employment flyers** on college campuses and other establishments.
  - All approved JCTC job postings will be on **Handshake**.
4. Use social media, such as Facebook, X, Snapchat, and LinkedIn, to research each employer.
5. Research the company on **Glassdoor.com** for **feedback and complaints**.
6. Be cognizant of **unsolicited emails** that are not specifically directed to you.
7. **Keep your private information private!** Don't share personal information, such as social security numbers, banking information, credit or debit card numbers, PINs, passwords, birthday, address, and mother's maiden name.
8. **Never process ANY financial transactions.**
  - For example: Some companies offer opportunities to "make money really quick." They will offer a "one day only special." They intend to defraud you by sending or wiring money to your bank account. They will ask you to cash the check or send money to other accounts. Once your bank or financial institution processes the scammer's check or financial request, you may be informed money is invalid or "not real." In the meantime, you are held responsible for the funds the bank has sent at your direction to other accounts.
9. If you feel uncomfortable or aren't sure about certain companies or employers, **talk to the CREW Career Center for guidance.**

# SALARY NEGOTIATION

## NEGOTIATING THE OFFER

### Before the offer

#### 1. Know your limits & value.

- Determine your minimum and maximum salary expectations based on your experience—whether it's your first professional role or if you're an expert in the field.
- *Always ask the employer about their salary range before stating your desired salary.*

#### 2. Know your industry, state, and city standards.

- Understand average salaries in your field.

#### 3. Prepare your talking points and be able to support your ask.

- Be sure to mention *geographic location, years of experience, leadership experience, education level, career level, skills, and your license and certifications.*

### After the offer

#### 1. Lead with gratitude.

- Express appreciation for the offer and the time the employer has put into the hiring process. Handle this situation delicately.

#### 2. Know your boundaries.

- While it is rare, employers can *rescind the offer based upon the negotiation process*. Be aware of the stakes but also know if they choose to walk away because of money that is a red flag.

#### 3. Watch out for an ultimatum.

- Counter-offering is normal, and you should not feel strange asking for what aligns with your expectations.

### Example:

Hello!

Thank you for extending the offer for the *[Position]*. I appreciate the time and effort you and your team have put into the hiring process.

I am excited about the opportunity to join *[Company]*. After some consideration, I would like to discuss adjusting the salary to *[proposed amount or range]*, which aligns with industry standards and my experience.

I am confident we can reach an agreement that works for both parties. Thank you again for this opportunity. I look forward to your response.

Best regards,

# UPS & METRO COLLEGE PARTICIPANTS

## TAKE ADVANTAGE OF MC PROGRAM

UPS employees in the Metropolitan College program have access to outstanding networking and job search opportunities. To utilize these initiatives connect with your Student Success Counselor on your MyMC page or contact our office at <https://metro-college.com/>



### NETWORKING AT WORK

UPS' Business Resource Group program helps employees develop new skills and business insights by expanding their professional network both within UPS and the community at large. BRG programs and events align closely with the BRG Impact Model, which focuses on results that support the business, the community, and UPS's talent pipeline.

To learn more about BRG(s) available at UPS, current MC students are encouraged to contact the BRG(s) to request to join the group.

### NETWORKING WITH INDUSTRY MENTORS

The Metropolitan College CareerGuide Online Mentorship Program supports the professional development of MC students who are preparing to enter the workforce. This unique and online mentorship program is meant to be a one-time exchange between the students and mentors.

Students are connected with professionals who will serve as their "CareerGuides" and provide valuable "one-time" feedback through an email-based platform utilizing a guided mentorship engagement form on career documents, such as the resume, online career portfolio, and LinkedIn profile.



# CareerGuide

ONLINE MENTORSHIP PROGRAM



<https://crew.cc/>

[jf-crew-career-center@kctcs.edu](mailto:jf-crew-career-center@kctcs.edu)

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