MoSTEMWINs Grant Orientation

Agenda

I.   Welcome and Introductions

II.   MoSTEMWINs Career and Transfer Services Navigator – A brief overview of the available services and workshops

III.   MoSTEMWINs Real Time Career Pathway Sheets

IV.   Complete MoSTEMWINs Grant Paper Work

V.   Job Center Presentation – Includes WIOA Funding and registration in Tool Box

VI.   WorkKeys Testing – 3 hours

II. MoSTEMWINS Navigator Information

Telling Your MoSTEMWins Grant Story: State Fair Community College

RESOURCES

4 Navigators –(Career Pathway Advisors/Retention Specialists)
1 Employment Navigator
1 Project Lead
A Portal for Student Success

What are some possible grant resources that your college will use to implement this grant?

OUTCOMES – College

A "Portal for Student Success" - The portal includes navigators who work closely with each student one on one to ensure their individual success, an overview of possible programs of study and realistic career previews.
In return State Fair Community College will have higher retention, completion and employment rates.

What do you expect to change at your college as a result of this grant?

ACTIVITIES

SFCC will hire and train four Navigators. Three will specialize in career pathway advising and retention. One will specialize in working with participants seeking employment.
The four navigators will be proactive in directing, re-directing and navigating students down the proper course to ensure they are academically ready for their field of study. They will help to remove all obstacles that stand in the way of student success and ensure they find employment once they graduate.
The project lead will oversee activities and reporting.

What are the actions that your college will undertake to implement this grant?

OUTCOMES – Student

Students will have a navigator to turn to when they encounter obstacles along the way, creating a clear pathway to their program of study. Their career pathway will include the Portal to Student Success which provides assessment for allied health, and overview of the possible programs of study. Each program of study overview will include realistic career previews. This will ensure students have proper career expectations and proceed along their chosen career pathway. This will help eliminate redirects later in the program, allowing students to graduate sooner.
What are some possible student outcomes that you expect as a result of this grant?

OUTPUTS/PRODUCTS

SFCC will accelerate career pathways into each students chosen program of study. An early alert system will be implemented to help detect at-risk students. Students will be given a realistic career preview so they understand what is expected in their chosen field. This will increase the number of students academically ready for their field of study. Navigators will work to remove all internal and external obstacles that stand in the way of student success.

What do you expect your college to produce as a result of this grant?

WHAT IS YOUR 2020 ELEVATOR SPEECH?

FILL IN THE BLANK. AS A RESULT OF THE MOSTEMWINS GRANT, MY COLLEGE NOW DOES…………

As a result of the MoSTEMWINs grant, SFCC uses a "Portal for Student Success" that includes navigators, an early alert system, and many new strategies to ensure student success.

Navigator

Your Personal Guide ☼ to Success!

About

We all know that having directions, a map or GPS coordinates (or even Siri!) helps us get to our destinations faster and with fewer troubles and delays.

Wouldn't it be nice if you had those kinds of directions to navigate college?

On Oct. 1, 2014, the college launched the Student Success Navigator program under the Student Success and Retention office. The program is designed to provide every student with a Student Success Navigator who will be "your personal guide to success" at SFCC. Katrina Grunzinger, director of the Student Success and Retention office and Crissina Kemp, coordinator of Retention Services, along with 14 trained navigators, and other staff and faculty, will work with new and current students on all campuses in reaching their educational goals.

Each SFCC student is assigned a personal navigator to work with one-on-one in preparing a successful educational journey, staying on course and dealing with issues that could throw up detours along the way. Navigators team up with faculty advisors and other staff to provide students guidance to answer questions like, "Which program is right for me?" "What classes should I take?" "Where can I get help if I need it?" "I have questions about financial aid. Help!"

From the top down, SFCC is dedicated to student learning and success. We believe the Navigator program will have a tremendously positive impact on all students. We hope you will be as excited about this program as we are and that you'll commit to working with your navigator as you set your course for success!

How it Works

Find out who YOUR navigator is in mySTAR > **Student** > **Academic Profile**. You may contact your navigator at any time to discuss educational plans, career paths and answer questions about enrolling in classes.

Navigator FAQs

How do I find or locate my navigator?
All students can locate their navigator by logging into mySTAR and clicking the Student tab. The name and contact information for assigned navigator will be located in the third column at the top right side of the page under Academic Profile.

Do I have more than one navigator if I currently have more than one major?
No, each student only has one navigator assigned to them by major, which will be listed in the Academic Profile information on the Student tab in mySTAR.

When is my navigator available, and how do I schedule a meeting with my navigator?
Navigators will be available on each campus from 8 a.m. to 5 p.m. Monday through Friday. (Hours may vary per navigator to accommodate evening students.) Students can schedule a meeting with their navigator by emailing, calling or stopping by the navigator's office.

What types of things can my navigator help me with?
Navigators have been professionally trained to assist students in a variety of areas including academic advising, enrolling in courses, degree planning, goal setting, scholarships, financial aid, campus and community resources, Blackboard, Campus Store/textbooks, payment plans, and counseling referrals.

Do I have to meet with my navigator to get enrolled in courses each semester?
All first-time freshman will be required to schedule a meeting with their navigator to discuss and enroll in courses for their first two semesters. All other students will be allowed to enroll themselves in courses each semester but are encouraged to meet with their navigator to make sure they are taking the correct courses required for a specific certificate or degree.

What if I have already been working with another advisor or faculty member on selecting and enrolling in courses?
All students are welcome to continue working with program advisors and faculty who have assisted in the past but are encouraged to contact and get to know their navigator as an additional resource for navigating college and answering specific questions about courses and/or programs.

What is a Student Success Navigator?
Student Success Navigators will assist students at all SFCC campuses in creating and maintaining educational plans, enrolling in classes and dealing with life issues that interfere with students' abilities to complete their education. Your navigator is your "personal guide to success" while at SFCC!

STUDENT SUCCESS TEAM OVERVIEW

Goals of Student Success Teams:
- Increase student success and retention
- Update navigators on specific program updates/changes and degrees
- Bridge between students, navigator & faculty
- Impact student success by addressing student needs/concerns
  - ➤ Important meetings do not turn into complaint sessions

Meeting Schedule:
- Student Success Teams will meet once per month or more as determined by team.
- Student Success Teams will meet in September to establish leaders, agenda, goals, and regular meeting day and time each month.
- The first official Student Success Team meetings will begin in October and scheduled by the team leaders.

Success Team Roles:
- Faculty and navigators will collaborate and co-lead the team.
- <u>Faculty Leader Duties</u> –
  - Request agenda items and student needs/concerns from faculty
  - Schedule monthly Success Team meeting
  - Run meeting
  - Address agenda items related to faculty/programs during each meeting

- <u>Navigator Leader Duties</u> –
  - Prepare agenda for meetings, assign presenters for agenda items, and distribute to team members
  - Request retention information from Coordinator of Retention
  - Update retention data and present retention information in each meeting
  - Prepare students needs/concerns for each meeting
  - Address agenda items related to navigators during each meeting

- <u>Recorder</u> – This role can be rotated among team members as determined by team.
  - Take minutes during each meeting
  - Get updates on action items from team members and update Success Team Meeting Report
  - Report updates on action items during each meeting
  - Distribute Success Team Meeting minutes & report to team members and to Coordinator of Retention each month.

- <u>Members</u>:
  - Faculty will assist Navigator with overflow for advising students.
  - Faculty will provide navigator with available office hours and contact information for student overflow needs.

II. MoSTEMWINS Career and Transfer Services Navigator

Career and Transfer Services

Workshop Descriptions

Spring 2016-Present

Resume Writing Workshop
Time: 1 hour
Description:

This workshop focuses on the different areas that are important to developing a resume. It includes information on different formats based on experience level, examples of bad/good resumes, writing tips for creating a resume, how to slides for all the sections included in a resume and how to develop each area to help you create the best resume possible to illustrate your skills and expertise. After this workshop, you should be able to create a new resume or develop a current one. A hand out will be included with a step-by-step guide for creating a resume and a list of words to use to describe your experiences.

Interview Workshop
Time: 1 hour
Description:

Interviewing can be incredible difficult, anxiety inducing and confusing. Your resume got your foot in the door, yet knowing how to gather your thoughts, ask meaningful questions and articulate your experiences is incredibly important in becoming employed. In this workshop you will learn how to prepare appropriately for an interview, interview etiquette, anticipate difficult questions, articulate your experience, proper follow up, practice interviewing skills, create a personalized script and tips on how to successfully land a job offer. A handout will be provided on the top 10 most asked questions for participants to take home for future use.

Soft Skills Development Workshop
Time 45 minutes- 1 hour

Soft skill development is a workshop that focuses on providing you with ways to become better at soft skills. Within this workshop, you will learn what these skills are, why they are vital to the workforce, and how you can work on them. This is an interactive workshop, and you will be working together with a partner to learn how to practice these skills in the workshop. A hand out will be provided on the top ten most sought after soft skills in the workforce, and will give additional resources on how to practice these skills.

Tip Sheet

Outline of Discussion by the Success Coach

"Resume Writing"

1. A Resume is a document which includes education, experience, skills, and accomplishments that is used to apply for a job. It is a very important document that means it needs to be perfect. It needs to impress the hiring manager enough for you to get an interview.

2. Google "Resume Examples" to find templates to follow. Pick the type that fits by job you are seeking.

3. Be concise, normally you have one page to sell yourself.

4, Do some research on the job opening and use keywords that fits the job description.

5. Be specific about your qualifications and skills.

6. Customize your resume. Do not use one resume for all jobs you are going to apply.

7. Focus on your accomplishments. What is your greatest achievement at your past jobs?

8. Proof read and ask several others to proofread. You are making an impression of who you are and if you pay attention to details.

9. It is important to follow the employer's directions on submitting your resume. Do they accept it as an attachment to an e-mail? Do you need a cover letter? What format do they accept if you submit it electronically?

10. Do not include photos of yourself. Do not include personal information. Do not tell why you left your previous employment. Do not include hobbies or personal interests. Do not include empty or flowery language.

Resume Writing:
Get the Interview
You Want

Know the Purpose of Your Resume

Some people write a resume as if its goal was to land a job. They may end up with a really long and boring document that makes them look like desperate job hunters.

A resume is a self-advertisement that should show how your skills, experience, and achievements match the requirements of the job you want.

Decide on a Layout

- There are three general formats for creating a resume:
  - Chronological
  - Functional
  - Combination

1

Chronological Resume

- Chronological resumes are used for showing a steady growth in a particular career field. These are best used for someone applying to a job within their career-path to show an increase of responsibility over time.

Chronological Resume

- **Provide your education history.** Same as with your jobs, you should list all of your education in chronological order with your most recent schooling first.
- **Give special qualifications or skills.** Once you've listed the most important information - your work experience and education - you can essentially choose to list anything else you find important.

Chronological Resume

- **Give your references.**
  - The best references to use are a manager or superior to you in your work, or perhaps a college professor whose class you did well in.
  - The place you are applying to may contact these people, so always call them in advance to let them know that you are using them for a reference and are currently applying for a job.

Functional Resume

- Functional resumes are focused on skills and experience rather than job history. These are best used for someone who may have holes in their work history or who have gained experience from being self-employed for a time.

Functional Resume

- **Provide your education history.** Same as with your jobs, you should list all of your education in chronological order with your most recent schooling first.
  - For each listing, give the university/program name, their address, and your degree or area of study.
  - If you had a cumulative GPA of 3.5 or higher, be sure to list it along with your school/degree information.

Functional Resume

- **Present your awards and achievements.** If you were ever given a special award or recognition, list it here with the name, date, and purpose of the award.

Functional Resume

- **Note your special skills.** Whereas your 'awards and achievements' section was very specific, your skills section is much more general. For example: timeliness, outgoing, enthusiastic, diligent, or team-player.

Functional Resume

- **List your employment history.** Since this isn't the strongest part of your résumé, you'll want to list it at the end so that the recruiter reads through your more impressive accomplishments first.
  - You should include sub-headings for the type of experience each job provided you with, such as "Management Experience," "Legal Experience," or "Financial Experience."

Functional Resume

- **List volunteer experience.** If you have done a lot of volunteering in your life, make a list of it here. Include the name of the program, the dates that you worked there/the total number of hours you volunteered, and your responsibilities.
- **Give your references.** The last thing on your resume should be a list of 2-4 professional references.

Combination Resume

- Combination resumes are, as it sounds, a combination of both a chronological and a functional resume. These are used to show off specific skills and how they were acquired. If you have developed a specific skill set from working in a variety of related fields, then this is the best resume option for you.

Combination Resume

- **Choose how you want to format your resume.** In addition to your work and education experience, you can choose to include skills, awards and achievements, volunteer history, and special qualifications.

Combination Resume

- **List your employment history.**
  - If your work history includes positions in more than one field, you should list your jobs under functional sub-headings, which categorize the skills you used at each particular one.
  - If you can demonstrate that your evolving work history highlights the key skills you want to promote, you may want to list your work history in chronological order, without including any sub-headings.

Combination Resume

- **Provide information about your education.** The details you include about your education will be the same as the details you'd include in other resume styles; the difference is in where you present the information on the résumé.

Combination Resume

- **Supply other pertinent information.** Choose to include any of the additional sections such as special qualifications, skills, awards and achievements, or volunteer service.
- **List your references.**

Helpful Resume Writing Tips

- As you begin to create your resume, following are some helpful tips to use, including:
  - Discussion on fonts
  - More information on keywords
  - Creating catchy work titles
  - Jargon usage
  - Printing your document

The Heading

- The first thing on your résumé should be the heading: your name, bold and in a larger font size than the rest of the text (14 or 16 points).

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The Objective

- A strong, brief phrase that tells the employer specifically what your current career goal is.
  - This is one place where you can tailor your resume to the specific job to which you are applying.
  - Don't be too general.
  - Don't overstate your goal.
  - Don't propose an objective in a different career field if you are applying for a lower-level position while climbing your career ladder.

Use Bullet Points

- Employers do not have the time (or patience) to read long paragraphs of text.
  - Make sure to use bullet points and short sentences to describe your experiences, educational background, and professional objectives.

Important Information First

- Most of the time your previous work experience will be the most important part of the resume, so put it at the top. When describing your experiences or skills, list the most important ones first.

Back Up Your Qualities and Strengths

- Try to connect your both your hard and soft skills with real life and work experiences. By backing up your listed qualities you are making your resume credible.

Attention to the Typography

- You can use multiple fonts for different parts of your resume, but try to limit it to two maximum. Instead of changing between fonts, try making specific sections bold or italicized instead.

No Pronouns, Use Action Verbs

- You résumé should not contain the pronouns "I" or "me." That is how we normally structure sentences, but since this is a document about your person, using these pronouns is redundant.
- Action verbs are verbs that will get noticed easily and will clearly communicate your experience or achievements.
  - Managed
  - Coached
  - Enforced
  - Planned

Make Sure to Use the Right Keywords

- Many companies (even smaller ones) use databases to run a search for potential candidates. This means that they run search queries based on specific keywords.
- In the following examples, the *nouns* are the keywords that relate to the action verbs:
  - Conducted *cross-functional management* for initial and follow-up contact.
  - Managed *customer database, product updates, and upgrades.*
  - Functioned in *project-management role.*
  - Oversaw *procurement, allocation, distribution control, stock levels, and cost analysis.*

Keywords: Nouns

- You won't know the exact form of a keyword that the employer will use as a search criterion, so it makes sense to use synonyms, various forms of your keywords, and both the spelled-out and acronym versions of common terms.

Keywords: Hard Skills and Soft Skills

- Don't forget to mention your "hard skills"—job/profession/industry-specific skills.
- Also talk about your "soft skills." Companies value these because research suggests and experience shows that they can be just as important an indicator of job performance as hard skills.
  - Strong work ethic
  - Positive attitude
  - Good communication skills
  - Time management abilities
  - Problem-solving skills

Create Titles that Are Eye Catching

- Take a look at your job titles. Are they interesting and descriptive?
  - For example, "Manager" does not describe who or what a person manages. "Sales Staff Manager" or "Executive Manager" may be more descriptive and desirable job titles on a résumé.
  - Visit the Bureau of Labor Statistics' Occupational Outlook Handbook for an alphabetical listing of job titles to get ideas on how to make your job titles more descriptive.

Use Numbers

- If you are going to describe your professional achievements, it is a good idea to make them as solid as possible. Numbers are your friends here.
  - Don't just mention that you increased the annual revenues of your division, say that you increased them by $100,000, or 78%.

Don't List Entire Work History

- If you have been working for 20 years or more, there is no need to have 2 pages of your resume listing all your work experiences, starting with the job at the local coffee shop at the age of 17.

List All Positions

- If you have worked a long time for the same company (over 10 years) it could be a good idea to list all the different positions and roles that you had during this time separately.

Use What You Have

- If you don't have any real working experience, just include your summer jobs or volunteer work.
- If you don't have a degree yet, mention the title and the estimated date for completion.
- As long as they are relevant to the job in question, it does not matter if they are *official* or not.

Helpful Tips . . .

- Tell the Truth—Seems like a no brainer, but you would be surprised to discover the amount of people that lie in their resumes. Most HR departments do background checks these days, and if you are busted it might ruin your credibility with that company.

- Name drop—If you have reported to or worked with someone that is well known in your industry, it may be a good idea to mention it.

Helpful Tips . . .

- Avoid Negativity—Do not include information that might sound negative in the eyes of the employer. This is valid both to your resume, cover letter, and to interviews.

- Keep your resume to 1 or 2 pages.

- **Slang** should never be present in a resume.

- Shy away from too much **technical jargon**. Do not assume that the employer will know what you are talking about.

- **One resume for each employer**: One of the most common mistakes people make is creating a standard resume and sending it to all the job openings they can find.

Helpful Tips . . .

- **Use a Good Printer**—If you are going to use a paper version of your resume, make sure to use a decent printer.

- **Update Your Resume**—Add all the new information that you think is relevant, as well as courses, training programs and other academic qualifications that you might receive along the way.

- **Proofread it twice**—One typo and your chances of getting hired could be in jeopardy. Proofreading it once is not enough, so do it twice, three times or as many as necessary.

Ask Someone to Take a Look

- Even if you think your resume looks perfect, it is a good idea to get a second and third opinion about it.

Bad Resumes

Can you point out the bad decisions on these resumes?

Bad Resumes

Bad Resumes

Bad Resumes

What is a Cover Letter?

- A cover letter is a document sent with your resume to provide additional information on your skills and experience. It typically provides detailed information on why you are qualified for the job you are applying for.

Four Paragraph Cover Letter

1. Discuss the specific job you are applying for, including the company's name.
2. Write a short career summary tailored to fit the company. Do not copy exact wording from their job description.
3. List several specific accomplishments that are relevant to the job you are applying for in bullet form with the most impressive first.
4. Tell them how you will get in touch with them.

Tips for Your Cover Letter

- There are many templates available on the internet, if you use one of them be sure to personalize it.
- Keep it short—less than a page.
- Include keywords discussed earlier.
- Don't say you'd make a perfect member of their team unless you can back that up with specific achievements.
- Keep superlative adjectives to a minimum.
  - Smartest, best, quickest

References for Resume Writing

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