

Main 221 Connection

News from Advising, Career, Counseling and Disability Services



Preparing for HACC's 16th Annual Spring Job Fair

The HACC-Lancaster Campus Career Services office is **preparing to host its 16th annual Spring Job Fair on Wednesday, March 16th and Thursday, March 17th from 10:00am to 1:00pm both days in East 203.** This event is open to the student body and HACC alumni as well as the community.

The job fair is an excellent place to learn, network and land a job. Since job fairs, including HACC's can be overly crowded, competitive and often intimidating, it is good to know how best to prepare. These tips will improve your odds of not being screened out and instead increase your chances of obtaining an onsite interview.

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- **Be Prepared**—Do some research ahead of time. Plan to log onto www.hacc.edu/lancasterjobfair prior to the event to learn what types of fields and organizations will be represented. Make a list of those that interest you and visit the company web sites to gather additional information.
- **Present a Professional Image**—First impressions make an impact. Dress for a job fair as you would for a job interview. Remember, the recruiters are evaluating you and making mental notes about your appearance as well as presentation. It is always better to be overdressed than underdressed.
- **Bring Resumes**—Make sure you have plenty of copies of your resume to give out to employers. Your resume is an important marketing tool, so be sure that the one you are using highlights your strengths.
- **Interviewing**—You may only have two to five minutes to market yourself and protect yourself from being screened out, thus you need to make the most of your time. Many experts suggest you develop a one-minute "commercial" that highlights the key benefits you can offer the organization-and then use it at the beginning of the interview. Also, remember the three keys to all interviews: make eye contact, offer a firm handshake, and show enthusiasm. You should also prepare answers to interview questions just as you would any employment interview. The most common question you will face is something along the lines of "What are you here for today?" Seems like an easy question to answer, especially if you've done your homework and can tailor your answer to your interests and the company's interests, thereby marketing yourself. Make sure you also have some questions ready to ask the interviewer. A great concluding question for you to ask is, "What do I need to do to obtain a second interview?"

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Preparing for HACC's 16th Annual Spring Job Fair—continued

- **Networking-** Career/job fairs are all about networking. Of course, you are building a network with the recruiters. This task is most vital. However, you can also network with your fellow job-seekers in terms of sharing information about job leads, companies, and their recruiting strategies and styles.
- **Follow Up** - After the job fair is over make sure that you take the extra effort to follow up with the employers that interested you. Remember, these people may have received well over 100 resumes just from one job fair. In order to stand out from the crowd, send a personal thank you to the recruiters that you spoke with. Use this opportunity to remind them of your skills and the contribution you could make. Let them know that you would appreciate the time to speak with them further (expressing an interest in an onsite interview) and explain that you will call them next week. You probably should also enclose another copy of your resume with the thank you letter.

Remember even if you are not actively seeking employment right now, attending a job fair is a great way to research companies that are hiring in the area. You can also learn about internship opportunities that may exist. Later on when you are ready to actively begin your search, you can research the company by going directly to the career section of their website and see all of their job openings. If you wrote down the names of those representing that company at the job fair, you can call into the company and ask to talk directly to that person or have a name to which you can address your cover letter when mailing in your resume.

Finally, job offers may not be made at the job fair itself but if you perform at your very best and follow through on these simple guidelines, you may be well on your way toward the final interview at the company site and achieving success in this important strategic tool of job-hunting. Good Luck!



Do you have a job that inspires you?



The Career Services staff would like you to take a moment to reflect upon what you do for work. We would like you to begin thinking of work as the vehicle to help you create the life you want that inspires you and excites you to get up every morning.

If that doesn't describe your situation right now, it might be time to re-evaluate, look at the big picture and identify what would make you happy in a potential job.

We would encourage you to schedule your career counseling appointment today! Remember that we can help guide you with this process.



The “Purely” Functional Resume is a Thing of the Past

According to “The Resume Place”, the functional resume was created in 1980. At the time, it was a highly creative format that featured the best skills offered by the applicant. It was popular until 2008 when competition for employment became worse than ever because HR recruiters stopped reading resumes full of chatty, wordy, profuse, adjective-driven sentences that said nothing specific.

However today HR recruiters want the **FACTS** and they want them **FAST** as they have numerous resumes to read. HR recruiters want to know when you did a certain job, where you worked, your job title, and your scope of work. They want the time period for duties and responsibilities and for you to quantify your data by adding numbers to information relating to: how many employees, customers, and dollars are involved with your job? They want to know your **SKILLS!** Showcasing your skills is far more important than where you went to college and previously worked.

Although not ideal, functional resumes may still have a place for the job seeker who has taken time off work to raise a family or care for elderly parents. It could also be considered for individuals who have been unable to work for some time due to illness or injury or who have been incarcerated. Even in these instances, however, the functional resume must be done well to showcase a strong, cohesive picture of a great candidate. Remember to add “industry key” words to aid with employer scans. Hopefully your skills and achievements are enough to generate interest, an interview, and an eventual offer!

Truly the best way for a job seeker who has been out of the workforce for some time to get back to work is not relying on their functional resume but through techniques such as networking, considering internships or trial-basis jobs.

A Twist on Reference Checks



We know the job search process has changed with social media and job platforms becoming a necessary part of applying for any position. However, did you know that job seekers will utilize these tools as well to better gauge the interest in a position at a particular company?

Employees today are no longer looking solely at what the company “advertises” about the job or company, but job applicants want to conduct their own research. More job applicants are conducting their own “reverse reference checks” before applying for or accepting a position with a company. Sites such as Glassdoor, LinkedIn, and Facebook are popular and can provide a more “authentic” view of true company culture.

Doing your “homework” before applying or accepting a position will help you ensure a perfect fit!

Discover Your Career Path with Jobs Made Real

Jobs Made Real (www.jobsmadereal.com), according to their website was conceived by an engineer in California who realized after a meeting with an educator at a local community college that many students do not know what jobs or careers exist and have little visibility to what people really do in their jobs.



Jobs Made Real uses information from two established career sites: The Bureau of Labor Statistics (www.bls.gov/oco), which categorizes all jobs into 1100 titles, and its sister organization O*Net (<http://online.onetcenter.org>), provides a wealth of information for each job title (including skills needed, personality type match, education requirements, typical salary and job outlook). Jobs Made Real created a database with information from both sites and linked it to thousands of selected YouTube job/career videos featuring people doing their jobs. The site provides informative career information as well as provides data on job forecast. It is a very educational and informative resource, yet delivers in such a fashion that is engaging.

Job Made Real is dedicated to help shape young job seekers' futures and is owned and operated by Chop's Teen Club, a nonprofit organization in California. The site is hoping to engage students to learn about what people really do in their jobs and thus aid them in making a career decision that leads to finding and obtaining meaningful work.



Have you...



**Scheduled an appointment with
your advisor to discuss
summer/fall 2016 classes?**

Registration begins:

Military/Veterans: March 28
Continuing Students: March 30

**Please stop in Main 221 to schedule an appointment
or call 717-358-2988.**

Nursing News

Changes in Application Process for Nursing –

Recently an email message was sent to all students who have nursing listed as their major. This message was to inform you about the changes in the admission process for the RN clinical beginning this spring. You can find information on these changes in the message that was sent either February 11th or 15th to your Hawk Mail account or on the Health Careers webpage at:

<http://www.hacc.edu/ProgramsandCourses/Programs/HealthCareers/index.cfm>



The new admission process will require completing the Test for Essential Academic Skills (TEAS). More information on the TEAS can be found at:

<https://www.atitesting.com/Solutions/pre-program/TEAS.aspx>

Changes for the LPN clinical application process will not go into effect until Summer 2017.

Students who have completed, or are in the process of completing, all three science courses required for the R.N. major, may want to contact their advisor to see if they should consider using the current point system, which will be available for the last time this spring. Please call 717.358.2988 to set up an appointment or come to the Counseling and Advising Office during walk-ins if you need assistance in making this decision.

Don't Forget-

If you are currently in the part-time Nursing clinical and not taking enough credits for Financial Aid, you may want to apply for scholarships through the HACC Foundation. The application period began February 2nd and runs until April 4th. More information can be found at:

<http://www.hacc.edu/Paying/TypesofAid/Scholarships/index.cfm>

Need Career Direction? –

Are you unsure what you may want to do after you receive your nursing degree? Do you know what your options might be? Check out this site for more information on Nursing careers:

<http://explorehealthcareers.org/en/Field/6/Nursing>

Also, if you are questioning whether nursing is even the right career, please see a nursing advisor or a career specialist to further explore the best path for you. You can make an appointment with either of these individuals by calling 717.358.2988.

Are Harrisburg Health Careers an Option?

You have carefully selected a health career major at HACC, but didn't realize it can not be completed entirely at the Lancaster Campus. It is a program where some clinical classes will be offered only at the Harrisburg Campus.

What is your reaction to this information? You may have had your heart set on a specific career, but are not sure whether the additional time and expense of traveling to another campus is even realistic.

Be sure to find out more about the actual time commitment before you decide to change majors. Some programs do not require that students travel to Harrisburg every day. A good example of a program only requiring clinical students to attend classes twice a week at the Harrisburg Campus is the Surgical Technologist Program. Another example is the Medical Laboratory Technician (MLT) program, which has also incorporated some blended classes into the curriculum, in order to decrease the amount of time students need to spend at the Harrisburg Campus. Furthermore when you are actually doing the hospital portion of the program, program directors will make every effort to place their students at a hospital which is closer to where they live for convenience.

Health Careers



RSVP to rsvpsurg@hacc.edu with your name, HACC ID, phone number, & email.
PLEASE PRE-REGISTER SINCE SPACE IS LIMITED!

Surgical Technology Information Session (Spring 2016)

Tuesday, April 19, 12:30 p.m.-1:30 p.m.
Lancaster Campus, East 308

Attendance is required within 1 year of applying for clinical.

We will review:

- What is a surgical technologist? Role, physical requirements, and responsibilities
- Curriculum and time commitments
- Selective admission, point system, and class selection
- Hear from students currently enrolled in the program

Therefore, before you give up your dream of pursuing a specific health career, get all of the facts. Much of this information can be found on our Health Careers website at www.hacc.edu/healthcareers; there is often a sample schedule under the category of "required courses". Please contact Susan Herr at sdherr@hacc.edu if you have any questions.

Career Services Workshop Schedule

Resume Writing—Get help designing an effective resume or get answers to your resume questions.

- Thursday, April 7 5:00-6:00 p.m. Main 305
- Wednesday, April 13 12:00-1:00 p.m. Main 303
- Thursday, April 21 1:00-2:00 p.m. Main 305

Preparing for the Interview—Learn what employers are looking for, how to relax, develop an effective job search strategy, and more!

- Tuesday, April 19 5:00-6:00 p.m. Main 305

Top 10 Reasons to take a Summer Class

Have you considered taking a summer class? The time to start planning is **NOW!**

Here is a list of advantages in taking summer classes:

- ✓ Jump Start ~ Get Ahead!
- ✓ Opportunity to take prerequisite courses
- ✓ Get a few of your general education courses out of the way
- ✓ Reasonable tuition compared to other colleges/universities
- ✓ Make a lighter course load for the fall semester – balance your schedule
- ✓ Is there a class that you are not looking forward to? Take a class in a shorter period of time
- ✓ Course scheduling flexibility – day, evening, blended, online
- ✓ Choose from a wide variety of courses
- ✓ Smaller class sizes
- ✓ Take classes within 6, 8, or 12 week schedules



Priority registration for current students for the Summer AND Fall 2016 semesters will begin on March 30th beginning at 8am. Registration for Veterans on March 28th and for new students will begin on April 11th. Schedules are already posted on HACC's website at www.hacc.edu > Searching Class Schedules. NOW is the time to schedule an appointment with your assigned advisor for course selection. If you are not sure who your advisor is, you can look up this contact information on your "myHACC" account or you can call the Counseling and Advising Office at 717.358.2988. The Counseling & Advising Office is located in Room 221, Main Building. Don't delay – schedule your appointment today!



Road Trip: Plan your college visit this summer!

If you are a student at HACC looking to transfer to a four-year college or university, then you want to plan ahead. One of the major items on your "transfer college check-off list" should be visiting the colleges or universities you are seriously considering. Why? The reason is that if you are going to be spending two years or more at another institution earning your bachelor's degree, you want to make sure you are comfortable with your surroundings. Also consider that you're going to be spending a lot of time, energy, (and money \$\$), and if you want to be successful, then why not do so at an academic institution where you are most satisfied and enjoying the experience along the way! For a list of questions to ask during your college visit, stop by the Counseling & Advising Office, Room 221, Main Building, and pick up some information today! You may also schedule an appointment to meet with a counselor and discuss your transfer plans by calling 358.2988.

Millersville Mondays @ HACC—Planning to Transfer to MU?

March 21 and April 18 from 11 a.m.-1 p.m. (both days) in Lower Level, Main Building

For more information or to schedule an appointment to discuss transfer plans, stop by the Counseling & Advising Office, Room 221, Main Building, or call 717.358.2988.

To schedule an appointment to meet with the MU admissions representative on a Millersville Monday, contact Kyki @ kyki.bobotas@millersville.edu.

Math Success Strategies As A Last Resort

There are good reasons to learn math! It is here to stay and there's no getting around it if you want to get ahead in life. It is only practical. When you are out shopping, you probably have estimated prices or the amount you can save from buying things on sale. When cooking or baking, you do some estimation as well; and notice that recipes call for measurement that involve fractions. Anything where money is concerned (shopping, paying your bills or taxes, borrowing for a home, etc.) involve decimals. Have you played the Powerball lately and noticed the jackpot prize? I saw a picture below captured from Facebook:



It showed a simple math calculation involving division. (It was done correctly. Yet, it failed to factor in the amount of tax one has to pay for the winning amount, let alone whether or not the winner is that generous to share it with the entire US population). I know you're thinking that this is basic math stuff, so what about algebra or statistics? Well, the higher the level of math you go into, the more logical thinking and reasoning it requires. The maturity in the thought process (think of Bloom's Taxonomy -- from simply remembering, to understanding, to applying, then analyzing, evaluating, and creating)

one develops in math learning is essential in the workplace. This thought process involves the problem-solving and decision-making skills essential in everyday life, in both personal and workplace dealings.

Sadly, many have found excuses not to do math, to avoid it at all cost, and blame it all on their math fears or anxiety. But is it really because you can't do math or because you made the fear of math bigger than what it really is? Or is it because you're just not motivated and have many other things going on? Math takes dedication and commitment. Just like maintaining a strong bond in any relationship, it takes patience, perseverance and a determined focus to learn math. It can be done; you just need to have a change in mindset. If it matters enough to you, you will do whatever it takes to learn math. Different levels of math are required to get into nursing, accounting, business studies, teaching, or even the social sciences. Check with your advisor as to what level of math you will need for your major.

If you've put off taking math, no one is judging you; in fact, know you're in good company. A majority of students at HACC start with a developmental math; others work on their basic math skills or practice on their own for a retest. Just make a commitment now to learn and take on math this summer or fall. Set aside any excuses you once made. If you've had unsuccessful attempts in the past, try the acronym below that the author's son helped her come up with. Yes, try the following math success strategies as your LAST RESORT the next time you go back into a math class: 1) Listen intently; 2) Ask questions; 3) Study deliberately; 4) Take notes; 5) Read carefully; 6) Evaluate your learning; 7) Seek help; 8) Organize your notes; 9) Review your notes; 10) Take more notes and Test yourself.

If you could use guidance in developing appropriate study skills to experience math success and need to brush up on your math, look for **FS107** (under Foundational Studies) to take this summer or fall. Better yet, discuss with your advisor if it's appropriate for you. You can also contact Joy Tien at 717-358-2988 or check out her blog below. At the Lancaster Campus, we also offer free Math Readiness class through the Literacy Council in the fall and spring semesters. Please see Susan Herr in Main 221 regarding this or call 358-2988. Here's to your math success!

FYI - DrJoyinMath.blogspot.com (<http://drjoyinmath.blogspot.com>) was developed to feature quips and quotes, even a serious take on math and math learning. In this blog, Dr. Joy shares her thoughts and her students' reflections from lessons/insights learned in their math journey. As you read and view the stories, quotes and/or pictures, we invite you to share your thoughts and join the conversation on how we can increase appreciation for math and math learning!