

Introducing Cara Cross, Career Development Coordinator

My name is Cara Cross and I am the new Career Development Coordinator. I am very excited to be part of the Career Services Team!

Most recently, I worked at Cincinnati Children's in fundraising and donor relations. After receiving my master's degree in Human Resource Development, I decided that I wanted to be in a role where I could help people determine the next step on their career journey.

In the past, I interned for both GE Aviation in their Six Sigma/Supply Chain division

as well as Recruiting Services International, a recruiting firm based in Cincinnati.

Due to the competitive economic climate, it is much more challenging to be noticed. I want to help students and alumni formulate creative ways to get that first interview. In addition, career preferences and needs are continuously evolving. I want to work with you to find a field that best matches your strengths and interests.

Finally, I want students and alumni to know that I've been in your shoes! I know

it is sometimes scary to attend a networking event, difficult to answer questions when you have had very limited professional experience or to determine next steps when you know that you are not in the right role. Feel free to contact me to discuss your resume, interviewing skills, networking, job search strategies or even if you are not sure which major to choose or which profession to pursue.

I'm looking forward to hearing from you! My email is Cara.Cross@mail.msj.edu.

Career Development Tips from Cara

Some of my favorite tips...

- Always read the paper or a news-related web site prior to attending a networking event. In addition to discussing your professional development, you'll be able to converse about other topics.
- Be ready for *different* types of interview questions. During my interview at GE, I was asked, "If you were a cartoon character, what would you be and why?"
- If an employer asks if you have ever made a mistake, be honest! Focus your answer on lessons learned from that experience.
- Write out answers to interview questions prior to the interview. While it may seem monotonous, it will make you much more comfortable when answering questions.
- Do not be afraid to use examples from your classes in an interview. Refer to recent group projects, research papers or presentations to show that you understand the foundations for the topic, yet are keeping abreast of the latest developments in the field.

CEEC...

...Calendar of Spring Events

Resume Rush

Tuesday, February 2
9:00 a.m.-4:00 p.m.
CEEC (Seton 120)

Etiquette Dinner

Wednesday, February 10
5:00 p.m.-8:00 p.m.
Corona Room

Job Search Workshop

Tuesday, February 16
5:00 p.m.-6:00 p.m.
Corona Room or
Thursday, February 18
12:00 p.m.-1:00 p.m.
Clifford Room

Spring Employment Fair

Tuesday, March 2
11:30 a.m.-1:30 p.m.
Theater Lobby & Gallery

Southwest Ohio/ Northern Kentucky Education Career Fair

Thursday, April 15
9:00 a.m.-12:00 p.m.
Networking
12:30 p.m.-5:00 p.m.
Interviews
Cintas Center,
Xavier University

Post Grad Job Search Workshop

Wednesday, May 12
5:00 p.m.-6:30 p.m.
Corona Room

How Your Online Footprint May Affect Your Job Search

Is there a connection between “professional” online sites such as LinkedIn, Spoke, Monster, and CareerBuilder and “social” sites like Facebook, Twitter, and MySpace? Yes, it’s Google. A Google search of your name will bring all of these sites together. Therefore, be very careful with the information you put on these sites; it may impact your job prospects. Negative pictures on Facebook or disparaging comments on Twitter will come up along with your glowing resume on CareerBuilder.

Your image will be seen as a composite of all the information found by this search.

In today’s environment, hiring managers are increasingly turning to Google for information on prospective candidates. Additionally, the same hiring managers are reporting that they have eliminated candidates based on the findings of their search. The information yielded by a search may or may not be damaging to your reputation depending on the subjective opinion of the person reading it. However, it’s important to at

least know what information is out there so that you can address it if necessary. You also should think twice before adding anything else... trash talking with your friends online or posting a nonprofessional picture. Will you be comfortable with a potential employer seeing it? You can hide nothing online and it may have a negative effect on your job prospects.

If you are in a job search, Google yourself and see what you find. You may be surprised.

Source: Harry Urschel, Career Rocketeer <http://www.careerrocketeer.com/2009/05/your-online-footprint-and-your-job.html>

Items...

...a Google Search May Uncover

- ◆ *A controversial “Letter to the Editor”*
- ◆ *Comments on someone else’s blog*
- ◆ *Trash talk on a chat site*
- ◆ *Unfavorable comments on a news article*
- ◆ *A nonprofessional personal website*
- ◆ *A crude picture on Facebook or MySpace*
- ◆ *An unfriendly “Tweet” on Twitter*

Source: Harry Urschel, Career Rocketeer <http://www.careerrocketeer.com/2009/05/your-online-footprint-and-your-job.html>

5 Best...

...Ways to Use Twitter for Your Job Search

1. *Follow and read job search experts.*
2. *Search for posted positions.*
3. *Follow and read people in your industry.*
4. *Engage in focused, positive conversations with people.*
5. *Connect with people at your target companies.*

Source: <http://www.thewisejobsearch.com/2009/05/five-best-ways-to-use-twitter-for-your.html>

Looking for a Job? Full time? Part time? Summer? Internship?

Spring Employment Fair
Tuesday, March 2
11:30 a.m.-1:30 p.m.
Theater Lobby and Gallery

Mark your calendar for the Mount’s annual spring career fair. All students with any major are invited. Alumni are also welcome! Employers representing business and industry, non-profit and government fields will be attending. They will be recruiting for full time, part time, summer, and internship positions. As we get closer to the fair, a list of participating employers will be available at www.msj.edu/career-center.

In anticipation of the employment fair, polish your resume, sharpen interviewing skills, and prepare your professional attire. Need help? Copies of our professional guides—Resume Guide, Interviewing Guide, Professional Correspondence Guide—are available at the above website. Need more help? A member of the Career Center staff is available for individual appointments to discuss all aspects of your job search. Please call or email the Career Center to schedule an appointment.

We look forward to seeing you at the Spring Employment Fair!

More...

...Questions You May be Asked

- ◆ *What is the last book you read?*
- ◆ *What was the most frustrating thing that happened to you as a student teacher?*
- ◆ *What was the best thing?*
- ◆ *How will you build rapport with your students?*
- ◆ *How do you give your students recognition?*
- ◆ *How do you encourage students to learn?*
- ◆ *What is the role of the principal?*
- ◆ *How do you teach to state standards?*
- ◆ *How will you develop lesson plans?*
- ◆ *What will you do if a lesson doesn't work well?*
- ◆ *What are your personal and professional goals?*
- ◆ *How will you communicate with parents?*
- ◆ *What is your favorite subject to teach?*
- ◆ *What will your classroom look like?*
- ◆ *Why do you want to teach at this school?*

Common Questions Asked During a Teaching Job Interview

Preparing for a teaching job interview requires some preparation beyond the usual common interview questions. Applicants for a teaching position will likely be asked some general interview questions but should also be prepared to answer questions related more specifically to the field of teaching. Following are some common questions asked during a teacher job interview, along with some advice on preparing your answers.

Why did you become a teacher?

The answer to this question could be answered in a myriad of ways – just be sure you can answer it. Think about what (or who) led you to teaching and when you discovered your “passion for teaching”.

Use personal anecdotes to explain why you want to teach or who inspired you.

What is your teaching philosophy?

You probably developed your teaching philosophy during college. You may have even written a paper about it for a class. If so, pull out that paper and refresh your thoughts. Even if this question is not asked directly, your teaching philosophy should guide your answers to other questions.

If you haven't developed a

teaching philosophy yet, now is the time to do so. Take some time to reflect on your thoughts and beliefs on teaching and learning. You will also want to examine how you will incorporate your philosophy into the actual classroom. Personal examples are a good way to show how you will carry out your philosophy in the classroom.

What type of classroom management/discipline would you implement?

Your teaching style and experience in the classroom will guide your answer to this question but you may also want to research the district's policies on discipline and classroom management. Citing examples of methods you have used such as redirecting students, or making a set of classroom rules together as a class is a good way to further explain your methods. Think about your past experience and what has worked well for you.

How will you use technology in the classroom?

Technology is constantly changing and schools are eager to incorporate it into the classroom. As a new teacher, you want to assure your interviewer that you are up to date on technology and comfortable with using technology in the classroom. Again, research the district's use of technology and use examples of ways you have

or will incorporate technology into your lesson plans.

Would you be interested in coaching or taking part in after school activities?

It is highly recommended that you coach, lead an afterschool club or get involved in a school activity as a way of gaining experience. If you get the position and cannot possibly fit this involvement into your schedule, decline respectfully and keep open the possibility that you would like to get involved in the near future.

Do you have any questions for me?

As with any interview, it is important that you have a few questions to ask the interviewer. Research the school and/or school district you would be working for and use this information to prepare some questions showing that you are truly interested in the position.

**Southwest Ohio/
Northern Kentucky
Education Career Fair**
Thursday, April 15
9:00 a.m.-12:00 p.m.
Networking
12:30 p.m.-5:00 p.m.
Interviews
**Cintas Center,
Xavier University**

Source: Alison Doyle, About.com <http://jobsearch.about.com/od/interviewquestionsanswers/a/teacherint.htm>

Could I Get Paid to Socially Network?

Social networking is not only changing the way we communicate with our friends but is changing the marketplace as well. Companies began using social networking sites such as Facebook, LinkedIn, and Twitter to increase the visibility of their brands but many are now taking it further by communicating with associates and candidates on issues such as employment and market issues. With this increased use of social media almost every job will soon require some level of social media expertise.

Following are five jobs that may pay you to social network:

Recruiter

Recruiters are increasingly joining candidates on social networks. Recruiters can reach more candidates faster and screen them better than they could otherwise.

Strategist

Companies will need strategists to find the best way to interact with the various social sites and online communities. The strategist would be the person to create and implement the company's

strategies for using social media.

Enterprise architect

An enterprise architect will be the person to completely revamp internal networks and content management strategy and may be a very important role in a company in the next five years.

User operations analyst

User experience is an important part of any business. This position will require interaction with users by answering questions, tracking user habits and handling problems. It may also entail monitoring the website,

blogs and social media sites.

Director of social media

This will require the person who really understands social media and is good at teamwork. The director of social media must be up to date on all current technology and ready to learn any new technology that comes along.

These jobs will fall under a variety of titles. Try searching under "social media", "interactive marketing", "new media", or "branding manager" and you should get a good start.

Source: Rachel Zupek, CareerBuilder.com <http://www.careerbuilder.com/Article/CB-1263-Job-Search-Get-Paid-to-Socially-Network?ArticleID=1263&cbRecursionCnt=1&cbsid=08b14da61f84496bb0afd06d8eb1e94b-309266786-wz-6>

Manners Matter in the Job Search Process

When someone says, "Please pass the salt and pepper," it is not proper to intercept the salt and pepper in mid-pass to season your own food. That's pass interference - a ten yard penalty. Salt and pepper are passed together, one in each hand. Even if someone asks for just the salt or just the pepper, keep them together. Do not grab them in one hand by the caps. (A sweaty palm on top of the salt and pepper shakers is unseemly and unappetizing.) Do not try to balance them in one hand by the bottoms. Set the salt and pepper on the table by the next person -- do not deliver them directly into the person's hands.

To learn more about proper dining etiquette appropriate for a business function, please join us for our annual:

Etiquette Dinner
Wednesday, February 10
5:00 p.m.-8:00 p.m.
Corona Room

Please contact the Career Center for details and reservations. Tickets are \$7.00 and will be available for sale in the Career Center beginning January 25th.

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