

Job Placement Resources:
Alternative to Transfer Center Assignment

Students in this class are expected to do a class assignment on utilizing the Transfer Center’s resources. However, there are students, who at this point in their lives have no desire to transfer to a four-year school. Consequently, they will find that such an assignment is not useful to their career and life planning process. Therefore, students who have no intentions of transferring to a Bachelor’s-level school are given an option of doing this alternative assignment.

The purpose of this assignment is to help you register that since your goals are likely more short-term and vocationally-focused, that the school does have resources to help you obtain employment. It is common that any educational institution that offers job training will also offer students assistance with finding jobs upon graduation. For this assignment, you are going to learn about such resources, and utilize them.

PART 1: “THE WORKFORCE CENTER”

Normally, most community colleges have an office that is often referred to as a “Job Placement Center” (or some other name). These offices are commissioned with the task of helping students find jobs; both immediate student-employment, and vocation-career-related.

Unfortunately, Cypress does not have such an office. However, Cypress students are eligible to utilize these resources at its sister campus, Fullerton College.

Address: The Workforce Center - Fullerton College
321 East Chapman Ave. - Student Services Building, Room 2002
Fullerton, CA 92832-2095

Phone: (714) 992-7136 / Fax: (714) 992-9929

Email: workforce@fullcoll.edu

Coordinator Chrystal Van Beynen: cvanbeynen@fullcoll.edu

<http://workforce.fullcoll.edu/>

Go to the links on their website or visit the center, to answer the following questions:

1. List the 10 services provided by the Workforce Center (as indicated on their website home page).

- | | |
|----------|----------|
| a. _____ | f. _____ |
| b. _____ | g. _____ |
| c. _____ | h. _____ |
| d. _____ | i. _____ |
| e. _____ | j. _____ |

2. Name the different seven different resources available for students. (Hint: 7 web page links you will find once you enter the “Student Welcome” page). List something of interest you found on each page.

Webpage / Item of interest

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

3. List the 10 web resource links they provide access to:

- | | |
|----------|----------|
| a. _____ | f. _____ |
| b. _____ | g. _____ |
| c. _____ | h. _____ |
| d. _____ | i. _____ |
| e. _____ | j. _____ |

PART 2: “YOUR LOCAL ACADEMIC DEPARTMENT’S RESOURCES”

Go to your department’s website and department office (if necessary) to find this information:

Name of Major/Academic Program you are considering: _____

Department Name: _____

Division Name (which academic division is this major a part of): _____

Physical location of department office (building/office #) _____

Department staff (secretary) name: _____

Department Phone Number: _____

Department website address: _____

1. List at least two different professional associations for this career field. Also include the web address.

2. Find a resource or link that offers either internships or entry-level jobs in this field. Find at least one job listing of relevance to you.

3. List a resource designed to promote networking in this field (must be different from resources listed above).

4. Who in the academic department is responsible for coordinating job placement activities?

PART 3: APPLICATION OF THIS ASSIGNMENT:

Review: Dream Job: _____ Industry _____ Occupation _____

1. List some **“Survival Jobs”** (offers immediate employment to meet needs right now) that you have found through these resources. (Also list where you found them.)

1. _____

What are the education/training, skills, credentials, and experience needed for this position: _____

2. _____

What are the education/training, skills, credentials, and experience needed for this position: _____

3. _____

What are the education/training, skills, credentials, and experience needed for this position: _____

2. List some **“Entry-Level Jobs”** (gets your foot in the door of where you want to go) that you found through these resources. (Also list where you found them.)

1. _____

What are the education/training, skills, credentials, and experience needed for this position: _____

2. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

3. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

What are the education/training, skills, credentials, and experience needed for this position: _____

3. List some **“Transitions Jobs”** (once your foot is in the door, what is the next job you can obtain to get to your “Dream Job”) that you found through these resources. (Also list where you found them.)

1. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

2. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

3. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

4. List some **“Dream Jobs”** (what you are striving for and in your dream industry) that you have found through these resources. (Also list where you found them.)

1. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

2. _____
What are the education/training, skills, credentials, and experience needed for this position: _____

3. _____

What are the education/training, skills, credentials, and experience needed for this position: _____

PART 4: TEST YOUR UNDERSTANDING:

What is the main point of this assignment?

Why were you expected to do this exercise?

What type of person would need to do this exercise?

How well do you fit the profile of the person for whom this assignment was created?

Reflection: (*Write down your response after completing this assignment.*)
