



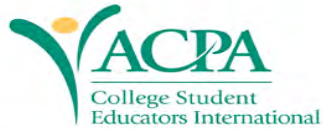
Demystifying Career Central @ Convention

Your guide to navigating convention interviews, networking at the conference, preparing for interviews, following-up, and online resources for candidates.

Created and provided by:



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A Candidates Guide to ACPA Career Central at Convention (C3)

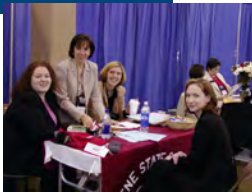
ACPA Career Central @ Convention
Friday, March 19–Tuesday, March 23, 2010
Boston, MA, USA

Welcome to the ACPA C3 (Career Central at Convention)



Welcome to the ACPA C3 (Career Central at Convention)

- As a candidate you can anticipate an exciting opportunity to meet and interview with many of the nations top colleges and universities
- You will also meet many colleagues in the student affairs profession
- Make professional contacts and attend educational sessions that will assist in your professional development



How do I get started?

- To register on-line for the convention go to www.myacpa.org
- Make arrangements for appropriate hotel accommodations. Remember take care of this early!
- You must also register as a candidate for C3. Register on line at http://convention.myacpa.org/career_central_at_convention/candidate_registration.php
- To register, enter all the necessary identification information, create and choose a password, and upload your resume on-line



How do I get started?

- By registering online, candidates can immediately post candidate profiles, resumes and begin reviewing and applying for posted positions
- Begin communicating with employers by sending them an email. Always use your candidate number and their employer number when communicating
- Tell them that you would like to arrange an interview at the convention and that your candidate profile is on line
- Pre-schedule as many interviews at the meeting as you can. Remember to space your interviews

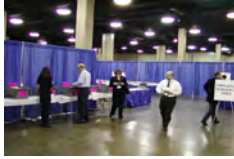


How do I prepare for my job search?

- As with any job search define your values, interests, skills and abilities
- Know what you want in a job (location, small, large, public or private)
- Know your professional goals, and target them (career development, counseling, residence life, student activities, etc.)
- Prepare 30-50 copies of your resume to bring with you to the convention
- Practice your interviewing skills
- Obtain appropriate professional interviewing attire



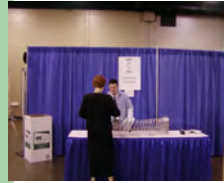
AS YOU ARRIVE AT THE CONVENTION



- Pick up your convention registration materials
- Arrive at Career Central at Convention and plan to attend a Candidate Orientation
- Stop and check your assigned mail file. Your file number is the same as your candidate number



At The Convention



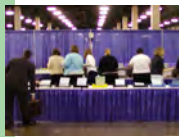
- Frequently visit the position listings online as new positions are placed on the web regularly.
- Apply for positions via the Employer Message Center



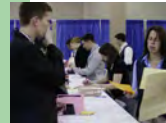
At Career Central @ Convention



- After selecting positions in which you are interested, submit a resume and a note to the appropriate employer at the Message Center
- Pre-printed message forms are available on-line
- Always correspond with employers using your Candidate # and their Employer #



At Career Central @ Convention



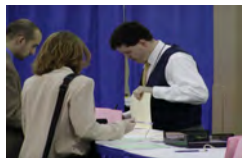
- Check your email as well as your mail file regularly. Employers will correspond with you through your mail file and EMAIL!
- As you receive requests for interviews in your mail file, proceed to the Candidate Interview Services area
- Ask the volunteer in the Candidate Interview Services area to provide the employer's available times for interviews
- Select an appropriate time and schedule it electronically

Please note that 2010 will be the last year for paper message through the message service

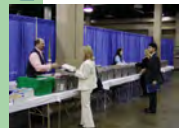


At Career Central @ Convention

- Make sure you write down the appropriate waiting area and employer table number
- Also record the time of your interview
- Pre-printed Scheduling Sheets are available on-line



At Career Central @ Convention



- Research positions online, either via your own laptop or computers available in the Candidate Resource Area
- You can also use available computers to conduct research at the ACPA Internet Cafes



At Career Central @ Convention

- Arrive in the appropriate Interview Waiting Area in advance
- Please check in with the waiting area volunteer



At Career Central @ Convention

- Have a great Interview!
- If you have questions visit the Career Questions and Concerns Booth or ask one of the many C3 Volunteers



Join Us as a Volunteer!

- Provides an occasional break from your search
- Offers an opportunity for networking
- Allows you to meet some colleagues and have some fun!



ACPA Career Central @ Convention
Hynes Convention Center
Workshop Schedule Friday, March 19 – Sunday, March 21, 2010

<u>Candidate Orientations</u>	<u>Time</u>
Friday, March 27	5:00 PM 6:00 PM 7:00 PM
Saturday, March 28	8:30 AM 10:00 AM 1:00 PM 3:00 PM
Sunday , March 29	8:30 AM 10:00 AM 11:00 AM

<u>Employer Orientations</u>	<u>Time</u>
Friday, March 27	5.00PM 6:00 PM 7:00 PM
Saturday, March 28	8:30 AM 11:00 AM 12:00 PM 2:00 PM
Sunday, March 29	8:30 AM 10:30 AM

Take a break from Career Central @ Convention!

**Career Questions and Concerns Booth
Professional Development Snapshots
Mock Interview Program**



ACPA
COMMISSION FOR
**Career
Development**

During your visit to the ACPA Annual Convention and Career Central @ Convention, take some time **BETWEEN YOUR INTERVIEWS** to stop by the Career Questions and Concerns Booth, attend a Professional Development (PD) Snapshot workshop, or schedule a mock interview! You will get friendly help, coaching, and advice on the career and job search process, as well as help with the convention recruiting process. All three of these great offerings are brought to you by the ACPA Commission for Career Development.

You may want to visit the Booth for:

- Assistance in crafting an effective job search strategy
- Help with your resume
- Help with directional orientation with the layout of Career Central @ Convention
- Needing to share your excitement, frustration, or just plain relax!

You can attend a PD Snapshot and learn:

- About current trends in higher education
- Tips on acing your interviews
- Mastering the art of networking
- Evaluating the job offer and salary negotiation
- Making the campus visit (on an interview)
- Managing your job search after the convention

Schedule a Mock Interview and:

- Polish your interview skills
- Get tips on questions to ask
- Shake out the pre-interview jitters
- Get used to interviewing in the sometimes noisy C3 environment

The Career Questions and Concerns Booth Volunteers, Mock Interviewers and Professional Development Snapshot presenters will be able to help you focus your ideas and punctuate your career success!

The Booth is open during all of C3's hours. The PD Snapshots occur from 10:00 to 5:00 on March 20th-March 23rd. Consult your convention program for specific times and room location of the PD Snapshots.

Need assistance or tips for interviewing? Sign up for a Mock Interview on Saturday March 20th or Sunday March 21st!

Professional Development Snapshots 2010 Schedule



Saturday, March 20th

11:00 AM **Interviewing Strategies that “Wow!” Employers:** Learn how to turn your interview into a successful job offer by becoming familiar with common mistakes & how to avoid them.

4: 00 PM **Stress LESS: Balancing Your Personal and Professional Life:** Before becoming too busy with interviews, learn techniques to manage stress and find balance. Sponsored by: The Commission on Wellness

Sunday, March 21st

11:00 AM **Interviewing Strategies that “Wow!” Employers:** Learn how to turn your interview into a successful job offer by becoming familiar with common mistakes & how to avoid them.

1:00 PM **Closing the Six Degrees of Separation Through Effective Networking:** Learn effective networking strategies that will help you to build valuable connections.

3:00-4:30PM **Preparing Successful Searches for Mid-Level and Senior Student Affairs Positions:** Join members of the William Spelman Executive Search team for a workshop on preparing for a successful search for mid-level and senior student affairs opportunities.

Monday, March 22nd

10:00 AM **Can I Live and Work Here? Navigating the Campus Visit:** Find out what you can expect from a campus visit and how to make it a success.

11:00 AM **Money Talks: Evaluating the Job Offer and Salary Negotiation:** After you receive an offer, your work is not yet finished. Get resources for evaluating offers and negotiating salary.

1:00 PM **Can I Live and Work Here? Navigating the Campus Visit:** Find out what you can expect from a campus visit and how to make it a success.

2:00 PM **Money Talks: Evaluating the Job Offer and Salary Negotiation:** After you receive an offer, your work is not yet finished. Get resources for evaluating offers and negotiating salary.

3:00 PM **Conducting an Independent Job Search Outside the Convention:** Job searching does not have to be limited to the Convention. Find ways to conduct your search outside of the convention.

Tuesday, March 23rd

10:00 AM **EMPLOYER WORKSHOP: Successfully Mentoring and Supervising Millennials as New Professionals:** Hiring new employees can be an adjustment for the supervisor and the employee. Learn strategies to make the transition easier for a millennial professional.

11:00 AM **Transitioning from “Green” Graduate Student to “Polished New Professional”:** Get tips on what you can expect from your first professional position and beyond.

1:00 PM **Moving Up and Around Student Affairs: Beyond Your First Position:** Listen to strategies from professionals on how to advance your career in student affairs.



TWENTY-FIVE STEPS

For Successful Job Search/Interviewing Before, During and After the Convention

BEFORE THE ACPA CONVENTION:

1. As with any job search define your values, interests, skills and abilities. Know what you want in a job (location, small, large, public or private).

(residence life, counseling, student activities, career development, etc.).
3. Have realistic expectations, the convention is for job leads and making contacts with other professionals.
4. Have an error free resume and application materials.
5. Be prepared to discuss goals, skills and abilities in an interview. Support your discussions with examples. Have samples to share.

DURING THE ACPA CONVENTION:

6. Do research on the institutions and the positions. Make use of the Candidate Resource area, networking opportunities and other participants.
7. Talk to colleagues about opportunities. Stay in contact with faculty and professionals you're your institution. They may have the contacts. Networking is key!
8. Expect a great number of candidates will participate.
9. Have plenty of resumes, a stapler, note pad, pens and pencils on hand. Correspond frequently through the Message Center.
10. Set up a sensible schedule of interviews and keep an accurate calendar of dates, times and locations of each. More does not always imply greater success.
11. Schedule some time between interviews. Be prepared for over-runs.
12. Interviews generally are 30 minutes in length. Be brief yet thorough. Make no assumptions that you are with an experienced interviewer. Be prepared to take the lead.
13. Try to keep notes on the positions you've interviewed for. Names, position Descriptions, brochures and catalogues are always helpful for future reference. Ask for supporting materials, business cards etc...

14. Make conscious decisions about attending socials and receptions. These professional opportunities are also helpful in networking.
15. You never know who you are interviewing with. Be professional and courteous at all times. This is a small profession. Never bad-mouth colleagues or the profession.
16. Relax, show yourself as a person and not as an interviewing machine.
17. Always send a thank you note after the interview no matter what your interest in the position.
18. Take some time for yourself. Get out there and see the conference and what is happening within the profession. Consider volunteering some time at Career Central at Convention or other areas. Network...Network...Network....
19. If the opportunity presents itself, join a commission, committee, or task force. Get involved.

AFTER THE ACPA CONVENTION:

20. Send follow-up letters and resumes after the conference for positions that interest you.
21. Don't stop your job search after the conference. Continue to apply for positions using the *Chronicle*, newsletters, the web and other sources. The search ends when you accept a position.
22. Be patient yet persistent. Conferences hit at a busy time of year for most schools. Sometimes it takes a while to get on-site interviews coordinated. Don't be afraid to make calls or write additional interest letters while waiting.
23. When invited to on-site interviews, ask about travel plans and procedures, who will be making arrangements, who pays, how much and when.
24. Be prepared to have a very busy schedule and meet many new people. Always be professional and ethical through your entire job search.
25. Keep your chin up!

Career Central at Convention

CANDIDATE INTERVIEW PROCEDURES

Steps to Success at Career Central at Convention

1. Whether this is your first time at Career Central at Convention or not, plan to attend an orientation session and/or workshop.
2. After selecting positions in which you are interested, submit a resume and a note to the appropriate employer at the Message Center. Please staple all materials. Pre-printed message forms are available in the work area. Always correspond with employers using your Candidate # and their Employer #.
3. Check your messages regularly. Your message folder # is the same as your Candidate #. Employer will correspond with you through the message center.
4. As you receive requests for interviews, take your written request along with your candidate card/receipt to the Interview Sign-Up Area.
5. Ask the volunteer in the Interview Sign-Up Area to provide the employer's available times for interviews for the employer. Select an appropriate time and sign up.
6. Make sure you write down the appropriate waiting area and the time of your interview. (Scheduling sheet are available in the work area.)
7. Research positions online through Job Target, either on your own laptop, computers available in the Candidate Lounge, or at one of the ACPA Cyber Cafes.
8. Arrive in the appropriate Interview Waiting Area well in advance. Please check in with the attendant.
9. Have a great interview! If you have any questions, please stop and ask one of the volunteers at the Career Questions and Concerns Booth for assistance, or stop and ask any of the Career Central @ Convention Staff.

GOOD LUCK AND GREAT SUCCESS!!!!

INTERVIEW INFORMATION

TYPES OF INTERVIEWS

Conference Interviews – Initial interview(s) which are used to screen. The goal for the candidates is to get an offer to come to the campus. The interview usually lasts 30 minutes and will take place at a small table, with 1-2 representatives from the school. Expect to be in a large ballroom with up to 100 of these tables in one section, where other interviews are also being conducted.

Telephone Interviews – May replace, precede for follow-up a conference interview. This may be a conference call with 2-3 staff members from the department in which you hope to work. These will usually last 30-45 minutes.

Campus Interviews – These can last all day. You may be evaluated during meals and during travel from/to the airport/bus/train. The interview will usually consist of a series of interviews with different individuals or groups throughout the day. You may be interviewed by students and people from other offices. You may be asked to make a presentation. (If the interview is out of town, you want to attempt to arrive a day early or stay an extra day to get a chance to explore the area and campus.)

INTERVIEWING THE EMPLOYER

The interview is also your opportunity to learn more about the position, the school, and the department you are considering. You're not just looking for the school that will have you, you're looking for a good fit; a program that fits in with your philosophy and will meet your needs.

Most interviews will provide you with an opportunity to ask questions during the interview. If you don't have any questions, it may look as if you don't care/haven't prepared, or are not discriminate in your job search. Before heading to an interview, write down a list of some things you would honestly want to know about a school or job. Decide which things would be appropriate to ask during an interview, and work to phrase your questions carefully. Some sample questions include:

1. Can you tell me a little more about the staff structure in your program/office?
2. What kind of staff development program to you offer?
3. What can you tell me about the community of _____?
4. In what ways is your program growing?
5. What opportunities might I have for committee involvement?
6. What challenges are currently facing your department/institution?
7. What kind of training would I be given for this position?
8. What qualities are you looking for in a candidate?
9. Can you tell me about the hiring timeline for this position?
10. How do you describe the students in your school?
11. What attracted you to _____ College/University?
12. What are the things you like most about working here? What are some things you would change?
13. What is the next step after this position?

QUESTIONS YOU COULD BE ASKED DURING AN INTERVIEW

1. What attracted you to our institution and/or position?
2. Why do you feel you are qualified for this position?
3. What are some of your long-range and short-range goals and objectives and how have you prepared yourself to achieve them?
4. What do you hop to accomplish personally and professionally in this position?
5. Give an example of a successful theory-to-practice experience? Give and example of an unsuccessful theory-to-practice experience.
6. What human/student development theories do you use in your daily professional life?
7. Describe your ideal job.
8. Define success.
9. What is your approach/philosophy toward student discipline?
10. What is your approach/philosophy toward programming? Can you give us some examples of programs/activities you have planned and/or presented?
11. What are some of the challenges/issues facing new professionals?
12. What is your management style?
13. Have you had previous experience in supervising staff or other individuals? What was their level of responsibility?
14. How do you hold staff accountable to their responsibilities?
15. How do you deal with conflict?
16. How do you deal with ambiguity?
17. What computer skills do you possess?
18. Have you ever had to terminate an employee?
19. How would you answer a charge that one of your actions was racist, sexist or homophobic?
20. What training and development experiences have you had?
21. How will you help those you supervise pick and choose their battles?
22. What do you do in your spare time? How do you deal with stress?
23. Tell us about an article or book you've read recently which had an impact on you personally or professionally?
24. What other positions have you held? How were they obtained? Why did you leave?
25. What do you do to keep yourself motivated? How do you motivate others?
26. What questions do you think we should ask that you didn't get a chance to answer?
27. What are four things I will remember about you after this interview?
28. Why should we hire you instead of one of the other candidates?



Handling Illegal Questions

Questions structured to obtain information regarding race, gender, religion, marital status, age, physical and /or mental status, ethnic background, country of origin, vital statistics, sexual preference, or any other potentially discriminatory factor are generally illegal as grounds for making employment decisions. With few exceptions, these factors contribute nothing to your ability to perform a job, and an employer must substantiate those cases where a direct relationship is thought to exist. Although employment inquiries must conform to basic federal guidelines, certain states may offer additional legal provisions that may expand legal protection in this area.

An employer may make inquiries related to your ability to perform essential job functions as described. If faced with a potentially discriminatory question during an employment interview, you are under no obligation to provide an answer. Understanding the employer's concern, however, might help you to structure your best course of action.

- **Indirect Response** – Address the employer's underlying concern without directly answering the question. For example, if faced with a question concerning your plans for marriage or family, the employer is likely to be concerned with your ability to travel, to be at work on a regular basis, or commitment to remain with the organization. Although you need not answer the question directly, you might show understanding of the employer's concern and give assurance that your personal life is arranged in such a way that it will not interfere with your career responsibilities.
- **Direct Response** – A more direct but less comfortable response would be to mention your concern that the issue has no apparent bearing on your qualifications or the ability to do the job. You may ask for clarification of the reason in such information is requested or how it relates to the job discussed.
- **Possible Consequences** – Based on your personal preferences and experience, you may choose to briefly answer such question, but you must realize the possibility of negative consequences related to your volunteering this information.

If at any time you have questions concerning an interview, please feel free to express your concern at the Career Questions and Concerns booth where a staff member will confidentially discuss your options.

A CANDIDATE'S GUIDE TO LEGAL AND ILLEGAL QUESTIONS

A half dozen federal laws protect job applicants from questions that might be used to discriminate against them. Basically, the employer must prove (if challenged) that an interview question is directly related to the duties of the job for which you are applying.

Listed below are items which can be used during the interview and items which are illegal to ask. Your job resume and employer application form also need not contain this information. You may, however voluntarily provide any of the information below.

Questions likely to be asked and you should answer:

Where have you worked before?
What duties have you performed on past jobs?
What are your short and long-range career goals?
Why are you interested in this organization?
Tell me about yourself.
What education have you completed?
(If a certain level is required for the job.)
How did you learn about this job?
Can you list your references?
What is your Social Security number?
What is your address and phone number?
What special qualifications do you have for this job?
May I answer any questions about the job of the organization?
What are your greatest strengths and greatest weaknesses?
Why does this job interest you?
Why did you select this particular career?
Are you willing to travel, relocate?
What job skills do you have?
(What specific skills are needed)
Do you have a license for the field?
(If required)

(Note that questions of this type focus on the job, your specific qualifications for it, and your career goals.)

Questions you need not answer:

Are you married?
With whom do you live?
If married, are you expecting to have children soon?
What does your spouse do?
Were your parents born in this country? (It is legal to ask for positions requiring a security clearance.)
How old are you? (It is legal to ask if you are legally old enough to work)
Have you ever filed for bankruptcy?
Where do you bank?
Have you ever been arrested? (It is legal to ask to provide information on criminal convictions)
How tall are you?
How much do you weigh? (It is legal to ask about height and weight if they are necessary for the performance of a job).
How many children do you have?
If you have children, what kinds of daycare arrangements have you made?
What memberships do you have in social, religious and community groups?
What is your military service status?
If a veteran, what kind of discharge did you receive?
Are you physically handicapped?

(Note that these questions delve into your personal life and are not legitimate occupational qualifications).



Almost Everything You Always Wanted To Know About Taking a New Position

The following information is designed to help you transition into a new Student Affairs position. It is a list of things we wish we knew before (or as) we accepted professional positions.

Each institution is unique. It is very difficult to find out about all of these items; during a campus visit ask about the items that are most important to your professional well being. The level of your position may dictate the benefits offered to you. Don't take **anything** for granted; systems and areas of the same campus can be drastically different!

- CAMPUS CONCERNS - Enrollment? Relationship with community? Crime? Harassment? Alcohol? Drugs?
- DISCIPLINE SYSTEM - Student code of conduct. Rights vs. Responsibility. Sanctioning decisions made at which level? Confidentiality – parents notified, access to files.
- EVALUATION/FEEDBACK – Formal/Informal? Frequency? By whom?
- HISTORICAL DOCUMENTS – Annual reports or other past records? Is predecessor around to assist/impede?
- HOURS – 9 a.m. – 5 p.m. and/or 5 p.m. – 9 a.m.? Comp. Time for evening and weekend hours? Vacations-length/restricted dates? Office hours? Flex time? Status during holidays, academic breaks and summers? 10 mo. vs. 12 mo. contract?
- HOUSING ACCOMMODATIONS – Size? Cost? Distance from office? Laundry? Storage? AC/Heat Control? Pets?
 - ON-CAMPUS/LIVE-IN – Distance from students? Private access to building/apt.? Overnight guest policy? Benefits/considerations for significant other/spouse/children. Furnished?
 - OFF-CAMPUS – Distance from/access to campus. Visit area at different times of the day and night if possible
- MISSION STATEMENT – Does one exist? If so, does it match departmental behavior? Does it match your personal/ professional values?
- OFFICE DRESS – What is the dress code, official and unofficial? Is casual okay?
- OFFICE WORKSPACE – Size? Location? Shared? Reception Area? Meeting Areas?
- ORGANIZATION OF SYSTEM – Recent changes? Increasing/Decreasing #'s? Flexibility? Decision making at which levels? What is the theoretical base (if any) for programs, actions and decisions?
- ORIENTATIONS/TRAINING – Procedures? History? “Traditions”? Department-wide and/or College-wide?
- PARKING/TRANSPORTATION –Cost? Who pays? Location in relation to office/housing? Lighting, access, protection from weather? Public Transportation – quality, accessibility? Proximity of airport, train station, bus station.
- PROFESSIONAL DEVELOPMENT – Professional memberships paid? Subscriptions? Conference support – time, travel, meals, fees?
- RELATIONSHIP WITH OTHER OFFICES – Especially those with which you will be working—both formal and informal.
- SECRETARIAL SUPPORT – Full-time? Part-time? Student? Professional? Shared? None?
- SOCIAL OUTLETS – Night life for professional staff/spouse/family? Does staff currently socialize outside of office.
- STUDENT MENTAL HEALTH CONCERNS – Bulimia? Eating disorders? Substance abuse? Suicide? Extent of problem? Means to address problems, educate staff and students?
- SUPERVISOR – style, expectations, personality, commitment to your professional growth. Degree of involvement with day-to-day operations. What are the best things/ worst things?
- BUDGET -- Amount. What types of items are included: supplies, printing, programs, food, staff gifts?
- COMPUTERS – PC? Mac? E-mail? Internet? Training available?

WHILE NEGOTIATING

- ARRIVAL DATE – If you can, arrange to arrive one or two weeks before the rush of staff training. It can take more time than you think to change driver's license, license plates, bank, long distance phone service, etc.

- BENEFITS – Life Insurance, Homeowners, Vision, Dental, Medical, Visual, Psychological. Choice? Cost? TIAA/CREF transferable? Payroll deduction for purchased items and or services? Dates that benefits begin.
- MOVING EXPENSES – Covered by you or institution? Percentage? Flat Amount?
- SALARY – Range? Starting Date vs. 1st paycheck? Frequency-weekly, bi-weekly, monthly? Union dues? Retirement?

RELOCATION CONSIDERATIONS

- AUTOMOBILE – costs for transfer of license plates, driver license, insurance....
- HAIR/CLOTHES – Where do the locals shop/go for services?
- SHOPPING – Find someone who is familiar with your former state to translate store names... “ ___ there, is the same as ___ here”
- TAX FORMS – Arrange to get state forms before leaving the area. City tax? State tax?

AS YOU BEGIN

- PERSONAL BUDGET - Take this opportunity to establish/improve your budget, research bank savings/checking accounts, area taxes. etc. Cost to transfer auto/license. Live-in – Put aside an amount that is close to what you would be paying in rent; when you do move off campus, you will have money for rent/utilities.
- FORMAL/INFORMAL PROCEDURES – Watch and listen. Read files, policies, publications, mission statements, department goals, etc. Trust carefully. Maintain a social/professional balance. Learn the politics. Think carefully before choosing a “side” or one is chosen for you.
- INFORMATION SCREENING – Avoid listening to rumors and prejudging co-workers. Do not burn bridges before you know where they lead!
- MAIL – New mailing address (home or office). New phone number(s); can you arrange service prior to you arrival. Live-in – If all mail goes to office, consider an off-campus P.O. Box for privacy and assured forwarding of mail after you leave.
- NEGOTIATING A NEW SYSTEM – Learn from the institution’s past and adapt your past experiences. Keep the best and discard the rest. Observe and listen carefully!
- PERSONAL WELLNESS – Schedule personal time from day 1; don’t wait for a break in the routine, it may never come! Plan at least one weekend per month to relax, get away if possible (especially if you live-in).

GENERAL SURVIVAL

- Ask Questions!
- Listen, Listen, Listen!
- Do What You Think Is Best – give 110% vs. the minimum required.
- Offer Suggestions – After you are aware of how the system works. Avoid the comment “We always did it this way when I was at _____.”
- Take Risks – As a new person, mistakes are allowed.

TAKE FULL ADVANTAGE

- BEFORE/DURING A CAMPUS VISIT - Contact the Chamber of Commerce to get information about nearby cities; other sources of information include automobile clubs and local papers. During an interview on campus, stop by one of the local hotels to see what tourist/entertainment type attractions are available in the area.
- ACADEMIC OPPORTUNITIES – free course – even if you do not plan to use them to obtain a future degree, consider courses that will expose you to other areas (art, literature, athletic related courses)
- AREA RESOURCES – Check area services – free tapes, tax forms from local libraries. Free maps from State Police.
- BENEFITS – Health plans – read the materials! Many offer classes, examinations, etc. That should be taken advantage of. Also note change/removal dates. Retirement – What is the best plan? How long do you plan to stay? Tax forms.
- CAMPUS SERVICES – discount purchasing of computers, bookstore items, travel services, etc.
- CONFERENCE TRAVEL – Take advantage of conference travel, by incorporating “mini-vacation” side trips. A good break from campus to rejuvenate.
- CREDIT UNION/LOCAL BANKS – direct deposit, free services for employees, loans, credit cards, financial services, etc. Consider a bankcard that can be accessed in other states.
- ENTERTAINMENT – Campus performances, speakers, etc. Area discounts with an ID or campus affiliation – museums, galleries. Reduced price movie passes, etc.



ACPA Networking Guide

You have heard the word networking many times especially as it relates to the job search. However, networking isn't always about finding a job.

Networking is about *making connections* with people who can give you valuable information, give you a different perspective on a problem you have, provide you with new ideas when you find your creative self "stuck" or maybe someday hire you. Most important, networking is a long-term career development strategy.

Networking Strategies at ACPA

- ❑ Volunteer at the convention either in Career Central or with the General Convention.
- ❑ Consider participating in the Convention Colleagues program and get advice from mentors
- ❑ Get involved with the Commission or Standing Committee in your area of interest. Most have open meetings sometime during the convention. Attend that meeting and offer to help with committee work.
- ❑ Stay connected with that Commission or Standing Committee after the convention.
- ❑ Consider online options for networking as well. Many ACPA members are on either/both Facebook or LinkedIn, and there are ACPA membership groups on both sites.
- ❑ Have friends, colleagues and faculty members introduce you to people who are in the same field in which you are interested.
- ❑ Talk to everyone: the person sitting next to you at a workshop (don't sit by yourself!); the person in front or in back of you when you are waiting in line; the person sitting next to you on the airport shuttle; people in the elevator; standing in line waiting to get food; in the restroom; in the gym; *anywhere!*

What Do I Ask or Say?

At conventions, people are excited to talk about their work. There are a number of topics you can ask about – be creative to find the information that is important to you. Ask them what they do for their job, where they work, how long they have been in the profession, what trends do they see happening in the field of choice.

You may also need to tell the person about yourself. Tell him/her about your current status (ie. graduating graduate student, career changer, mid-level professional seeking greater opportunity), where you go to school, the type of opportunity you are seeking and your qualifications. If you discover you "connect" with a person you meet you may want to give him/her a copy of your resume or your business card.

Remember you are seeking information, not asking for a job. The more people you connect with the better your chances of success.

Maintain Your Contacts

- ▶ Keep a file box or use a business card holder. Make notations such as when you met the person and a brief summary of the conversation.
- ▶ Update your contacts on your job search and other activities. Let them know when you have accepted a position or when you are back in the market again. Don't contact them only when you need something.
- ▶ Remember, networking is a two way street. Your career progression and advancement may depend on other people. Developing contacts should be long-term so as to benefit you for many years.



The Convention is Over...What Next?

Convention follow-up

- Follow up with an email, phone call, or letter stating your continued interest in the position. Try to highlight something specific that you learned or appreciated about the institution or position; adding a personal and memorable connection.
- Research your potential employers. Visit websites, talk with current employees, students and peers.
- Use your networking skills and let everyone know that you are seeking a job. Continue to search for positions that you may find of interest; not every institution recruits at the conference. Also consider online networking sites such as LinkedIn to keep in touch with those you meet at convention!

Phone interviews –A phone call may follow-up a conference interview.

- Practice your telephone interviewing skills.
- Search the institution’s website for pictures of your interviewer(s) so you have a face to go along with the voice(s) at the other end of the phone.
- Prepare a list of potential questions, and answers.
- Have at least three questions to ask the employer to demonstrate your research.
- Practice your telephone presentation with a peer or mentor. Do you sound interested, can your smile be heard, or do you sound as if you just woke from a deep sleep?
- Verify the time of the interview, are you in the same time zone?

Campus Interviews - Take thoughtful consideration in accepting the visit. Are you truly interested in the institution?

- Ask about payment for travel arrangements; flights, hotel, gas, etc. Some institutions may reimburse you only after the search process is completed or only for specific amounts, know your travel budget and save your receipts.
- Know the interview format. You will usually have individual, professional and student group interviews, and possibly a presentation.
- This can be an all day event. Be prepared mentally and physically. Wear comfortable shoes for walking, check the weather so you will pack appropriately (coat, umbrella, etc), be well rested, and add an energy bar or raisins to your bag for a quick break.
- You will be asked the same questions numerous times, practice repeating yourself authentically.
- Research the institution thoroughly from the institution’s mission to a review of the campus map.
- Follow-up with thank you notes.
- Create a Pros/Cons list.

Job Offers & Evaluation - Create a list of your wishes, expectations, needs, and MUST haves in a position.

Ask yourself...**“Does the institution fit my career objectives?”**

- Does the job description fit? Is there a balance of challenge and growth?
- Supervision and colleague fit?
- Salary and benefits; tuition reimbursement, Health care, 401K, relocation expenses, etc..
- LOCATION, LOCATION, LOCATION
 - ✓ Geographical area (city/town, weather!)
 - ✓ Distance from family and friends.
 - ✓ Cost to relocate and cost of living. Check out the grocery and drug store prices.
 - ✓ The convenience of entertainment, hobbies, and interests.
- Professional Development Opportunities?
- How much time will you be given to accept or decline the offer? (typically 5-7 business days)
- Do you hold out for that “Dream Job?”

Evaluating Offers- Ask yourself...**”Does this feel right?”**

- Review your Pros/Cons list.
- What impact will there be for a spouse/partner/significant other?
- Solicit the expertise of mentors, colleagues, and friends.
- Review the salary and benefits package, is there room for negotiation (start dates, meal plan, parking, etc.)
- Don't take the first job offer...unless it's really the right one.
- Use salary relocation calculators
 - ✓ www.homefair.com, www.homestore.com, www.wetfeet.com
- Analyze yourself and your future employer. What did you learn and observe during the entire interview process, (conference to campus visit)?

Helpful sources in Relocating – Make this a fun experience.

- Check out the Places Rated Almanac
 - ✓ Found at any bookstore
- Check with the institutions Human Resources department for local recommendations and possible special rates or discounts.
- Map out your move. How long will it take with various traffic, terrain, and weather?
 - ✓ www.mapquest.com, www.randmcnally.com
- Chamber of Commerce.
- Apartment guides.
- Department of Motor Vehicles; State and local tags, taxes, inspections, etc.
- Have fun with the trip.

Here's to a Successful New Beginning

- Don't forget Maslow, meet your basic needs first.
- Observe! Be like a sponge...take it all in!
- Try to maintain BALANCE with work and personal life. Don't burn out in the first 2 months.
- Learn to operate within the system before making quick changes.
- Continuously network and meet new people.

Success Strategies

- Seek advice from predecessors, coworkers, supervisors, and support staff.
- Meet key faculty, administration, and staff.
- Create a professional development plan with long and short term goals.
- Volunteer for opportunities.
- Develop and maintain a good support system.

Enjoy your new community and it's privileges!

- Arts, speakers, films, concerts, sports events.
- Conference travel and academic opportunities.
- Campus travel services/discounts.
- Credit unions, benefits, etc.

CONGRATULATIONS!

You will find a great job. Just be patient.



Online Job Search Resources For Professionals in College Student Services

ACPA (American College Personnel Association) Ongoing Job and Internship Listings
http://www.myacpa.org/car/car_op.cfm

NASPA (National Association of Student Personnel Administrators)
<http://www.naspa.org/career/default.cfm>

Higheredjobs.com
<http://www.higheredjobs.com>

Higher Education Resource Hub!
<http://www.higher-ed.org/jobs.html>

StudentAffairs.com Position Listings
<http://jobs.studentaffairs.com/>

Chronicle of Higher Education Career Network
<http://chronicle.com/jobs/>

NACE (National Association of Colleges and Employers)
<http://naceweb.org/home.aspx>

NASFAA (National Association of Student Financial Aid Administrators)
http://careers.nasfaa.org/home/index.cfm?site_id=2214

ASJA (Association of Student Judicial Affairs) Job Options
<http://www.asjaonline.org/en/jobs/>

NACADA (National Academic Advising Association) Position Announcements
<http://www.nacada.ksu.edu/PositionAnnouncements/index.htm>

NACAC (National Association for College Admissions Counseling)
<http://www.nacacnet.org/CareerDevelopment/CareerOpportunities/Pages/default.aspx>

ACA (American Counseling Association) Classifieds
<http://www.counseling.org/CareerCenter/Opportunities/TP/Home/CT2.aspx>

AACC (American Association of Community Colleges)
<http://www.aacc.nche.edu/Resources/Careers/Pages/default.aspx>

AACRAO (American Association of Collegiate Registrars and Admissions Officers) Jobs Online
<http://www.aacrao.org/jobs/>

ACCED-I (Association of Conference and Events Directors-International)
<http://careers.acced-i.org/>

Career Central at Convention Interview Planner /Reminder Form

Saturday

9:00 _____

9:30 _____

10:00 _____

10:30 _____

11:00 _____

11:30 _____

Noon _____

12:30 _____

1:00 _____

1:30 _____

2:00 _____

2:30 _____

3:00 _____

3:30 _____

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4:30 _____

Sunday

9:00 _____

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Monday

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Noon _____

12:30 _____

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Tuesday

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