




GETTING STARTED

- ✓ **Step 1:** Completed the attached **Mock Application Form**.
- ✓ **Step 2:** **Create** a Resume **or** **Revise** your existing with **Optimal Resume**.
- ✓ **Step 3:** **Apply** to jobs in the student portal, and by referencing the attached **Contractor's List**. *Be sure to document where you apply.*
- ✓ **Step 4:** Create a practice interview using **Optimal Resume**.
- ✓ **Step 5:** Schedule an appointment with your Employment Advisor to go over your resume, interviewing skills, and employment resources.

CREATE OR REVISE A RESUME IN MINUTES

- Fill out the Mock Application form which will and provide content for your resume.
- Go to ITI Technical College's website www.italcollege.edu
- At the top of the page in the black header, choose **Career Services/Focus**.
- On the right side of the page, click the **Optimal Resume Logo**. 
- Create a **New Account**: You are required to use your ITI email address to have access to Optimal. Your User Name will be your ITI email address (First Letter of your First Name, Full Last Name, and Student ID # (Ex: jdoe123456@students.italcollege.edu)
- Complete **all** fields marked with a * (asterisk). Often times this information is transferred to your resume so capitalize appropriately and omit typos!
- Now choose Create Resume / Name Resume. (*Suggestion Full First and Last Name*)
- Go to Samples / Resume Samples (*Note: These samples are only to be used as a guide. Customize examples relative to your backgrounds and skill set.*)
- Go to *Categories / Career Services Customized Resumes for ITI Students/Graduates*.
- Choose a Resume that would work for you and edit it accordingly.
- Download and Save Resume as a Word Document, 97-2003.doc.
- **Upload** resume to your ITI Student Profile under Career Services/Documents.
- **NOW you are ready!** Start applying to available positions in the portal under the Career Services/Job Search option and the attached contractors list for additional resources.



TIPS HOW TO FILL OUT AN ONLINE JOB APPLICATION

In today's technologically advanced society, many employers and job seekers alike have found that it is easier to fill out an application on the Internet. Not only is this more convenient, but it allows employers to reach a broader range of potential employees. ***Here are some tips to consider when it comes to filling out a job application online.***

INSTRUCTIONS

- Have your personal information, past employers (including addresses & supervisor names), schools attended (including program & graduation dates), any military experience, your driver's license number, references, etc. This will make filling out the application much easier.
- Have proper contact information. Remember to include a phone number that you have access to at all times. For most people, this is a cell phone and if you plan to list a cell phone, be sure it's reliable and the outgoing message is simple and professional. An email address or physical address can also be used to inform someone of their application status.
- Open your resume in a Word document that you can cut and paste from if the application asks for a resume or parts of a resume.
- Read all of the instructions. ***Pay special attention to the boxes and lines that are required. When you leave required spaces blank the application will send you back which can take lots of time and be confusing. Pay attention to "drop down" features and click the arrow to view options.***
- Check each page before you click on the next button. You may not be able to go back after you get to the next page of an online job application. Use spell check if you can or check spelling very carefully.
- Use the **SAVE** feature to access the application and finish it at a later time i.e. should you get interrupted or need some more information to complete your form/s.
- Double check your application before submitting it. It is best to make sure that you didn't misspell a word or forget a digit in your phone number. Your application can be rejected or you may not be able to finish
- Be prepared for tests and questions in the middle of an application. Read them carefully, if you answer them quickly you may rush and answer them incorrectly
- Read all the fine print at the end of the application so you know what you are "signing" before you submit the completed online job application. These can include statements that references and credit will be checked, a pre-employment drug test is required, and that all of your answers are truthful.
- Check your email after submitting your application. For most employers, you will get a confirmation email. This will just let you know that the application has been received. ***Keep this email for future reference.***

REMEMBER: Keep track of and write down all Usernames & Passwords to check your online status, track application, upload documents, and/or apply for jobs.



ITI Technical College
For a better life

PLEASE USE A PEN AND PRINT
 ALL INFORMATION HIGHLIGHTED
 SKIP INFORMATION NOT
 HIGHLIGHTED

**SAMPLE APPLICATION FOR
 EMPLOYMENT**

APPLICANTS MAY BE SUBJECT TO BACKGROUND CHECK AND ILLEGAL DRUGS TESTS

DATE _____

Name _____
 Last First Middle Maiden

Present address _____
 Number Street City State Zip

Email address _____

Telephone () _____ Call phone () _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION City & State	YEARS	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____



Work Experience Please list your work experience beginning with your most recent job held. If you were self-employed, give firm name.

Company name Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Company name Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

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	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.



Employer List

Vector Electric & Control, Inc.	P2S	Kleinpeter Dairy
39423 Babin Rd. Gonzales, LA	456 Hylandia Ave. Baton Rouge	www.kleinpeterdairy.com
225-450-2020 Thomas Vinet	225-756-8992 www.p2sworld.com	
tvinet@vec24-7.com		JE Merit Constructors
www.vec24-7.com	TMC	3175 Scenic Hwy
	2117 E. Highway 30	Baton Rouge, LA 70898
Excel	Gonzales, LA 70737 225-644-6727	225-359-6878 www.jacobs.com
17747 Airline Hwy. Prairieville, LA	cgros@etmcontractors.com	
225-677-8700	Chris Gros/Gordan Brignac	Manno Electric
www.excelgroupllc.com		13317 S. Choctaw 225-275-4334
Bo Ragen/Courtney Lockwood	Infiniti Group/United Electrical	
	1401 Hwy73 Prairieville, LA 70769	Volks Construction
Westgate, Inc	225-677-8171 (employment office)	www.volksconst.com
1355 Beaulieu Ln Port Allen, LA	www.inf-grp.com	
msimon@westgatellc.com		Coastal Bridge Company
www.westllc.com	MEI 225-673-3315	resume@coastalbridge.com
225-749-2635 Martin Simon	17723 Airline Hwy. Prairieville, LA	Fax: 225-766-0423
Turner Industries Group	Merit Electrical	Emerson Process Management
215 Hylandia Dr Baton Rouge LA 70810	17723 Airline Hwy, Prairieville, LA	www.emersonprocess.com
225-300-8100	225-673-8850 Andy Watkins	
smisner@turner-industries.com		Air Gas www.airgas.com
www.turner-industries.com	HMC Services, Inc.	
	36560 Mission Prairieville. LA	SGS www.pscjobs.com
MMR Group Inc.	hmcservices@eatel.net	
15961 Airline Hwy Baton Rouge, LA 70817	225-677-9344 Tiffany	Brock www.brockgroup.com
225-756-3046 www.mmrgrp.com		
Christy Trotter-Recruiting	ISE	James Construction www.jcgllc.com
	10444 Greenwell Springs Rd.	
ISC	Baton Rouge, LA 70814	Brown-Eagle Group Fax: 225-769-1175
17144 Jefferson Highway (HR Office)	225-275-7074 www.ise-inc.com	
20480 Highland Road (Corporate)		Cintas www.cintas.com
225-756-8001 225-756-7501	Rescom Electric	
www.iscgrp.com	40472 Abby James Rd. Unit A	Auto Zone www.autozone.com
Kristen Hamilton or Holly Bergeron	Prairieville, LA 225-622-3647	
		Sulzer www.sulzer.com
CB&I	Repcon Inc.	
36445 Perkins Rd. Prairieville, LA	37017 Lirocchi Park	Eatel www.eatel.com
Fax 225-673-4604 Paul Picou	Prairieville, LA 225-673-8713	
paul.picou@shawgrp.com		ProUnlimited http://www.ea.com
www.cbi.com	Doyle Electric	
	15035 Jefferson Hwy Baton Rouge, LA	WorkNet Staffing 225-296-1255
Johnson Controls, Inc.	225-752-5112	
11301 Industriplex Blvd. Ste. 900	kkeene@doyleelectricinc.com	Lofton Staffing www.loftonstaffing.com
225-293-0077		
www.johnsoncontrols.com	Saia Electric	Kelly Services www.kellyservices.com
	6175 Confidence St	
Triad Electrical & Controls	Baton Rouge, LA 70802 225-926-0800	Indeed.com
2288 N. Airway Baton Rouge, LA		
John_williams@thenewtrongroup.com	Air-Nu	careerbuilder.com
225-923-0604 John Williams, HR Manager	11340 Industriplex Blvd.	
	Baton Rouge, LA 70809	2theadvocate.com



BRUSH UP ON YOUR INTERVIEWING SKILLS

- Go to **Optimal Resume**.
- Name the Practice Interview (First & Last Name) & click **Start**.
- Select **Behavioral Interview** option, select **Length** (choose at least 5 questions).
- To Record chose format: **Spoken & Video Recorded**.
- Select the interviewer from the choices or chose a random interviewer
- Click **Continue Interview** at the bottom of the page.
- Allow access for the camera (a pop-up may appear) Select the **Allow** button.
- To adjust the camera positioned at the top of the monitor & select **Continue Interview**.
- Questions will be displayed at the bottom of the screen. Select **Play** and the interviewer will begin with number one...you will then have time to respond. Make sure you position yourself so that you can be seen in the candidate screen on the right side.
- Make sure you select the **Record** button located in the space just below the candidate screen when you are ready to answer the question.
- When done with your answer, select the **Stop** and **Save** button.
- **DO THE RECORD, STOP, AND SAVE PROCESS FOR EACH ANSWER YOU GIVE.**
- When you are finished, click **Save Interview** at the bottom of the screen.
- Your interview will be saved for review by our Career Services and yourself.

CAREER SERVICES DEPARTMENT CONTACT INFORMATION

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Email: kclark@iticollege.edu

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- ✓ **Office Administration**
- ✓ **Medical Assistant & Coding**

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Email: jterrase@iticollege.edu

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- ✓ **A/C / Electrical**
- ✓ **Electronics**

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Drafting
Information Technology