

GETTING STARTED

- ✓ <u>Step 1</u>: Completed the attached **Mock Application Form**.
- ✓ <u>Step 2</u>: **Create** a Resume <u>or</u> **Revise** your existing with **Optimal Resume**.
- ✓ <u>Step 3</u>: **Apply** to jobs in the student portal, and by referencing the attached **Contractor's List**. *Be sure to document where you apply*.
- ✓ <u>Step 4</u>: Create a practice interview using **Optimal Resume**.
- ✓ <u>Step 5</u>: 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 <u>www.iticollege.edu</u>
- > 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.iticollege.edu)
- Complete <u>all</u> 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.

TRANSFERABLE SKILLS CHECKLIST

Key Transferable Skills		
☐ Meet deadlines	☐ Classify data	Research
☐ Ability to delegate	☐ Compare, inspect, or record facts	☐ Create new ideas
☐ Ability to plan	☐ Count, observe, compile	☐ Design
☐ Results oriented	Research	☐ Speak in public
☐ Customer Service oriented	☐ Detail-oriented	☐ Edit
☐ Supervise others	☐ Take inventory	☐ Write clearly
☐ Increase sales or efficiency	Working with People	☐ Prefer details
☐ Accept responsibility	☐ Patient	☐ Understand the big picture
☐ Instruct others	☐ Care for	Leadership
☐ Desire to learn & improve	☐ Persuasive	☐ Arrange social functions
☐ Good time management	☐ Confront others	☐ Motivate people
☐ Solve problems	☐ Pleasant	☐ Negotiate agreements
☐ Manage money/ budgets	☐ Counsel people	Decisive
☐ Manage people	☐ Sensitive	☐ Plan
☐ Meet the public	☐ Demonstrate something	☐ Delegate
☐ Organize people	Supportive	☐ Run meetings
☐ Organize/ manage projects	diplomatic	☐ Direct others
☐ Team player	☐ Supervise	☐ Explain things to others
☐ Written communications	☐ Speak in public	☐ Self-motivated
☐ Work independently	☐ Help others	☐ Get results
☐ Computer Skills	☐ Tactful	☐ Share leadership
Other Transferable Skills	☐ Insightful	☐ Think of others
(Dealing with things)	☐ Insightful	☐ Direct projects
☐ Use my hands	□Teach	☐ Team builder
☐ Assemble or make things	☐ Interview others	☐ Solve problems
☐ Safety conscious	☐ Anticipate needs	☐ Mediate problems
☐ Build, observe, inspect things	☐ High energy	☐ Take risks
☐ Construct or repair	☐ Open minded	☐ Empowering others
☐ Off-bearing or feeding machinery	☐ Kind	Creative, Artistic
☐ Follow instructions	☐ Take orders	☐ Artistic
☐ Operate tools and machinery	□Listen	☐ Music appreciation
☐ Drive or operate vehicles	☐ Serving	☐ Dance, body movement
☐ Repair things	□Trust	☐ Perform, act
☐ Good with my hands	☐ Working with others	☐ Draw, sketch, render
Use complex equipment	☐ Negotiate	☐ Present artistic ideas
Use equipment	Understand	☐ Play instruments
Dealing with Data	Adaptable	☐ Expressive
☐ Analyze data or facts	☐ Outgoing	Add any other Transferable Skills that
☐ Investigate	Using Words, Ideas	you think are important
☐ Audit records	☐ Articulate	□
☐ Keep financial records	☐ Innovative	
☐ Locate answers or information	☐ Communicate verbally	
☐ Balance Money	Logical	
☐ Calculate, compute	☐ Remember information	
☐ Manage money	Accurate	
<u> </u>		



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.

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



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

SAMPLE APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE SUBJECT TO BACKGROUND CHECK AND ILLEGAL DRUGS TESTS

Name Last First Middle Meiden Preent address				DATE		
Present address Number Street City State Zip	Name	Einah	Middle.	Matdon		-,
Type of school Type of school College Bus, or Trade School 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	Present address	FIISC	Middle	maiden		
TYPE OF SCHOOL NAME OF SCHOOL City & State PEGREE 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			City State	Zip		-
TYPE OF SCHOOL NAME OF SCHOOL City & State PEGREE 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	Email address					
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	Telephone ()	Cel	Il phone ()			
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	TYPE OF SCHOOL	NAME OF SCHOOL			YEARS	
Bus. or Trade School 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	High School					
Bus. or Trade School 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	College					
School School	-					
School School						
School School	Rus or Trade					
HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No						
HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No						
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HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No		<u> </u>	<u> </u>			
HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ Yes ☐ No ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ☐ Yes ☐ No	Use the space below t the specific position fo	o summarize any additional or which you are applying.	information necessa	ry to describe y	our full qualif	cations for
HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ Yes ☐ No ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ☐ Yes ☐ No						
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ☐ Yes ☐ No			MILITARY		-	
	HAVE YOU EVER BEEN IN	THE ARMED FORCES? Yes	□ No			
Specialty Date Entered Discharge Date	ARE YOU NOW A MEMBE	R OF THE NATIONAL GUARD?	☐ Yes ☐ No			
	Specialty		Date Entered _	D	ischarge Date	



Company name Address	Name of last supervisor	Employme dates	ent Pay or salary			
City, State, Zip Code Phone number		From	Start			
		То				
	Your last job title					
Reason for leaving (be specific)						
List the jobs you held, duties performed worked at this company.	, skills used or learned, advance	ments or promo	tions while you			
Company name Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary			
		From	Start			
rione number		То	Final			
	Your last job tit					
Reason for leaving (be specific)						
List the jobs you held duties performed	, skills used or learned, advance	ments or promo	tions while you			
worked at this company.	Name of last	Employment	Pay or salary			
worked at this company. Company name Address	Name of last supervisor	Employment dates	Pay or salary			
worked at this company. Company name Address City, State, Zip Code			Pay or salary Start			
Company name Address City, State, Zip Code		dates				
worked at this company. Company name		From To	Start			
worked at this company. Company name Address City, State, Zip Code	supervisor	From To	Start			



	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@etmccontractors.com		
225-677-8700	Chris Gros/Gordan Brignac	Manno Electric	
www.excelgrouplic.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	LLS orr sorr rimany		
Christy Trotter-Recruiting	ISE	James Construction www.jcgllc.com	
ciristy frotter feer atting	10444 Greenwell Springs Rd.	sames construction www.jegne.com	
ISC	Baton Rouge, LA 70814	Brown-Eagle Group Fax: 225-769-117	
17144 Jefferson Highway (HR Office)	225-275-7074 www.ise-inc.com	brown-Lagie droup Tax. 225-705-117	
20480 Highland Road (Corporate)	223-273-7074 WWW.ISE-IIIC.COIII	Cintas www.cintas.com	
	Bassam Floatria	Cilitas www.cilitas.com	
225-756-8001 225-756-7501	Rescom Electric	A.4. 7	
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	<u> </u>	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.
- P 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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- ✓ Office Administration
- ✓ Medical Assistant & Coding

Judy Terrase, Employment Advisor

Tel: (225) 752-4233 ext. 208 Email: <u>iterrase@iticollege.edu</u>

- ✓ Instrument
- ✓ A/C / Electrical
- ✓ Electronics

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Drafting Information Technology