

“20 Concrete Tips on How to Better Prepare for That Next Promotion/Life Chapter”

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Being Job Ready – What does this mean?

- MENTALLY PREPARED
(SELF-ASSESSMENT/HOMEWORK/RESEARCH)
- PHYSICALLY PREPARED
(SAMPLES OF CLOTHING-DOS AND DON'TS)
- STRONG SENSE OF SELF
(REFLECTION/REJECTION)
- ON GOING



(Mind) How do you mentally prepare yourself?



- Dig-what interests you?/Define “vision” for yourself?
- Research/Be Curious
- What would make you feel like “you don’t work a day in your life?”
- What do you value?

(Public service; making a difference; contributing to society; contributing to an organization; local mindset; global mindset?)

- How does this align with the position(s) you are seeking?
- Identify your own strengths and weaknesses (DiSC, Myers-Briggs, etc.)

Be Honest/Ask Questions

Tip #1 – Find your “purpose”/Dig

Tip #2-Educate yourself...About Yourself



(Mind) Prepare on Paper/Research Do your Homework!



Research the organization

PUBLIC SECTOR

- ◆ **School Districts** : Ed Join.org,
Neogov.com, individual org
- ◆ **State Jobs**: www.cde.ca.gov
- ◆ **City Jobs**:
westerncitymagazine.com;
cacities.com
- ◆ **Community Colleges**:
ccregistry.edu
- ◆ **Federal Government**:
Governmentjobs.com, usajobs.gov
- **Counties**: csac.counties.org

PRIVATE SECTOR

- ◆ MONSTER.COM,
- ◆ CAREERS.COM,
- ◆ JOBS.COM
- ◆ INDEED.COM
- ◆ CAREERBUILDER.COM
- ◆ LINKEDIN.COM
- ◆ COMPANY'S WEBSITE
- ◆ DIRECT COMMUNICATION
WITH HR COMPANY




(Mind) Submitting an Employment Application

Collect all necessary employment data that may be requested

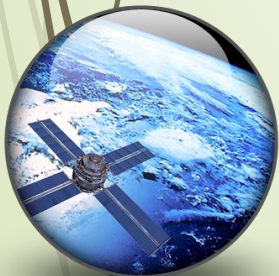
Main sections within an employment application

- Personal Information
- Appropriate e-mail address
- Education (locations, field of study)
- Training (locations, field of study, applicable training to this job)
- Employment (names, addresses, phone numbers)
- References Data (current supervisors, current positions, phone numbers, e-mail addresses; no personal references-few exceptions)



Tip #3 – Develop a creative, yet responsible/professional e-mail address

Tip #4 – Contact previous supervisors/Update



(Mind) Optional Attachments/Information

Letter of Introduction

- Keep it simple and to the point
- Update the recipient name (with title) and organization for each applications; general introductions are not damaging but get minimal interest



Tip #5-Keep Letter of Intro/Letter of Intent simple; think of it as a cover page



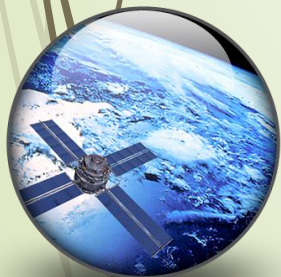
(Mind) Optional Attachments/Information



Professional Resume/Curriculum Vitae

- ♦ Brief/objective; list the position and organization in which you are applying for; **revise for each position;**
- ♦ Experience; limit to bullets; employers do not want to see your entire job description;
- ♦ Education/Formal Training; if possible, limit to the last (5) to (10) years or most applicable to the job you are applying for;
- ♦ References; list from 3 to 5 current

Tip #6-Be meticulous; Align the areas of expertise/experience with the expectations of the job description



The Significance of Social Media; *When Getting Job Ready*



Personal/Professional Lives Intersect

Self-Promoting; Self-Branding; Building Career Blocks

Friends and Family become part of that circle of influence

Tip #7– Keep personal references separate from professional references (if possible)



The Significance of Social Media (Part 1)



Future employers:

- Care about what you write or comment about them on social media/they care about what affiliations you are part of;
 - Will generally inquire/peruse social media platforms;
 - Will want to know how you will fit into their organization and how you can contribute to success of the product (i.e. student success)

Tip #8– Do not give negative comments about your current or previous employer or supervisor



The Significance of Social Media (Part 2)



- Professionalism counts both in-person and on-line; keep private
- Keep personal break ups/fall outs out of the social media outlets
 - Keep pictures of yourself and others that are depicted in a sexual or revealing manner off of social media platforms

Tip #9– When posting, think as if your future boss will be looking at your FB/IG post.



(Body) How do you physically prepare yourself?

White/Solid
inside shirt



Clean Shaven



Solid (light/dark)
color suit



Matching Tie

Tip #10-Get comfortable with “suiting up”...



(Body) How do you physically prepare yourself?

Get Fitted;
Know your size!

Allow your suit to
embrace your body;
No baggie suits!



Watch for
patterns; some
fit, some do not

Tip #11-Know your neck, arm
length; get free fitting at Macy's;
Burlington Coat Factory



(Body) How do you physically prepare yourself?

Tip #12-Go for solid colors – blacks, whites, beige, blue; minimize patterns; matching patterns/colors is ideal



(Body) How do you physically prepare yourself?




Tip #13-Minimize accessories; smaller purses, handbags, clutches; earrings – try to keep to a minimal size



Interview Preparation

- Review job description (Required Vs. Desired);
- Reach out to your networking professionals;
- Know and understand the organization/department vision, mission and what key role this position plays in promoting this;
- Review the board agenda items within the last 6 months



Tip #14 - Be prepared, have a basic understanding of the organization, how this job fits into and how does it contribute to the success of the organization (i.e. student success)



Day of the Interview



- Full night's sleep the night before
 - Dress professionally
- Maintain proper hygiene; keep perfume/cologne **to a minimum**
- Give yourself at least 1 hour prior to interview-stay focused/grounded
 - Visit the restroom if you need to prior to interview
 - Don't bite your nails;
 - No chewing gum; try to dissolve breath mints;
 - Read/Listen to each question and all parts of the question;
 - Try not to veer off on another direction; Ok to read again;
 - Arrive to interview 15 minutes prior to scheduled appointment

Tip #15 – Be prepared; read your body; get plenty of sleep the night before; take several days to review the expectations of the job



How Would You Want a Future Employer to View You?




Confidence

Tip #16-Exude Confidence



Strong Sense of Self (The Aftermath)

- Write down as many questions as you can remember;
- **Honest reflection** on what you could have included in your answer, what you could have excluded;
- Create a log of questions/answers;
- Allow yourself time to absorb and process what just happened;
- Be patient! - There maybe some internal organizational processes that you may be unaware of;
- Be kind to yourself and reflect upon what part of the interview you could improve on;



Tip #17 – Write down as many questions as you can remember



Strong Sense of Self (The Aftermath)

Types of Skill-Sets that Employers are Looking for:

1. Hard Skills

- Typing Skills
- Accounting
- Legal/Writing
- Finance/Math
- Computer Applications experience
- Web Site Design

Skills that are learned and can be measured

Tip #18 – Start taking courses that build into your hard skills



Strong Sense of Self (The Aftermath)



Types of Skill-Sets that Employers are Looking for:

2. Professional (Soft) Skills

- Flexibility
- Communication
- Leadership
- Demonstration of Character
- Patience
- Motivation
- Team Player

Skills that are demonstrated through experience and communication

Tip #19-Participate and collaborate in committee work – learn and develop language, networking skills, welcome feedback; stay curious! Committee work is the gateway to see what other depts. do



The Path of Success is not always as linear as we might think



The One Who Defines Their Own Path... is you!

Tip #20-Be Kind To Yourself



☺ Thank you ☺

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