



The Chicago  
Lighthouse

**Job Club Fall 2018**

**Week 2: September 27, 2018**

**1:00-1:10: Sign In**

**1:10-1:20: Introductions**

**1:20-1:30: Check-In And Review of Last Week's Presentation  
On Focusing Your Employment Goals And Job Search**

[https://www.ted.com/talks/carol\\_fishman\\_cohen\\_how\\_to\\_get\\_back\\_to\\_work\\_after\\_a\\_career\\_break](https://www.ted.com/talks/carol_fishman_cohen_how_to_get_back_to_work_after_a_career_break)

**1:30-2:45: Presenting Yourself to the World as a Job Seeker**

Marketing Yourself

Maureen Reid, Job Placement Counselor, Employment Services

- Present yourself and your abilities to others
- Pitch your skills and abilities to potential employers
- What tools do you currently use to market yourself
- Marketing yourself beyond a resume and job application

Networking

**A. Social Media and Technology: Facebook, Twitter, LinkedIn**

Joe Conway, Transitional Employment Specialist, Employment Services

- Be aware of your online presence and how it would reflect with an employer
- Develop and incorporate a professional voice mail greeting and e-mail address
- Control your gadgetry from sharing audio information when the room is quiet

Job Readiness Skill Lesson: Google Yourself, Listen to Your Voicemail

Visual Appearance

- Body Language: Stand or sit in a confident manner, carry yourself professionally
- Dress in a way that indicates what kind of job you want
- Practice a good and strong handshake that does not hurt the other person
- Ensure that you practice good hygiene

**15 Minute Activity:** Break into pairs and introduce yourselves using an elevator speech

**2:45-3:00 → Adaptability and Flexibility Questions, Wrap-Up**

1. It's your first interview for a job and you want to look and feel your best. You use your favorite fragrance that you have used for the last few months/years. How do you know if it is too much?
2. There is a networking event in your field of interest that you want to attend. How do you find out the dress code, and what do you select to wear?
3. Someone you know fairly well has sent you a contact for a job lead that you want to pursue. How do you reach out to the person and get an appointment? Do you want an interview, a job, a networking conversation, or do you mull it over, do a little research and then forget to follow up?