

We Need Your Feedback

The Women's Center is successful only if we are able to provide you with the best service and programs. We want the center to be a place that you feel is approachable to contact and is inviting to visit. Our staff would like you to feel as comfortable as possible when you walk through that door or make that initial call. We want to know that we are offering you the most effective and supportive programs that will assist you in achieving your personal and professional goals. The Women's Center staff values our clients and your opinions make a difference to the continuing success of our programs.

We have a survey of a few critical questions that will help you determine how we are doing. Please answer them honestly and know that all of your responses are anonymous. It helps us to understand the areas we need to work on and possible suggestions you may have that we haven't implemented yet.

Our clients are at the heart of what we provide, so we need to know if there is something we can do to make our services more beneficial and in turn increase your ability to become empowered and economically self-sufficient. We greatly appreciate your feedback and want you to know how much we enjoy all the clients we serve and those we have yet to meet. Please take a few moments to visit our website to take our survey, or contact us at womenscenter@ccm.edu to send you the link. Thank you!

Please Share Your Good News!

We would love to hear from you if you have found a new job! Often when our clients land a position, the excitement of the time and adjusting to a new schedule can be so distracting that you might forget to let us know of your good news. If this has happened to you, please send Michele Coneys, our Job Placement Counselor, a quick email at mconeys@ccm.edu and share this information. Because we are a grant funded organization, our future funding depends on these numbers. Thank you for your help!

Mock Interviews Available

The Women's Center is available to conduct mock interviews. If you would like to schedule a session, please contact us at 973-328-5025.

You've Decided it's Over . . . Now What?

Coming to the conclusion that a relationship needs to end is an extremely difficult one. It usually takes months, or even years, for a person to get to that point, and by then, you're so overcome with raw emotion that just making the decision can almost seem like a weight being lifted off you and you want to charge forward and get on with your life. The question becomes, how do you do that? What steps do you need to take to actually move forward?

The first step is to do your research. Do you need the court's assistance to end your relationship or can you just walk away? If you're married, do you want to get divorced, or do you just want to become separated? If you are getting divorced, how do you want to go about it? Do you think you and your spouse can work with a mediator or try a collaborative divorce process; or do you think you are going to have to file for divorce with the court and pursue litigation? If you're not married, but have children together, are you going to need to set up an arrangement for parenting time and child support?

Once you're decided on what your next step will be, you need to get ready to take it. The most basic thing you can do to help yourself is gather your information. After all, how are you going to have an intelligent conversation about finances if you don't know what the finances are? Go online and print out copies of your bank account statements for the past six (6) months. If you don't know the password, and can't find the original statements, go to the bank and ask them to print them out for you. Do the same for your credit cards. These two sources of information will give you a good idea what your true monthly expenses are and what your monthly income is. They will also give you an idea if there are other accounts or lines of credit open that you might not have been aware of. For example, there are payments to a credit card that you never knew about, or references to transfers from other accounts you were unaware of. You should also find copies of your last two years of tax returns and any statements from investment or retirement accounts. If you cannot locate these documents, do not panic, they are not critical; but they would be helpful to any attorney you plan to speak to.

In addition to collecting your information you should also start to create a security buffer for yourself in case you find you are cut off financially. If you do not already have it, *(Continued on Page 2)*

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you should obtain a credit card in your own name. While in most cases it is not necessary, it never hurts to have a source of emergency funds should the need arise. You should also open a bank account that is just in your name and at a different bank. I am not suggesting you start trying to divert funds or hide money, again it doesn't hurt to have an open account in your individual name. Also, keep in mind that regardless of whose name is on a lease or a deed, you cannot be kicked out.

Your final step should be to ask for help. More specifically, speak to an attorney who specializes in the field and who practices in the county. You should also speak to more than one attorney. Like any important decision, you would want to have more than one opinion to base your decision on. You need to pick an attorney you feel comfortable with and who you feel matches your goals and style for how to get there. You should also consider contacting the Women's Center at County College of Morris to speak to one of their volunteer attorneys or to take advantage of the numerous workshops.

While taking these steps are not required to move forward with ending your relationship, each step you take will go a long way towards providing you with financial and emotional security while you go through the process.

By Holly M. Friedland, Esq., 55 Madison Avenue, Suite 400, Morristown, NJ, www.friedlandfamilylaw.com



Summer Legal Workshop Series **Thursday evenings, August, 2, 9, 16**

As interest in the Collaborative Divorce process continues to gain popularity, the Women's Center has determined that we need to further educate ourselves on the significance of this growing divorce process. Collaborative Divorce is not appropriate for every case, but for many it is a more intelligent and dignified option that reduces strain of divorce and allows the parties a greater chance for a healthy future relationship, especially important when children are involved.

Therefore, we are sponsoring a three-part Summer Legal Workshop series on Thursday evenings, August 2, 9, and 16 from 7-9 pm. Please consider learning more about this divorce process by calling 973-328-5025 or emailing us at womenscenter@ccm.edu to confirm your attendance.

We Are Open All Summer!

Did you know The Women's Center is open all summer? Many places change their hours or close during the summer months. Our hours remain the same, and we are available to you throughout the whole year. We are happy to assist you in any way we can, so make your appointment today!

WC Newsletter

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The Women's Center at CCM
SCC 115, Randolph, NJ 07869

973-328-5025

womenscenter@ccm.edu
www.ccm.edu/womenscenter

Mission Statement:
***To serve the varied needs of
women in their quest for
economic self-sufficiency.***

Staff

Director	Melissa Elias
Career Counselor	Mona Witman
Career Counselor	Maureen Haggerty
Job Placement	Michele Coneys
Legal Program Admin.	Betty Squire
Volunteer Coordinator	Susan O'Connor
Admin. Assist.	Gladys Licker
Admin. Assist.	Betty Squire

The Women's Center at CCM is a nonprofit organization serving displaced homemakers, single mothers, and other women. It is sponsored by the **County College of Morris**. The program is funded by the **NJ Division on Women** and the **United Way of Northern New Jersey**. The legal education services are funded by a grant from the **IOLTA Fund of the NJ Bar Foundation** and the **Morris County Bar Foundation**.

REMINDER

FREE LEGAL CLINICS
1st, 2nd, & 3rd WEDNESDAY OF EACH MONTH
CALL 973-328-5025, OR EMAIL
womenscenter@ccm.edu
FOR AN INDIVIDUAL APPOINTMENT

A New Scholarship is Available

Scholarships are a great way to obtain financial assistance for furthering your education, without having to repay the awarded money. New ones become available frequently, but many times no one knows they exist. We are happy to inform you that there is a new scholarship available for eligible mothers who are going back to school. Applicants must be at least 17 years of age with minor children, be enrolled in a training program or pursuing a degree and qualify as low-income. For more information, please contact the Women's Center. Deadline is August 1st, so don't wait!

Career Corner**Completing the On-line Job Application**

In this new age of technology, job searching has become a daunting task, especially if you are not technologically savvy. Companies no longer want you to submit paper copies of your resume, but rather go to their on-line website and apply for jobs electronically. The process need not be overwhelming, you just need to understand the process and be prepared before you begin.

The first task is to gather all the information you'll need to apply. Download and complete a sample job application form before you begin the process so you know exactly what information you will need to enter when you apply for jobs online. Online application systems typically ask for the same information as paper job applications: contact information, educational background and employment history, including company name with full address, phone number and Supervisor, job titles, starting and ending dates of employment, and salary for each position. Have an updated resume (saved as yournameresume.doc) accessible, along with a cover letter that you can customize, if requested. There are some sites that let you upload your resume and/or cover letter from Microsoft Word. Other sites, you may need to copy and paste your resume into an online profile or use a resume builder. Know your schedule and availability before you begin. You will, of course, also need a computer with internet access and an e-mail address. Some online systems may need to take an online employment test and provide employment references.

The most effective way to search for a job is using keywords related to the career fields and industries that appeal to you. Create a list of job search keywords that reflect your interests, location, type of position/job, industry, etc. Search using the job search keywords list and you'll get a list of job openings that match your specifications very quickly. When you click on a job opening, you'll get instructions on how to apply and/or be directed to a company website to apply. Follow the company's application instructions, to submit all the required materials. Make sure you carefully proofread your application before you click the Submit button.

Create an account on company websites and job sites when applying for jobs. It will enable you to apply for multiple positions from the site without having to go through the entire process again. It's a good idea to start your online job search by creating an account on at least one of the major job boards including Monster, CareerBuilder, and Dice for tech jobs. Regularly, review these job site accounts so you can track your applications, apply for more jobs and keep your resume updated.

Upcoming Job Club Topics

- June 22 LinkedIn Presentation w/Nancy Mackowiak
- June 29 Summertime Job Hunting
- July 20 Resume & Cover Letter Writing Tips
- Aug. 3 Interviewing Tips & Salary Negotiations
- Aug. 24 Your Attitude and the Job Search

Job Club meets on alternate Fridays from 10 – 11:30 and is a great way to network and meet other women. All of this free help is available by calling 973-328-5025, or emailing www.womenscenter@ccm.edu and reserving your place.



In addition to using a job board, a search engine can save you a lot of online job search time. For example, Indeed.com searches jobs on job boards, newspapers, associations, and company web sites, including most of the Fortune 1000 companies. SimplyHired also searches across the Internet for jobs. LinkUp searches for jobs only on company websites, so all the listings you get will be current openings. When you use a job search engine, you can search for jobs all in one place, rather than having to visit all these sites independently.

If you know what companies you are interested in working for, company web sites are a good source of job listings. Apply direct at the company web site whenever possible, even if you find the listing elsewhere. Your application will go directly into the company's applicant tracking system and you'll be able to monitor its progress.

If you're seeking a professional position, it's also beneficial to create a profile on LinkedIn. In order to do this, you'll need to register with a current email address so your account can be confirmed. Your user name will either be your email address or a name you select, and you'll be able to choose a password for your account. Some sites allow job seekers to register with their Facebook or LinkedIn information. On those sites, you'll be able to use your FB or LinkedIn user name and password to access the site. You may also be able to import your employment history from the site as well.

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Women's Center at CCM Summer 2012 Calendar of Activities

June

1,8,15,22,29 – Intro to Computer Class
 5,7,12,14 – Word 1 Class
 6,13,20 – Legal Clinic
 7,14,21 – Financial Education Workshops
 22,29 – Job Club
 19,21,26,28 – Word 2 Class
 27 – Summer Support Group
 All weekdays – Computer Lab
 Tues-Fri – Career Counseling appointments

July

11,18,25 – Legal Clinic
 11,25 – Summer Support Group
 17,19,24,26 – Excel 1 Class
 20 – Job Club
 31 – Excel 2 Class
 All weekdays – Computer Lab
 Tues-Fri – Career Counseling appointments

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It can be hard to follow up on online job applications, but if you have contacts at the company, they may be able to help get your job application noticed by the hiring manager. Don't just wait for a response, check LinkedIn for contacts you may have at the company, ask for a referral or an introduction if a contact person is listed in the job posting follow up. Furthermore, SimplyHired's "Who Do I Know" lets you see who you're connected with at the company when you search for jobs.

Should you have any problems using the on-line job application system, contact the Women's Center at 973-328-5025 to schedule a one-time meeting to go through the process.

The Women's Center at CCM
County College of Morris
SCC 115
Randolph, NJ 07869

June 2012



August

1,8,15 – Legal Clinic
 2,7,9 – Excel 2 Class
 2,9,16 – Legal Workshop summer series
 3,24 – Job Club
 8,22 – Summer Support Group
 All weekdays – Computer Lab
 Tues-Fri – Career Counseling appointments

“No Shows” Don’t Make Us Happy

From time-to-time we all have to cancel appointments for a variety of reasons – that’s the real world. But sadly, we often have a volunteer sitting here waiting to meet with a client who ends up being a “no show.” Your appointment may be with a Career Counselor, a Legal Clinic attorney, or for computer training. If you must cancel, we ask that you take a few moments to call and let us know you are cancelling your appointment. We would so appreciate your consideration.

Summer Support Group Starting

Our support group has been a great way for women to connect and support one another in a confidential and encouraging environment, led by a licensed therapist. If you would like to meet others who are possibly dealing with the same issues as you, come join our group! A new group will begin on Wednesday, June 27, in room LRC 115. All women are welcome to attend. Please contact Susan O’Connor at soconnor@ccm.edu if you would like to join.