

Women's Center

at COUNTY COLLEGE of MORRIS

Newsletter



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July - September 2019

Finding Your Way Into Finance: Career Opportunities for Women in Transition was a Success!

On June 13 the Women's Center and the Financial Planning Association of New Jersey hosted their first collaborative event for women who are looking to transition back into the workforce. The event started with a panel discussion of six women who discussed their own personal experiences of transitioning back to work, after taking time off, through the financial services industry. During the second half of the event, participants networked with industry employers, learned about different positions within the field, and were able to submit their resumes, which employers will review when they have open positions. There were approximately fifty women in attendance and sixteen different employers.



Photos by Robert Oszust, <https://profilepicture.org/>

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Many thanks to the Creative Leadership Club at CCM for donating decorative planters and herb seeds to our Women's Center participants. They were a big hit!



Congratulations

Please join us in congratulating our participants who recently landed new positions:

Jennifer - Mental Health Coordinator for a hospital

Sue - bookkeeper for a private school

Yolanda - Certified Clinical Medical Assistant for a health clinic

Elisha - Office Assistant for a doctor's office

Helene- Clinical Laboratory Scientist

We wish you much success and happiness in the future!

Career Corner

Six Important Questions for You to Consider - Jot Down Your Answers Now!



1. Are you open to new options and opportunities?
2. Are you listening to what others think you should do, or are you developing your own goals?
3. Can you talk about your career plans and share them with others?
4. Who is in your support group?
5. Can you identify your strengths and abilities?
6. Are you currently learning something new, acquiring a skill, and/or attending a class?

"Life is a process. We are all works in progress." H. Jackson Brown



5 Beliefs You need to Ditch When You're Job Hunting

By Stacy Pollack - Glassdoor

When the going gets tough, it's easy to succumb to negative thoughts. But try your best to get over these mentalities that can be detrimental to your job hunt.

1. "If a person I reach out to forgets to follow up, they must not want to help"

People are usually well-intentioned and willing to help. Before assuming that someone has dropped off the face of the earth to avoid helping you, consider that they may have simply forgotten, or your approach didn't work! People get inundated with messages all day, so it's your job to be thoughtful about standing out. Reframe your thoughts to, "This person forgot to get back to me, but it's my job to follow up and make a great impression."

2. "I don't have the right experience, so I won't bother applying"

Job descriptions often set out a wish list of qualities required of candidates that are more aspirational than mandatory. Though you might not have the years of experience, your skill set might nonetheless still fit the bill for a given position. Less experience also means a lower pay grade, which can be an advantage for an organization. Break the job description down into tasks, and if you feel you could succeed in each area, don't hesitate to apply. **Reframe your thoughts to, "I can't change my work experience, but if I get rejected at least I went for it!"**

3. "Job hunting is hard for someone like me"

Whether you've been laid off, fired, or left a job, it's tempting to think that you're the only one struggling. You need to acknowledge that job hunting is hard for everyone; and you can't pretend that there won't be rejection involved. "You'll need to build the confidence to move on from setbacks and get back on the horse," says Work & Life Coach **Minda Miloff**. It's important to fill your life with meaningful hobbies and projects, so when a challenge presents itself in one area, your confidence remains intact! **Reframe your thoughts to, "Job hunting is hard for everyone. I will show empathy and help those in their job search whenever I can."**

4. "I've been rejected from so many jobs- It's not fair!"

When an organization makes a choice about who gets the job, the decision may not always be based on criteria that is transparent to you. Though the outcome might not be what you hoped, there is always something to learn and a tangible skill to be gained through each interview, says Miloff. Assume that the competition is stiff, and you can't predict how things will unfold. Focus on what you can learn from each interview, and use that to drive yourself forward. **Reframe your thought to, "I've been rejected from so many jobs, but I've learned from each rejection, and I know that all it takes is one person to say yes."**

5. "I'm never going to land the job I want"

While you need to project the confidence that you'll be successful, it's important to monitor your expectations and be realistic that there is a chance things won't work out. Interviews should be viewed as a performance about "delivering the best of who you are on the spot," says Miloff. At some point, you have to say, "I did my best," and that's a helpful countermeasure to feeling knocked down. **Reframe your thoughts to, "I will land the right job eventually. I accept that it might take time, commitment, and grit on my behalf."**

Interview Question of the Month

Q: What is your biggest weakness?

A: According to Career Strategist Linda Raynier, we must first define what a weakness is NOT; it's not a personality trait (*I'm shy!*) or a strength in disguise (*I work too much!*). Instead, Linda says that a weakness is "an issue or concern that occurs in a certain context that you have improved or continue to improve on". Linda offers a fill-in-the-blank script that can help you answer this question:



In situations where (*insert your context/situation here*) I have tended to (*insert the way you exhibit this weakness, not the weakness itself*). This has made me appear (*insert the weakness itself*). As a result, I have learned to be cognizant of this fact and no longer (*insert the way you exhibit this weakness*). Instead, I now (*insert your solution that resolves weakness*). This has resulted in (*insert your successful results*).

Example: In situations where there's a deadline to be met, I tend to want things to be done quickly and efficiently and in these situations I have tended to finish my tasks quickly and consistently update myself on the status of my co-workers' duties. This has made me appear to be impatient in front of others. As a result, I have learned to be cognizant of this fact and no longer try to constantly update myself on what my coworkers are up to as often. Instead, I have implemented weekly meetings where everyone comes to the table with their updates and that has led to greater efficiency for everyone involved.

For Linda's video on this topic, go to: <https://lindaraynier.squarespace.com/youtube-videos-4>



Coming Soon - Career LIFT!

A six week empowering course providing a lift up toward achieving your career goals. This highly interactive course will provide tools, techniques, and strategies for developing professional confidence, and professional self-concept, identifying soft skills and strengths, setting SMART goals, and managing internal barriers such as interview and networking nerves, and self-defeating thoughts. Interactive and engaging exercises are designed to empower women to pursue career and employment goals. Created and facilitated by Jeanne Rohach, Certified Women's Empowerment Coach and Consultant. Career LIFT will run Mondays, September 9, 16, 23, 30, October 7 and 14. Attendance at all session is mandatory and registration is required. Program tuition is funded through a scholarship by the Women's Center at CCM.

Please contact the Women's Center for more information.



Scholarships Available!

P.E.O. Program for Continuing Education Scholarship – Established in 1973, is a need based grant program providing one-time financial assistance to women whose education has been interrupted and who find it necessary to return to school to complete a degree or certification that will improve their marketable skills for employment to support themselves and/or their families. Scholarship money can be used for tuition, books, supplies, transportation, childcare while in class, required uniforms, testing fees and equipment/tools.

Roxbury Women's Club Ruth Hill Memorial Scholarship – (August 23 Deadline) This scholarship is being awarded in honor of a woman who was a beloved and longstanding member of the Roxbury Woman's Club, a community service volunteer organization. The \$500 scholarship is made available to females planning to begin a new career or renew educational opportunities in order to re-enter the work force. Payment of the entire amount of the scholarship shall be paid to the college at the onset of the semester.

Joan Petit Scholarship – A scholarship for displaced homemakers of the Women's Center. In the personal statement of the application, you will need to provide information about your transition back to employment. You may be enrolled in as little as one class to qualify. Contact the Women's Center for more information.

Please contact the Women's Center for more information on these scholarship opportunities.

Upcoming Events

08/20/19 - MS Word Part 2	10/10/19 - The Case Information Statement **
08/21/19 - Job Seekers Support Group	10/11/19 - LinkedIn Tutorial and Headshots *
08/28/19 - Own the Room Communications Training	10/17/19 - Custody and Parenting Time Issues **
09/09/19 - Career LIFT Workshop	10/24/19 - Equitable Distribution, Alimony and Support Issues **
09/13/19 - Build Your Interview Skills*	10/25/19 - Selling Yourself *
09/26/19 - The Divorce Litigation Process and Choosing a Lawyer **	11/07/19 - Post-Judgement Relief and Estate Planning **
09/27/19 - Put Your Best Face Forward: Interview Makeup Tutorial *	11/14/19 - Financial Aspects of Divorce **
10/03/19 - Alternate Dispute Resolution (Mediation, Arbitration, and Negotiation) in Divorce; Collaborative Divorce **	

Call or email to register | Phone: 973-328-5025 | Email: womenscenter@ccm.edu

*Job Club Speaker Series

**Divorce Workshop

Learning Opportunities

All programs are free of charge

Career LIFT is a six-week course providing a lift up towards achieving your employment goals.

Computer Lab is our one-to-one tutoring program. Our knowledgeable volunteers can help you with: Microsoft Outlook, Word, Excel, PowerPoint, Publisher, LinkedIn, and Job Board Profile.

Divorce Workshop is an informational series where you can learn what to expect during the divorce process.

Legal Clinic is a free half-hour consultation with an attorney, regarding divorce/family law.

Job Club Speaker Series topics include (but are not limited to): returning to the workforce after an absence, tips for 50+ job seekers, how to present yourself professionally, networking, managing conflict, and job search strategies.

Interviewing Skills Workshop is an interactive workshop for active job seekers with a current resume. You will learn skills needed for a successful and confident interview!

Job Seekers Support Group is new for 2019. Come network with other job hunters and receive support during your job search.

Job Search Workshop educates participants on the key elements of a productive job search plan, and provides

Mission Statement: *Serve the varied needs of displaced homemakers in their quest for economic self sufficiency.*

Donations are gratefully accepted and may be made through the County College of Morris Foundation, a 501(c) (3) non-profit organization, designated for the Women's Center and mailed to 214 Center Grove Road, SCC-115, Randolph, NJ 07869. All programs are sponsored by the [County College of Morris](#) and funded through grants from the [NJ Division on Women](#).