

Women's Center

at COUNTY COLLEGE of MORRIS

Newsletter



214 Center Grove Road, Randolph, NJ
Student Community Center, Suite 115

Phone: 973-328-5025 Web: www.ccm.edu/womenscenter

April - June 2019

The Empowerment! Workshop Series is Back!

Do your personal and professional goals need a reboot? We're ready to roll! Are you ready?

Are you looking for...

- ◇ Pathways to identify strengths and transferable skills
- ◇ Insights into internal barriers that hold you back
- ◇ Techniques to erode self-defeating thoughts
- ◇ Ways to consistently set & achieve purposeful goals
- ◇ Strategies for managing stress and time
- ◇ A perspective shift that motivates & energizes you to take action towards employment goals

The **Women's Center at County College of Morris** has announced its next session of **Empowerment!** This 6-week program of interactive and engaging exercises and techniques is designed to develop these life enhancing skills and empower women in a supportive group environment. Created and facilitated by **Jeanne Rohach, Certified Women's Empowerment Coach & Consultant**. The course, will run from **Thursday, May 2 - June 6** from **10am-2pm**, meeting for a total of **six weeks**. Program tuition is funded through a [scholarship](#) by the Women's Center at CCM. Attendance at all sessions is mandatory, so please make sure to clear your calendar.

For more information and to register please contact the Women's Center at County College of Morris 973-328-5025 or womenscenter@ccm.edu.



Coming in June!

Finding Your Way into Finance: Career Opportunities for Women in Transition

Jointly presented by the Women's Center and The Financial Planning Association of New Jersey.

- Learn about career paths within the financial services industry
- Meet women who have successfully navigated their way back into the workforce through careers in finance.
- Network with well-known industry employers



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Have a New Job?

Please share your good news with the Women's Center [HERE!](#) We would like to know how our services helped you. You may also call 973-328-5025 or e-mail womenscenter@ccm.edu.

Career Corner

Q&A on Informational Interviewing: "What is this job really like?"

What is informational interviewing?

It is an opportunity to gather information on a career and/or job of interest by speaking to an individual currently employed in that field. Gathering additional information on a career you are considering can often help you decide if this field is right for you. Reading about a career provides facts, but a visit to the worksite allows the individual to see the day-to-day reality of that career.



Is an informational interview a means to gain a job interview?

No, and it would be considered inappropriate to arrange an informational interview with this in mind.

How can I prepare for an informational interview?

It is important to first read about this career field. Books on many career fields can be found or requested at your local or county library. The *Occupational Outlook Handbook* is an excellent reference guide published by the U.S. Department of Labor and is readily available at your local library or by going to <https://www.bls.gov/ooh/>. The Women's Center also has a copy you can review. After researching details about the career, prepare a list of questions that you will ask. Here are a few suggestions:

- What type of education and/or training did you need to enter this field?
- What do you find most gratifying about this work?
- What are the major challenges in this career?
- What is your typical day like?
- Do you have advice for someone who may be considering this job field?

How do I locate an individual working in my field of interest?

Through networking: ask friends, neighbors, current or former co-workers, members of your community, volunteer organizational contacts, college alumni career services, etc., to suggest individuals to contact.

How do I set up the interview session?

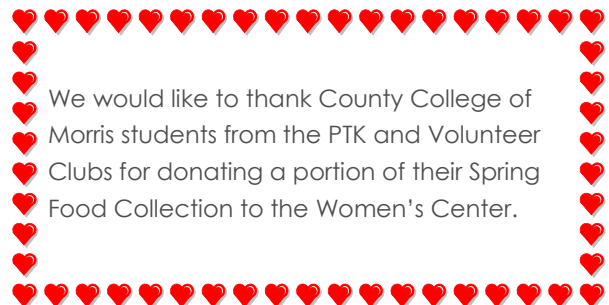
The request for an informational interview can be made through a phone call, an e-mail, or a letter addressed to the individual whom you wish to contact. Mention the name of the person who referred you.

How much time is needed for an informational interview?

Usually about thirty minutes. It is a good idea to mention this period of time when you make the initial request for an appointment. Plan to arrive five to ten minutes before the scheduled appointment.

Is a thank-you note necessary following the interview?

Yes—always!



Interview Question of the Month

(Sources: Indeed.com Career Guide & TheBalanceCareers.com)

Q: What motivates you? / What are you passionate about? / What inspires you?

A: In asking this question, interviewers hope to figure out what makes you tick. The hiring manager wants to know what drives you to succeed. He or she also wants to determine whether your motivators will be a fit for the job duties and the company culture. Providing insight into the forces that motivate you at work can be a window into your personality and work style, helping your interviewers understand you as both a person and a potential employee.

It can be hard to think of a good answer for this question on the spot since it requires a bit of self-reflection. To prepare your answer, think about the jobs you have held in the past:

- What happened during your best days?
- When were you most looking forward to a day at the office?
- When did you come home from work bursting with stories and feeling enthusiastic and excited?

When preparing your answer, also think about the skills and abilities that will be the most useful in the job. Try to highlight these in your answer. For example, if you are applying to be a manager, framing an answer around relationship-building and helping others succeed and meet goals might be a stronger answer than a discussion about learning new things or working with clients. Here are a few examples of well-crafted responses:

"I'm motivated by digging into data. Give me a spreadsheet and questions, and I'm eager to figure out what's driving the numbers. At my current position, I prepare the monthly analytics report around sales. The data from these reports help drive and determine how the company charts its next steps and makes sales goals for the following months. Being able to provide that essential information is really motivating."

"The gratification of overcoming an obstacle is my greatest motivator. Math has never been my best subject, but I opted to take calculus in college, even though it wasn't required for my major because I wanted to prove to myself I could do it. The course wasn't easy, and I spent many nights studying late, but I passed with an A. The feeling of accomplishment that comes with exceeding challenging goals is what drew me to a career in sales."

"I'm motivated by the fact that, when I leave work at the end of a shift, I know I've helped make a difference in the lives of my patients and their families. Seeing the smiles on their faces and watching them improve makes me look forward to work. That's why I became a nurse, and why I'm pursuing a position in pediatrics."

By identifying and expanding on your motivations, you can leave the interviewer with a positive impression and clearer expectation of how you'll be as an employee.



Scholarships Available!

County College of Morris

CCM has \$200,000 in scholarships available in every division of study. Scholarships include general support and funds for the Liberal Arts, Business, Math, Engineering, Science, Technology, Nursing, and Horticulture. In addition, scholarships are provided for minority students, women and those students with disabilities. To review the scholarships offered through CCM, check out the website:

http://www3.ccm.edu/financialaid_select2.asp

Deadline for Applications: May 31, 2019

Nordson BUILDS Scholarships

Eligible students will be planning to major in a field related to science, technology, engineering, mathematics or business and is interested in a career in manufacturing. Students can apply for scholarships within three categories: Career and Technical Scholarships, University Scholars Scholarships and Creating Equity in Industry Scholarships. Scholarships range from \$2,000-\$10,000. To apply: <http://www.ofic.org/smr/nordson>

Deadline for Applications: May 15, 2019

Anne L. Westerfield, CAPT (RET) USN Scholarship

This \$400 award, made each year for the fall semester, is for a woman who is at least 30 years old, is currently enrolled in an associate degree program at County college of Morris and has completed at least six (6) credits. The application can be found: <http://www.ccm.edu/wp-content/uploads/FinancialAid/DAR-Scholarship-application.pdf>

Deadline for Application: May 15, 2019

Upcoming Events

05/02/19 - Empowerment! Workshop Begins

05/03/19 - Job Seekers Support Group

05/03/19 - Dress for Success Mobile Van Visit*

05/17/19 - Job Seekers Support Group

05/17/19 - Branding is Landing*

05/31/19 - Job Seekers Support Group

05/31/19 - Job Club Speaker Series*

06/10/19 - Financial Literacy Workshop Begins

06/13/19 - Finding Your Way into Finance: Career Opportunities for Women in Transition

06/14/19 - Job Seekers Support Group

06/14/19 - Job Club Speaker Series

06/17/19 - PowerPoint Begins

07/09/19 - Excel 1 Begins

07/23/19 - Excel 2 Begins

08/06/19 - Word 1 Begins

08/20/19 - Word 2 Begins

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

*Job Club Speaker Series

Learning Opportunities

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.

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 practical tools and resources to help plan, begin and implement your job search.

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**.