Career Planning & Job Placement Services

Jules Center, Room 6-020
1220 Coffeen Street
Watertown, New York 13601
(315) 786-2271 Office
(315) 786-2471 Fax

Director, Michele Gefell, MS Counseling
Career Advisor, Emma McGraw, MS Counseling

www.sunyjefferson.edu/careerplanning
www.sunyjefferson.edu/jobplacement
**WHO DO WE SERVE?**

Our services are free of charge, and available to current students, and alumni of JCC, also staff and faculty of Jefferson, employers, and agencies of the external community.

**WHAT ARE OUR GOALS?**

The primary mission of the Career Planning and Placement Service at JCC is to assist clients in developing, evaluating, and effectively implementing your career goals. In fulfilling this mission, we offer a full range of programs designed to:

- Foster self-knowledge, early career awareness and planning.
- Analyze interests, skills, previous work experience, personal traits, and desired lifestyle to promote awareness of the interrelationship between self-knowledge and career choice.
- Set short-range and long-range goals.
- Explore the range of life and work possibilities, and enhance the ability of students and alumni to secure meaningful employment.
- Present oneself effectively as a candidate for employment or further study.
- Make the transition from education to the world of work.

**HOW DO WE REACH THESE GOALS? THROUGH CAREER PLANNING AND JOB PLACEMENT ACTIVITIES!**

**CAREER COUNSELING**

**CAREER PLANNING INCLUDES:**

We provide personalized counseling sessions to learn more about your needs, goals, and interests. Our trained/professional Counselor will insure that all counseling sessions are confidential. We take time to answer questions, review plans, and set goals. We’ll discuss personal and career issues.

An appointment is needed for a counseling session, and we can help you arrange one by calling 315-786-2271.

**CAREER AND PERSONALITY ASSESSMENT INVENTORIES**

**WHAT IS A CAREER INVENTORY?**

A career inventory is a written or computerized instrument used in career counseling to help you discover how your interests, personality, and values relate to the career paths you are seeking. A career inventory can help you and your career Counselor address who you are and what occupational goals you have, thereby helping you to make more informed decisions. Results from a career inventory can help you confirm your current career options, or present new options to consider. The inventory is not a “test” and it does not measure aptitude. It also is not intended to “replace” career “counseling,” but rather, supplement the counseling process.
HOW ARE THEY USED?

Simply make an appointment with the career Counselor. During your initial visit you and the Counselor will discuss what career goals/questions you have. If a career inventory is recommended, the Counselor will advise you as to which one is most appropriate.

Anyone can benefit from career counseling. These inventories can be especially helpful to you if you are unsure about your program of study, unclear about career goals and options, or interested in retraining for a new career. To schedule an appointment, call 315-786-2271.

TYPES OF CAREER/PERSOANLITY INVENTORIES

**The Holland Self-Directed Search**

This written inventory is self-administered, self-scored, and self-interpreted. It takes approximately 30 to 40 minutes to complete. The scores are organized by occupational codes and an accompanying booklet interprets these codes into specific career titles. With this inventory your personality traits, vocational interests, relationships with people, and preferences of activities, are all important factors in distinguishing which occupations may be good choices for you. Because this instrument is self-scored, a follow-up visit with a Counselor is not necessary, but is helpful if you wish to discuss the results.

**The Strong Interest Inventory**

This is one of the most long-standing, valid, and widely used inventories in career counseling. This written inventory measures your interests within a broad range of occupations, leisure activities, hobbies, school subjects, and types of people. Your pattern of preferences is then compared to those of people successfully employed in many occupations. Your results will show you how to translate your preferences into specific career areas and actual job titles.

The Strong has a written or computerized version, and takes about 30 to 40 minutes to complete. During a follow-up appointment, a Counselor will discuss your results with you and help you to plan your next step.

**SIGI 3 – The System of Interactive Guidance and Information**

This is one of the most advanced career guidance systems available. It combines the unique capabilities of the computer with thoroughly researched information about occupations, values, interests, skills, educational programs, and more. SIGI can help you evaluate your present values, interests, and skills systematically. Once you enter your preferences, the program searches its built-in library and finds those careers that most closely match those preferences. If each of eight sections within SIGI is used in its entirety, SIGI takes approximately two hours.

Each section addresses different issues designed to meet specific needs. You will be introduced to SIGI initially by a Counselor. Once you have been oriented to the program, you can proceed through SIGI on your own to assess your personal values, interests, and skills. You have the option to save a printed record of any of the information you have gathered throughout the SIGI program. This information can be used in a follow-up session with a Counselor or with your academic advisor when you are ready to plan your next course schedule.

**Personality Preference Assessment**

This is a self-awareness exercise and an abbreviated version of the Myers-Briggs Type Indicator (MBTI). The MBTI is based on the Jung Psychological Theory of Psychological Personality Types and its application to understanding self, with relationship to others. The MBTI is the most widely used instrument for understanding normal personality differences and has proven very useful and reliable in career development and exploration.
CAREER RESOURCES

We have a variety of materials in our Resource Room and via our website at www.sunyjefferson.edu. Information is available to take with you, and other materials can be viewed and photocopied if needed. Some include:

- Career Counseling and Assessment Information
- Employment and Career Guides
- Job listings including Local, Regional, and National Employment listings
- Civil Service Information
- Employment Training Program Information
- On-Campus Employer and Military Recruitment Schedules
- Cover Letter and Resume Writing Information
- Employer Interviewing Information
- Labor Market Data
- Audio/Visual Career Guides
- Web Employment Links
- Self-Help and College Transfer Information
- Upcoming Career Fair Information
- Class Assignment Information

JCC CLASSES AND CLUB SEMINARS

Each semester, career development seminars are offered in JCC classes and campus club meetings on various career-related topics. These seminars are designed to acquaint you with the Career Planning and Placement Services, address specific career topics, and direct you toward the best utilization of our resources.

CLASS ASSIGNMENTS

You may be referred to the Advising, Career, and Transfer Center to research information and use our resources for a class assignment. We have a variety of resources available to help you complete your assignment.

CREDENTIAL REFERRAL SERVICE

Students currently enrolled in a program of study at JCC, and JCC alumni, are encouraged to review employment opportunities and establish your professional credentials through our CANNONLink program. To upload your resume:

1-Enter your username (email) & password on (Login screen page) – if this is your first posting, you will be asked to register instead.
3-You are now on your HOME PAGE
4-Click "documents" on the top menu bar
5-Click on ADD NEW button on the next screen page
6-Enter the labeling information, locate the document you wish to upload, and click SUBMIT!
EMPLOYMENT OPPORTUNITIES

Campus, Local, Regional, and National employers publicize their open job opportunities to share with current students and alumni through our JCC CANNONLink employment network. To view job openings:

1-Enter your username (email) & password on (Login screen page) – if this is your first posting, you will be asked to register instead.
3-You are now on your HOME PAGE
4-Click "jobs" on the top menu bar
5-Enter any criteria to narrow down your search
6-Click SEARCH!

We can provide you with assistance in referring you for employment opportunities, or you can self-refer. New jobs are sent to us constantly, so stay updated!

ON-CAMPUS RECRUITMENT

Both employer and military recruiters regularly visit JCC to talk with students. If they interview formally, a recruitment calendar will be posted in the Advising, Career, and Transfer Center where you will be encouraged to schedule an interview, otherwise, recruiters are typically hosted in the College Commons where you can visit with them informally. Watch bulletin boards and campus newsletters for scheduled visits.

RESUME AND COVER LETTER PREPARATION AND CRITIQUES

Counseling Services are available to help students and alumni devise their cover letters, other letters, and resumes. Resume critiques are also provided. You can e-mail or mail in, or drop off career materials and receive a thorough critique within one week, or make your appointment to discuss your credentials in person.

CAREER SHADOWING PROGRAM

Ask us about our Career Shadowing Program, “Sharing Knowledge, Shaping Futures.” This program is designed to give you the opportunity to explore prospective careers with campus and local professionals. Tell us your career interests and we’ll try to refer you to someone who can tell you first-hand, all about that career.

TAKE ADVANTAGE OF OUR SERVICES

For more information related to the Career Planning and Placement Services of the Advising, Career, and Transfer Center. Call us 315-786-2271, or stop by the Jules Center, Room 6-020. You are encouraged to make an appointment early in your college involvement. All of our services are free of charge, and maintained in confidentiality. The experience will benefit you throughout your life!

CAREER PLANNING AND JOB PLACEMENT BOOKLETS

Stop by our Resource Room and grab a booklet or download one or all of them at www.sunyjefferson.edu/careerplanning. The booklets provide additional details about the respective services and programs offered through our Career Planning and Job Placement Service.