

Fall 2011

Come Up and See Us Sometime!

An Open Invitation to Students, Faculty and Staff

Next time you're in the George Shepard Student Center, stop by room #227 to visit your Career Center and meet the staff. We are here to help students, as well as graduates, with all their career development needs. We maintain connections with many of the local employers and can provide you with information on how best to secure employment upon graduation. If you need a part-time job while attending school, come to register on our online job bank and see what positions local employers are seeking to hire. Stop by to find out what skills employers prize in job candidates. Survey after survey points to the top 10 valued skills. You might be surprised with the results. One of our featured articles on page 2 will discuss the #1 quality sought after by employers. Turn the page and learn more.



Come visit us to pick up a copy of Job Choices 2012, a magazine filled with excellent job search advice and strategies. Difficult economic times impact your job search and require extraordinary measures. Job Choices can help.

We look forward to your visit.

Your Career Services Team



SUNY Orange
Office of Career and Internship Services

www.sunyorange.edu/careers
careers@sunyorange.edu
(845) 341-4444

Middletown Campus
George F. Shepard Student Center
Room #227

Monday, Tuesday, Thursday, Friday:
8:30 a.m. to 5 p.m.
Wednesday:
8:30 a.m. to 7:30 p.m.

Newburgh Campus
Please call for hours

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Do You Have the Communication Skills Wanted by Employers?



What skills do you bring to the table of a sought-after employer? Do you meet the needs that businesses are seeking?

Communication skills are important to your future employment success. Employers want people who can communicate effectively. What that means is that they are looking for individuals with strong writing, researching, public

speaking, listening, presenting and interpersonal skills. Since successful communication is critical in business, we can organize these skills into three major categories:

listening, verbal, and written.

Listening well and interpreting what you hear accurately is crucial. Listen, not just with your ears, but also with your eyes to pick up on voice tones and physical cues to fully comprehend the message.

There are several verbal skills that we should concentrate

on when we communicate verbally. Ask yourself: “Is what I said clear, or can different people interpret my message in different ways?” Think of the words that you choose to convey your message. Increase your vocabulary by doing cross word puzzles and playing games on your computer. Don’t forget to put those smartphone apps to good use. Words with Friends is a good app to download and it is free. How you present yourself makes a world of difference in how you are being perceived, both professionally and in your personal relationships.

Emailing and texting seem to have taken precedence over picking up the phone and verbally communicating. Analyze some of your recent texting messages. Have there been any times where you texted someone instead of called them to convey unwelcome information? It is not all about strong communication in person, but also about fine tuning our telephone skills. Joining a public speaking class to get over your anxiety of oral communication is recommended. Why not join your local Toastmasters International? There are two chapters in Orange County: Orange County Club (Goshen, NY) and Henry Hudson Club (Montgomery, NY). Although your resume is the first impression you give to an organization, the ability to verbalize clearly is paramount.

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Summer Internship Provides Real Work Experience

In late spring the Office of Career & Internship Services was contacted by Jeff Swaine, Director of Technical Services at Kolmar Laboratories in Port Jervis. He was looking for an engineering student interested in working as an intern for the summer. With the help of John Wolbeck, Department Chair of Science, Engineering and Architecture, we were able to identify an industrious young man, Tom Hall, who had just completed his first year of Engineering Science and was interested in applying the theory he learned in the classroom to an actual work setting. The internship seemed to be a wonderful match for Tom, and he eagerly jumped on the opportunity to interview for this work experience.

When interviewing, Mr. Swaine looks to determine if the candidate is enthusiastic about his chosen career field, is eager and willing to work, and shows the intelligence required to perform the job. The ability to maintain eye-contact during the interview is important as it conveys a certain level of self-

confidence and earnestness. First impressions are critical, and appearance is always taken into consideration when making a hiring decision; for example, jeans are not considered to be appropriate attire for an interview.



Tom Hall (l) and Jeff Swaine, Director of Technical Services at Kolmar Laboratories (r)

Tom made it through the interview, was hired and completed his internship in August. He helped to improve the automation process at Kolmar by looking to eliminate human error, by reducing waste and variability, and by making the production process more consistent. Tom says that he was able to use

the skills learned in the classroom and saw first-hand “how it really works.” He now has a greater appreciation for the critical thinking skills emphasized by SUNY Orange’s engineering faculty, and Mr. Swaine commented that not all interns can come in and do the work. Many of them lack the independent problem solving skills so necessary in this profession.

Mr. Swaine and Kolmar are committed to working with young people, grooming them for the industry, allowing them to build connections, and using these connections for networking opportunities. Self-motivated candidates who show initiative, a positive attitude, and who can work as part of a team are welcome.

As for Tom, he is grateful to have had this internship opportunity. It has confirmed his career choice and allowed him “to test the waters and to see first-hand what I am getting into.” He recommends that others not take

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Featured Employer: ShopRite Supermarkets

ShopRite Supermarkets, Inc. (SRS), a wholly owned subsidiary of Wakefern Food Corporation, owns and operates 30 ShopRite stores, employing over 7,000 associates, throughout Middlesex, Sussex and Union Counties in New Jersey; Westchester, Orange, Ulster, Sullivan, Columbia, Dutchess, Putnam and Schenectady counties in New York, with eight stores here in Orange County, NY.

ShopRite stores offer a variety of employment opportunities ranging from baggers, cashiers, customer service and department managers, in-store dietitians, chefs to store directors. Corporately, SRS services their stores with an Accounting, Human Resource, Merchandising, Loss Prevention, Construction/Maintenance and Information Technology Departments. ShopRite prides itself in being the “neighborhood” supermarket that provides jobs within the communities it serves. Their hiring process is extensive and thorough beginning with an on-line application, followed by a series of phone and/or personal interviews and pre-employment testing.

This past spring, ShopRite Supermarkets, Inc. participated in an Information Technology Internship Program with SUNY Orange. SUNY Orange’s IT student, Robert Glas, was provided the opportunity to interview for the internship. During the interview process Robert met with representatives from the Human Resource and Information Technology Teams. Questions were posed to him to identify Robert’s



Tom Urtz, VP of Human Resources & Community Affairs (l) and Robert Glas, SUNY Orange student (r)

ert’s technical skills as well as his interpersonal skills. Taken into consideration was his ability to communicate with others, his flexibility and desire to have hands on learning in a business environment while still attending college. The IT industry is forever changing and individuals in this field must be open to keeping current with their technical skills. Robert received the internship. What may come as a surprise to some is the amount of paperwork a computer technician is required to complete, and Rob credits the Tech Writing Class at SUNY Orange for preparing him with the technical writing skills he needed.

At the conclusion of his internship, Robert was offered a full-time position within the IT Department.

Associates at ShopRite will succeed in their positions and be given the opportunity to advance if they are willing to learn, demonstrate a high degree of knowledge and initiative and consistently exceed expectations.

Important Advice from your Career Services Team

Why should I hire YOU?

When invited to interview for a position be prepared for the inevitable question, “Why should I hire you?” “Because I need a job,” is not the answer the employer is looking for. Be ready to articulate the skills you have and how these match the company’s need. Research the company to show how you can contribute to its growth and success.

Petra Wege-Beers
Director

First impressions matter

Conquer that first impression during your interview. It only takes 30 seconds to make a lasting impression when you walk into an interview. Take responsibility for your actions. Be conscientious of your timing, your appearance, your handshake, and your body language. Be confident of your skills and have a positive demeanor.

Angela Colonna
Internship Placement Specialist

What’s the appropriate dress code for a professional interview?

You will want that first impression to be not just a good one, but a great one. The candidate dressed in a suit and tie is going to make a much better impression than the candidate dressed in baggy jeans and a torn t-shirt. Also, keep in mind that less makeup and jewelry always speaks more about you

Maka Robakidze-Medina
Temporary Assistant

How Helping Others Can Help your Job Search

Out of work? Need a lift? Want to do something to help your own career search? Try volunteering in your own community! That way, you can help others, give back to your community, and you might even help your own professional growth. You’ll gain new experiences, meet new people and, maybe, you’ll end up with new job possibilities!

So, take charge of your career and volunteer. It’s a good way to network, to develop leadership skills, and to hone your organizational skills.

Linda Newman
Career Development Specialist

Communication Skills

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Written communication is just as important as verbal communication. You can’t take back what comes out of your mouth; however, the ultimate pause of when you proofread your written words allows you to analyze your tone and the words that you chose.

Demonstrating a positive attitude, having enthusiasm, and communicating effectively are competencies that employers seek. How do you measure up?

If you are setting employment goals for yourself and are wondering what skills are needed to succeed in a job, why not read “What Skills Do Employers Want.” found in kfoxtv.com website:

<http://www.kfoxtv.com/download/2009/0717/20093941.pdf>

When it comes to your employment necessities, stop by the Office of Career and Internship Services located in Room 227 of the Shepard Building

Summer Internship

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internships lightly, but to make the most of the opportunity when it comes along, and to maximize the amount of effort they put into the experience. He is thankful to Kolmar Labs for giving him this opportunity.

To find out more about internship opportunities, set up an appointment with Angela Colonna at (845) 341-4408.

CAREER BLUNDERS

One common mistake which will cause your boss and co-workers to resent you is working on your own schedule. Have you ever kept “your own clock?” It is so important to be punctual and dependable. Deadlines and meeting times can certainly be a challenge, but they effect everyone in the office! When you are late, it is an inconvenience to others. It also gives you the appearance as an unreliable person and co-worker.



CONGRATS...

Congratulations to the four winners of our Career Quest who correctly unscrambled the word “Entomologist.” The winners are Ralph Belamour, Katelyn Newman, James Schnitker, and Nicole Jackson.



Career Spooktacular

*Vampires, Mummies,
Witches – oh my!*

Stop by the George Shepard Student Center during the week of October 24th, follow the Path of the Living Dead and discover the tricks and treats for a successful job hunt.

A treat awaits you in our office, room #227.
Happy Halloween

FREE Career Workshops

Career workshops are available for your job search at both Middletown and Newburgh campuses.

“Smart Moves for Liberal Arts Majors”

Newburgh campus
Kaplan Hall - room #206
Tuesday, November 8
11:00 a.m.

Middletown campus
Shepard Student Center, Conference room #352
Thursday, November 10
11:00 a.m.

“Expanding Your Career Network Using LinkedIn !”

Middletown campus
Shepard Student Center, Conference room #352
Thursday, December 1
11:00 a.m.

Newburgh campus
Kaplan Hall - room #210
Tuesday, November 29
11:00 a.m.

For detailed information on the above workshops, please contact us at (845) 341-4444 or check our website at: www.sunyorange.edu/careers/workshops.shtml

FREE CAREER WEBINAR SERIES

The Career Center provides access to top career gurus. This series will share with you the latest information on how to organize and execute a job search, build a network, interview, and use LinkedIn to get a job!

Attend one presentation or all.

10/26	Alexandra Levit	Surviving and Thriving in a Post-Recession Business Climate
11/02	Al Duncan	Secrets of Thriving Entrepreneurs and Leaders
11/09	Eric Kramer	Selling and Presenting Yourself to Win Your next Job
11/16	Laurence Shatkin	Pick a Career Path & Job You'll LOVE!
11/30	David Perry & Kevin Donlin	Guerrilla Job Marketing Techniques
12/07	Donna Serdula	Craft an Amazing and Powerful LinkedIn Profile

Where: Middletown Campus: Room #352- G. Shepard Student Center
Newburgh Campus: Room #206 – Kaplan Hall

All Career webinars are held on Wednesdays at 3:00 PM
and are open to all students, alumni, and community members at no charge.