

The Career Portal

A Newsletter Supporting the Career Development of SUNY Orange Students

Job Fair 2012 Is Coming!

Spring 2012

On April 19, the Office of Career & Internship Services hosts the annual Job Fair in the Physical Education Center on the Middletown campus of SUNY Orange from 1p.m. to 5p.m.. All students, alumni and community members are invited to participate.

Similar to last year's event, we anticipate the participation of at least 50 employers who will be looking for talented individuals to fill job vacancies. If you're serious about looking for full-time or part-time work, take advantage of this opportunity. Dress appropriately and bring several copies of your resume with you as employers will be collecting them that day.

Remember, our office can help you develop a resume, if you don't already have one. We can also provide a critique of your current resume, if you do have one. We'll be hosting a *Getting Ready for the Job Fair* workshop in Middletown and in Newburgh. Call the Office of Career and Internship Services at 341-4444 for more information.



Take advantage of this networking opportunity, come meet Orange County's employers and find out what careers are in demand.

See you at the Fair.

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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Good Work Ethics are Essential to Your Career Success

Good work ethics are by far the most essential traits sought after by employers. Indeed, 87% of persons losing their jobs or failing to be promoted were found to have improper work habits and attitudes rather than insufficient job skills or knowledge, according to a study by D.P. Beach.

Do you have the work ethics employers are looking for? Review the positive work habits that follow and see if you have what it takes to be a success at work:

- ◆ Dependability is crucial. Employers need people they can count on to get the work done.
- ◆ Self-motivated employees who take initiative and action are welcome additions to any organization. They offer solutions and contribute ideas, not just criticism.
- ◆ Employees who take responsibility for their actions are valued. They have the skill to look at situations in an objective manner.
- ◆ Employees who act professionally, whose emotions are kept in check, and who are able to separate their personal



life from their work life are held in high regard.

- ◆ Often these are also the people who display a positive attitude. They respect others, accept their differences, and make allowances for people's difficulties and struggles.

- ◆ People with a positive work ethic produce quality work and carry each task through to completion. They take pride in what they do and identify themselves with the end product.

- ◆ They have a high level of integrity, are honest and trustworthy.

How do you measure up? Are there areas that you need to work on? Be honest with yourself and

start making a plan to improve those areas you fall short on. Associate with successful people and see what positive work habits they exemplify. Find a professional in your field of study and see if he/she will agree to mentor you. Come to Career Services and learn what it takes to establish a professional image, your individual brand.

City of Newburgh Comptroller's Office Hires SUNY Orange Intern

Cheryl Gross, City of Newburgh Comptroller, credits her success to the fundamental skills that she acquired while earning her AAS degree in the SUNY Orange Accounting and Business program. She has fond memories of her own internship experience in the Tax Department of KPMG, and appreciates the knowledge gained from Professors Josephina Vondras (Accounting) and Angela Colonna (Business Communication).

Gustavo thoroughly enjoys his internship because it gives him the opportunity to apply the skills that he has learned. Similar to Cheryl, he confirms that his accounting and business communication skills are integral parts of his day-to-day professional activities. Cheryl has taken Gustavo under her wing and is mentoring him; allowing him to perform diverse duties including handling cash, performing bank reconciliations, learning the KVS accounting software, and working with

the city's purchasing policy.

Today, Gustavo eagerly looks forward to pursuing his bachelor's degree in accounting, and is awaiting admissions decisions from a number of universities.

His experience with the City of Newburgh Comptroller's Office has awakened a deep desire to be an auditor. But, Gustavo knows that it will take a lot of work to reach that goal.

He is very thankful to Cheryl for guiding and mentoring him; to Professor Vondras for imparting her accounting knowledge and sharing her enthusiasm; and to Professor Colonna for helping to secure his internship.

Both Cheryl and Gustavo believe that internships are a "**win-win situation!**" Cheryl says that "internships have supplied us with the assistance that we need.

They also provide students with the skills that they need." This is the second time that Cheryl Gross has employed a SUNY Orange student as an intern and she indicates that it will not be the last. "I have been very impressed with both of them."

If you, too, are interested in applying the skills that you have learned to an internship, please contact Angela Colonna, Internship Placement Specialist at (845)341-4408.



Featured Employer: Orange Regional Medical Center

Orange Regional Medical Center opened the doors to its new facility on Crystal Run Road on August 5, 2011, making it the first new hospital in New York State in more than 20 years. The 600,000 square foot facility has a 383 bed capacity, features private patient rooms, and 50 emergency department treatment bays. A helipad is located just outside the emergency department allowing for the delivery of Level II trauma



patients. The hospital also houses a new Level II Neonatal Intensive Care Unit where premature babies and their families can now be served. The hospital is supported by wireless infrastructure to accommodate the latest information technology, including the use of electronic health records. Future plans include cardiovascular services which will allow for open-heart surgery.

The hospital employs 2,497 people comprised of both clinical and non-clinical employees and is the county's largest non-government employer. ORMC and SUNY Orange have been long-time education partners, and many of the college's allied health professions students have completed their clinical rotations at the hospital and have found employment there. In recent years the college has also placed student interns with other departments.

According to Scott Clatur, Director of Recruitment Services, the hospital posts approximately 100 job vacancies per month. These openings include nurses, pharmacists, food service workers, environmental service workers, office support personnel, accounting majors, physical therapists, and social workers, among others.

Vacancies are first posted internally, demonstrating the organization's commitment to its current workforce. The hospital receives an average of 40,000 applications per year and the applicant to hire ratio is 70:1. Each application must be submitted electronically

along with a corresponding resume. Recruiters screen out applicants whose resumes have typographical errors, are poorly formatted, are visually difficult to read, or lack a level of detail defining the applicant's skill sets. Resumes that don't address the core competencies the hospital is looking for don't make the first cut. Recruiters spend only seconds on the initial read-through, and it is up to the applicant to make a compelling case about why they should

be called in for an interview. In the near future ORMC will be introducing psychological profile tests as part of their hiring process. If an individual makes it through the initial screening process, their application is forwarded to the hiring manager who makes the decision about which applicants to call in for an interview.

During the interview process, the manager is looking for behaviors that demonstrate that the applicant is a good match. Behavioral-based interview questions are the norm and allow the manager to assess the applicant's problem solving skills as well as their communication skills. The applicant who demonstrates that they are empathetic and compassionate, who understands that patient satisfaction is critical to the hospital's success, and who has a customer service background is a sought-after candidate. First impressions make a huge impact on the hiring decision, and Mr. Clatur recommends that an applicant dress professionally no matter what the position is they are applying for, take out all piercings, leave the cell phone and chewing gum in the car, and clearly articulate how they can help the hospital achieve excellent patient satisfaction.

The hospital's employee standards are high and the selection process is stringent. The staff at the Office of Career & Internship Services can guide you through the application process and can help prepare you for the interview. Stop by the office and speak with one of our career counselors.

Important Advice from your Career Services Team

Branding Yourself

How do you want to be perceived by an employer? Be clear about the message you wish to send and act accordingly. Your actions and your outward appearance will determine how others perceive you. You will not inspire confidence if your appearance is sloppy and your demeanor is unprofessional. How others perceive you is largely up to you; act the part and you will succeed.

Petra Wege-Beers
Director

Job Fair

Always prepare for a job fair. Your success at the event depends upon you. Do some research on companies that interest you. Revise and update your resume, and plan on bringing at least a dozen copies with you. Finally, practice your communication skills with a 30 to 60 second commercial about yourself, your skills, and your goals. This will help make you that successful candidate.

Linda Newman
Career Development Specialist

Internships

Let an internship be your ticket to the experience section of your resume. It will help you support your career goals. Record that experience on your resume and secure an interview. For more information on internships, contact Angela Colonna at 845-341-4408.

Angela Colonna
Internship Placement Specialist

Are cover letters necessary?

Cover letters are a quick way to communicate your value to a company. They demonstrate your attention to detail and anticipation of the company's needs. They may seem like small stuff, but sweating the small stuff could make the difference between making the cut or missing your chance.

Dorian Tondo
Secretary

CAREER BLUNDERS

Do you catch yourself saying “I hope something comes along soon?”

Hoping for fate to intervene in your life is pointless where your career is concerned. You must have a goal and a plan loaded with networking opportunities. Develop a strategy and success will happen, but only because you made it so!

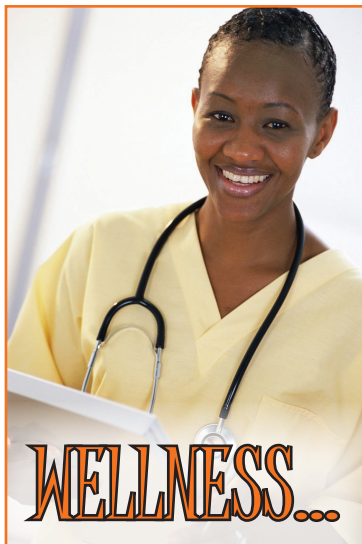


GRADUATES

Looking for a job?

Come register on our on-line job bank - the Career Portal. Local and regional employers list entry-level, as well as career track positions there.

Go to www.sunyorange.edu/careers, click on the Career Portal door image at the bottom of the page, and register for access to over 100 jobs.



WELLNESS...

SUNY Orange Health & Wellness Fair

Wednesday, April 4
10:00 AM – 2:00 PM

Shepard Student Center
Stop by our booth and learn why career choice is critical to your overall well being.

FREE Career Workshops

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

“Getting Ready For The Job Fair”

In order to help you prepare for the Job Fair and to maximize the benefits available to you that day, we invite you to a workshop where you can learn tips and pointers for successfully navigating the Job Fair.

Newburgh campus
Kaplan Hall – room #210
Wednesday, April 11
11:00 a.m.

Middletown campus
George F. Shepard Student Center – conference room #352
Thursday, April 12
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

Employer Panel

Listen to job search and career advice from local Human Resource professionals.

Thursday, April 5
11:00 AM - 12:00 Noon
George Shepard Student Center, Fireplace Lounge
For more information, or to register, please call
(845) 341-4444

ANNUAL JOB FAIR 2012

Thursday, April 19

1:00 PM – 5:00 PM

Middletown Campus
Physical Education Building
East Conkling Avenue, Middletown, NY

For more information regarding the Job Fair, please call us (845) 341-4444 or check our website at www.sunyorange.edu/careers/jobfair.shtml