

Frequently Asked Questions for the Career Center

1. What services does the Career Center Offer?

Please visit the career center website and click on Career Center Brochure to see everything that we offer.

2. What are the hours of the career center?

Monday – Thursday = 7:30 to 7:00pm and Friday we're open 7:30 to 4:00pm

3. How do I find a job on campus?

a. The best way is to actually visit the Department you are interested in working for. Ask to speak to someone in charge and then ask that person if they have any job openings. Some of the areas to go on campus are the Bookstore, Cafeteria, Cashier, the ESL Department, the Wellness Center, Child Development Center, Science Department, Art Department, etc). The bookstore and the cafeteria are the two departments that hire most students throughout the semester. Ask them about job openings.

b. Federal-Work-Study: If you are receiving financial aid - another option is to apply for Federal Work Study. The Financial Aid Office can answer your questions about this program. In the Student Service Center (SSC) Building, near the Financial Aid Office on the wall, there is a list of all college departments that hire financial aid work study students.

4. How do I find a job off campus?

a. You actually have several choices; Come to the career center and look through our job binders (blue books). Our job binders contain job announcement that companies email and fax to us. Once you review the job binders, and if you see something you like, simply look for the contact information and then call them direct and ask them how to apply.

b. Additionally the Student Affairs Office maintains a small job website that they have different jobs listed as well. You can visit their site at:
http://www.palomar.edu/studentactivities/html/job_board.html .

c. In the career center there is a flyer titled "JOB SEARCHING" (green in color). This flyer has other job websites that you can visit. When visiting the career center website another option is to click on the hot link box that reads "CAREER TOOLBOX".

d. And lastly visit the Human Resources employment link on the main page.

5. How do I make an appointment to see a Career Counselor?

a. Simply call the career center at (760) 744-1150- ext 2194 or 3125 and speak with a staff member.

6. Can I take a personality test in the Career Center?

Yes, we have three different ones that you can take;

a. **Please Understand Me (PUM)** look for the star icon on the desktop. This assessment has 70 questions. There are no right or wrong answers. You simply read the questions and then click on an answer. Once you complete the 70 questions, you hit save and then you will get a bar graph with a 4 digit code. Once you have your 4 digit code, see one of the career center staff for a sheet of paper that give you the match of the 4 digit code that also gives a list of occupations that might fit your personality.

b. **Choices Profiler** look for Choices Icon on the desktop. This assessment has 179 questions. Once done you'll get a list of occupations that you can review. You can use the Choices database to research more information about your occupations.

c. **TRUE COLORS** this assessment can be accessed once you log onto the Eureka on-line database. The on-line log on instructions are on the career center website in the area called research links. The on-line Eureka database is a great tool for creating a career profile, researching occupations, researching colleges, etc.

7. How do I create a resume?

a. In the Career Center we have samples that you can look at as well as resume books that you can read and review.

b. On our lab computer desktops, there are resume templates that you can use. Writing a resume is easy for some people and hard for others. In writing a resume, you want to paint a picture of yourself and list skills, knowledge and experience as they pertain to you.

c. Additionally we have some "CAREER GUIDES" that offer examples of resumes as well. Come in and use the resources available to get your resume started. Once started, and you build the foundation, we can help you smooth it out.

8. Do you offer any "CAREER SEARCH CLASSES"?

a. Yes, we offer a one (1) unit Coun-165 Class.

b. **HOW IT WORKS:** This class is a three session class that we call session "A", session "B", and session "C". Each session is 3.5 hours in duration. At each session approximately ½ of the class is in the classroom and the other ½ of class is normally held in the career center lab.

c. For session "A" you actually take the MBTI and the STRONG assessment. One week later you come back for session "B" and during session "B" you get your results from session "A." You will receive more handouts and flyers; from there you then go to the career center and now research your results.

d. After session "B", two weeks later come back for session "C."

e. At session "C" you learn about Informational Interview, the San Diego Labor Market and actually do a mock job search.

f. We do offer these sessions in the mornings, afternoon, and evenings during the spring and fall semesters as well as an Internet class. To see the actual dates and times of the COUN-165 class visit the career center website and click on the COUN-165 hotlink

9. How do I sign up for the COUN-165 Class?

Simply use your eServices and add the class like any other Palomar Course.

10. What are some of the Career Workshops that the Career Center offers this semester and can anyone come?

a. Throughout the semester, the career center will host different career workshops. The best way to see a list of these is to visit the career center website and then click on Career Workshops (<http://www.palomar.edu/counseling/careercenter/>).

b. We have special guest speakers that come in and give us workshops covering many different career topics.

c. Yes, anyone is eligible to attend our career workshops. You do not have to be a student to come to one.

11. Questions = Give us a call at (760) 744-1150 ext 2194 /3125.