

# JCCC JOB CLUB CAREER INVESTMENT GROUP

The mission of the JCCC job club is to provide job seekers and career transitioners an environment of support and an opportunity for networking.

"On the front lines of getting Americans back to work"

U.S. Department of Labor

<http://social.dol.gov/blog/job-clubs-employment-ministries-on-the-front-lines-of-getting-americans-back-to-work/>

Tuesday & Thursday

2:00 – 4:00 p.m.

142 Regnier Center

## GENERAL INFORMATION

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- The mission, as stated above, as well as the meeting format is the same for both meetings.
- Pre-registration is not required and participation does not cost. Dress is business casual to casual.
- Job club meets every Tuesday & Thursday . . . 51 weeks out of the year! Job Clubs do not meet between December 23 - January 2.
- Job club does not meet when the school is officially closed due to inclement weather (913.469.8500) or other unforeseen events.
- Participants sit around a large table and are given the opportunity to address the group while the job club facilitator moderates.

## GROUP DEMOGRAPHICS

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Group demographic tends to be white-collar professionals age 35+ with an undergraduate degree.

## RECOMMENDATIONS to get the most out of the job club!

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- Develop a **BRIEF well-defined, well-articulated introduction** . . . humor is always appreciated!
  - Share your NAME, POSITION SOUGHT, a 15-second description of skills and qualifications and FIVE TARGET COMPANIES.
  - No need to elaborate on . . . career history . . . educational background . . . and personal information.
- Develop a **list of your target companies**. People are more apt and able to help you if you are specific with your request.
- **Participate** during the meetings. Share ideas, contacts, information, news and upcoming events . . . *you get what you give*.
- Attend and **participate in the meetings; on a routine basis** to cultivate professional allies.
- Plan to **stay the full two hours** as a consideration to all participants.
- **Excuse yourself** to the group when arriving late or leaving early.
- Bring **business cards** to share with fellow jobclubbers before and after the meeting.
- When you land that great position, please **share your success with the group** . . . a cookie celebration is tradition!

## GOLDEN GROUP RULES

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1. Information about fellow jobclubbers is confidential. Please respect privacy. Do not discuss/share information outside the group.
2. **Turn cell phones off** or place ring on mute. If your phone rings during group . . . you bring in brownies!
3. If a phone call needs to be taken, take the call outside the room – do not start talking while still in the room.
4. Absolutely **no side bars**. Full attention is given to the person speaking.
5. Do not monopolize group time.
6. No swiping of job leads.
7. Do not ask for or take contact information that was not shared with you directly. Permission may be sought *after* job club.
8. If someone has information that may benefit your job search – it is your responsibility to follow-up with that individual.
9. Job club is open to job seekers and career explorers only.
10. Participants may not use forum or contacts from group to sell or promote products, services, companies or organizations.
11. If you are sick, stay home . . . don't spread the joy!

## COMMUNITY CAREER RESOURCE CENTER • 142RC

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- Center Hours: Monday, Wednesday and Friday, 8am-5pm
- Availability of 200+ books related to the job search (for use in 142RC only).
- Computer availability with Internet access and Microsoft Office, as well as a printer and copier – please report abuse of privilege.

## ONLINE RESOURCES

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For job search resources, go to [www.jccc.edu/jobclubs](http://www.jccc.edu/jobclubs) then click on *Job Search Resources*.

Join the *JCCC Job Club LinkedIn Group*. An invitation will be sent within a few days after attending job club for the first time.

## CONTACT INFORMATION

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