

JCCC JOB CLUBS CAREER INVESTMENT GROUPS

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

Room 229 Carlsen Center

TUESDAYS & THURSDAYS

12:30 pm & 12:30 pm
3:30 pm

GENERAL INFORMATION

From January to March, 2009, job club participation had increased dramatically; therefore a third job club was added.

Hopefully, with the addition of the third job club, the size of each job club will settle into a more effective/manageable pattern, approximately 25-30 jobclubbers per job club.

- The mission and meeting format is the same in all three job clubs.
- Pre-registration is not required.
- No cost is involved; *however your patronage of the Community Career Services program is appreciated.*
- Job clubs meet 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.
- Dress is business casual to casual.
- Participants sit around a large table as the job club facilitator facilitates the group.
- Each participant will be given an opportunity to address the group.

RECOMMENDATIONS to get the most out of the job club!

- Develop a brief well-defined, **well-articulated introduction** . . . humor is always appreciated!
- Develop a **list of your target companies** and share it with the group. The more specific you are, the more the group can help.
- **Participate** during the meeting. Share ideas, contacts, information, news and upcoming events . . . *you get what you give.*
- **Attend and participate in the meetings** on a routine basis to develop 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 appreciated!

GROUP DEMOGRAPHICS

- Group demographic tends to be Kansans, age 35+, white-collar, accomplished professionals with at least a bachelor degree.

GROUP RULES

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

COMMUNITY CAREER RESOURCE CENTER • 229CC

- Open lab hours are Monday and Friday, 8am-5pm and Wednesday, 8am-7pm.
- Availability of more than 250 books related to the job search - for use in 229CC only.
- Computer availability with Internet access and Microsoft Office Suite, as well as a printer and copier.
- A wealth of job search handouts, reference materials, as well as online access to business directories including Sorkin's.

CONTACT INFORMATION

Laura Johannemeyer · Program Coordinator/Career Counselor/Job Club Facilitator · ljohanne@jccc.edu · 913.469.3839

Erica Miller · Program Administrative Assistant · emille41@jccc.edu · 913.469.8500 x4315

Community Career Services · www.jccc.edu/careers/communitycareerservices