



NAVIGATING YOUR JOB SEARCH AND INTERVIEWS DURING COVID-19

ACCCA PRE-SUMMIT: *CAREER ADVANCEMENT TIPS AND STRATEGIES*

WEDNESDAY, FEBRUARY 17, 2021



INTRODUCTIONS

Fran White

*Superintendent/ President
Emerita*

College of Marin

Search Consultant

Community College Search
Services

Charo Albarran

*Associate Vice President,
Human Resources,
Training and Development*

Napa Valley College

Michelle Grimes-Hillman

Vice President of Instruction
Orange Coast College

Gregory Smith

*Vice Chancellor of
Human Resources*

San Diego
Community College
District

TODAY'S AGENDA



- Know your Why: *finding the right job in the right District at the right time*
- Managing Relationships: *talking to your boss about your job search*
- Writing it Right: *preparing your application/resume for a specific position*
- The Zoom Interview; Same, but Different: *preparing for a remote interview (1st and 2nd level)*
- Failing Forward: *what if I don't get a job offer?*
- Discussion



KNOW YOUR WHY:

finding the right job, in the right District, at the right time

Fran White

- Research
- Assessing your status
- Consider Options

Charo Albarran

- Analyze your career goals
- Why Now?
- Choose your next District carefully

Michelle Grimes-Hillman

- Be selective
- Do research
- Learn about the faculty

Gregory Smith

- Assess your strengths and interests
- Attend some Board Meetings and/or read agendas/minutes
- Use your network

MANAGING RELATIONSHIPS:

talking to your boss about your job search

Fran White

- Determine Goals
- Ask for Help
- Always consider Timing

Charo Albarran

- Open and Honest communication about career goals
- Manage your network
- Multiple Mentors

Michelle Grimes-Hillman

- Talk to your boss!

Gregory Smith

- Succession Planning
- Future Goals
- Personal/ Professional Life Balance

WRITING IT RIGHT:

*preparing your application/resume for
a specific position*

Fran White

- Use Job Announcement
- Match institutional needs with your skills and qualifications
- Follow all requisites of announcement

Charo Albarran

- Understand the application process and don't skip steps
- Review the Job Announcement for reference
- Highlight successes

Michelle Grimes-Hillman

- Be authentic
- Have a trusted advisor to review

Gregory Smith

- Reading job announcements
- 1st Rule of Resumes: Outcomes, not duties
- 2nd Rule of Resumes: Behaviors, not philosophies
- 3rd Rule of Resumes: No room for fluff

THE ZOOM INTERVIEW; SAME, BUT DIFFERENT:

preparing for remote interviews

Fran White

- Practice Interviews
- Create questions
- Visit websites
review materials

Charo Albarran

- Prepare, Prepare,
Prepare!!!!
- Engagement/
Connection
- Listen and Pace
yourself!

Michelle Grimes-Hillman

- Practice questions
- Mock Interview
- Record yourself

Gregory Smith

- Anticipate questions
- Behavioral answers
- Eye Contact, Smile,
Speak Slowly, Speak
Up
- It's not about you
- "I want an offer..."
- Sharing, not selling

FAILING FORWARD:

what if I don't get a job offer?

Fran White

- Get Feedback from Consultant
- Keep applying
- It's all about the fit

Charo Albarran

- It's okay
- Feedback
- Review your experience with a colleague or mentor
- Growth opportunity

Michelle Grimes-Hillman

- Niche
- It may not be about you

Gregory Smith

- Failure is the best teacher
- Practice
- Ask for feedback
- Build your resume
- Build your network



QUESTIONS, ANSWERS, & DISCUSSION

CONNECT WITH US

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