



Career Connection

MNTC EMPLOYMENT SERVICES

A PARENTS' GUIDE TO CAREER DEVELOPMENT

1

Encourage your student to familiarize themselves with all that MNTC's Employment Services office offers.

When students take advantage of the services offered through MNTC's Employment Services office, they put themselves at an advantage when it's time to search for a job. In fact, many schools do not offer these services at all, and yet, job seekers across the U.S. often pay hundreds of dollars for help in gaining employment. Luckily, these services are free to MNTC students.

The mission of MNTC's Employment Services office is to introduce individuals to the skills and preparation they'll need while pursuing career development and employment.

2

Encourage your student to create their Career Connection account.

Career Connection is a one-stop-shop for job postings and many other career resources for MNTC students. This system provides access to part-time, full-time, and work-based learning opportunities, in addition to My Resume Builder and other great career-related advice and information.

3

Talk to your student about the importance of writing a resume.

A resume is a self-promotion and marketing tool that is likely to be evaluated in less than 20 seconds. Knowing this, make sure the resume is concise, easy to read, and attractive. Encourage your student to attend the My Resume workshop to develop a resume on the builder that is competitive, effective, and sure to get them noticed. In addition, Employment Services offers — and recommends — free resume critiques.

4

Emphasize the importance of work-based learning.

How do I get a job without any experience, and how do I get experience without having a job? This is a dilemma that many students face as they prepare themselves for graduation and beyond. Work-based learning allows students to combine classroom learning with professional work experience in their chosen field of study. Your student can sample career options by participating in a work-based learning opportunity, or by experimenting with part-time or summer employment.

5

Encourage extracurricular involvement.

Part of experiencing high school life is to be involved and active outside the classroom. Interpersonal and leadership skills—qualities valued by future employers—are often developed through extracurricular activities. MNTC students have the opportunity to join local chapters of national student organizations, run for a leadership office, and compete in state and national contests.

6

Help your student to stay up-to-date with current job-seeking trends.

Employment Services provides a variety of workshops, programs, and career fairs throughout the year to assist MNTC students with networking and obtaining careers.

7

Challenge your student to do career research.

Ask: "Do you have any ideas about what you might want to do when you graduate?"

If your student seems unsure, you can talk about their personal qualities that you see as talents and strengths. You can also recommend:

- Take a "self-assessment inventory," such as the JobFit Assessment.
- Conduct an informational interview with someone who holds a job they're interested in.
- Research a variety of career fields and employers on the OKCIS website.

8

Encourage your student to follow the Job Search Checklist developed by MNTC'S Employment Services office.

It provides direction, resources, and information to assist your student on the road to success. Remember, it is never too early to get started!

9

Talk to your student about their online reputation.

Talk to your student about the negative effects and/or serious threat that social media can have on their academic and professional future.

Explain that there are potentially serious consequences to openly sharing their lives on social media, and discuss the value of privacy and acting appropriately, whether it is in the schoolyard or on the virtual playground.

SOURCE: Kim Garst: Social Media: A Serious Threat to Your Child's Professional Future
www.huffingtonpost.com/kim-garst/social-media_b_3431394.html

10

Become a resource for MNTC'S Employment Services office.

Call MNTC's Employment Services office when your organization has a summer, part-time, or full-time job openings. Our staff will help you find a hard-working student. If your company offers work-based learning opportunities, have them listed on MNTC's Career Connection job board.

A Parents' Guide to Career Development
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