



# Employment Seminar

Tuesday, February 2, 2016

8:30 a.m.-1:20 p.m.

FVTC-Appleton Campus, 1825 N Bluemound Drive

Room A170—Use Entrance 16

## Sessions: (attend any or all)

- Expectations of the Hiring Manager
- Resume & Cover Letter Development
- Interviewing for Success
- Employer Panel / Question & Answer Session
- LinkedIn

**About the Presenters:** **Chris Czarnik** has served in Human Resources and Operations Manager roles for more than 20 years. He also served as a career advisor in a national career search firm where he worked individually with more than 300 professional clients- in 2003 he was named an outstanding career advisor for that firm. He is an FVTC alumni and received his BA from Marian University. He joined the college as an Employment Advisor and Job Search Programs Facilitator in July of 2010. He currently serves as the Manager of Employment Connections.

**Sarah Rivet** has worked in a variety of management, training, sales and human resource positions for the last 10 years before joining Fox Valley Technical College as an Employment Advisor in November 2011. She completed her Masters of Science in Educational Leadership, at UW-Oshkosh, focusing on post-secondary, adult and technical education.

Agenda on Back

*Attend Any or All Sessions • No Pre-registration Necessary • Open to the Community*



Appleton Campus Room E135  
920-735-5627

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www.fvtc.edu/eventsandfairs

www.fvtc.edu

Appleton

Chilton

Clintonville

Neenah

Oshkosh

Waupaca

Wautoma

# Employment Seminar Schedule

Time	Session
8:30 a.m. – 9:20 a.m.	<p style="text-align: center;"><b>Expectations of the Hiring Manager: An Inside Look at the Hiring Process</b></p> <p style="text-align: center;">Presenter: Chris Czarnik</p> <ul style="list-style-type: none"> <li>• What to Wear &amp; Being on Time</li> <li>• Why Should They Choose You</li> <li>• Questions Designed to Make You Sweat</li> <li>• From Phone Screen to Job Offer: What are They Looking for</li> <li>• People Skills vs. Technical Skills</li> </ul>
9:30 a.m. – 10:20 a.m.	<p style="text-align: center;"><b>Resume &amp; Cover Letter Development</b></p> <p style="text-align: center;">Presenter: Sarah Rivet</p> <ul style="list-style-type: none"> <li>• Is a Cover Letter Worth the Bother?</li> <li>• Revise for Every Job/On-line Application</li> <li>• Sell Yourself...Make the Match</li> <li>• Show Your confidence: Ask for the Interview</li> <li>• Choose the Best Format for You</li> <li>• Forget the Boring List of Duties</li> <li>• Include the “You” Details</li> </ul>
10:30 a.m. – 11:20 a.m.	<p style="text-align: center;"><b>Interviewing for Success – Answer with Your Skills, Talents, &amp; Achievements</b></p> <p style="text-align: center;">Presenter: Sarah Rivet</p> <ul style="list-style-type: none"> <li>• Why do People Hire Other People</li> <li>• Which Resumes Make it to the Interview Pile</li> <li>• Preparation and Confidence are Key</li> <li>• Interviews are a Two Way Street</li> <li>• The Power of Stories</li> <li>• Question &amp; Answer Time</li> </ul>
11:30 a.m. – 12:20 p.m.	<p style="text-align: center;"><b>Employer Panel / Question &amp; Answer Session</b></p> <p style="text-align: center;">Moderator: Chris Czarnik</p> <ul style="list-style-type: none"> <li>• Ask local HR employers questions relating to the hiring process</li> </ul> <p style="text-align: center;"><b>Enjoy FREE subs during this session!</b></p>
12:30 p.m. – 1:20 p.m.	<p style="text-align: center;"><b>LinkedIn</b></p> <p style="text-align: center;">Presenter: Sarah Rivet</p> <ul style="list-style-type: none"> <li>• Learn why every professional should have a LinkedIn profile</li> <li>• Profiles Set Up</li> <li>• Making Connections</li> <li>• Groups &amp; Companies</li> <li>• Searching for Jobs &amp; More!</li> </ul>