



Career Placement Services

Career Placement Services (CPS) provides students, graduates, and alumni with opportunities, outside of the program curriculum, to polish employability skills and meet employers. Services are free.

▶ IF YOU ARE LOOKING FOR A JOB... NEW STUDENT OR NEARING GRADUATION

• **TechConnect** The TechConnect Employment Information System has current job postings from employers who are looking to hire LTC students and graduates. **gotoltc.edu/techconnect** TechConnect is available to all students from any LTC computer on the Cleveland Campus and from select computers at LTC Manitowoc and LTC Sheboygan. Note: Graduating students and alumni have off-campus rights to access TechConnect. Email techconnectservices@gotoltc.edu to request service.

(College Work Study and Student Employment are other options for employment available to qualifying students. Contact Financial Aid Office or Human Resources Office, respectively. You can view these opportunities on TechConnect with on-campus access.)

• **Online job resources** and other valuable links can be found at **gotoltc.edu/careerplacement**.

• **Employer-On-Campus** brings employers to you! Go online to find out which employers have signed up to come to campus; **gotoltc.edu/careerplacement** and click on the EOC calendar.

▶ IF YOU NEED TO GET JOB-READY IN A HURRY...

• (Student) **Lunch-and-LEARN TO EARN** Work-ready topics in 40-minutes or less; 5th period, 12:10 - 12:50 p.m.; no registration needed. Watch posters and TV around campus for specific dates and topics. Room L163; most also broadcast to Manitowoc Room M107 and Sheboygan Room S104.

• **Online Job Search & Résumé assistance** –two-hour walk-in periods reserved for individual assistance with job search or résumé; occurs monthly November-May, from 11 a.m. – 1 p.m. Watch posters and TV around campus for specific dates and room information.

• **The Virtual Job Interview DVD** —30 minutes of interactive learning; stop in Career Placement for details.

▶ IF YOU NEED INDIVIDUAL EMPLOYMENT DEVELOPMENT HELP...

Personal Employment Coaching and Advising – one-on-one appointments to assist individuals with interviewing skills and techniques, self-confidence, résumé and more. Contact Jane Birkholz, Career Placement Coordinator, at 920.693.1275 or cps@gotoltc.edu.

▶ IF YOU NEED A CLASSROOM GUEST SPEAKER...

Employment development topics include resumes; cover letters; interviewing; dressing for success; jobs on TechConnect; how to analyze job ads for skills, salary, and fit; and more. Contact Jane Birkholz, Career Placement Coordinator, at 920.693.1275 or cps@gotoltc.edu.

▶ MAJOR EVENTS SPONSORED BY CAREER PLACEMENT...

• **Job Hunt[^] SURVIVOR: Mini Boot Camp** – 1/2 day of job seeking advice directly from employers.
This year: **October 15, 2008**

• **Job Hunt[^] SURVIVOR: Boot Camp** – full day of job seeking advice directly from employers.
This year: **March 24, 2009**

• **Lakeshore Job Fair** – occurs in April; the general public is also invited.
This year: **April 16, 2009**