The key is to Know Yourself

Identify your skills, interests, and values. The Career and Job Development Center has assessments that you can take that will help you match your interests, values, and skills with careers.

Identify the types of work environments that you see yourself working in.

Identify qualities in a boss or supervisor that would assist you in maximizing your career potential.

Can you see yourself in this career and could you wake up almost every morning and feel excited about going to work?

Develop career, educational, and personal goals and objectives. Where do you see yourself in one year, in five years?

A Message from the Career and Job Development Center Coordinator

Pursuing your career goals can be a very exciting and rewarding experience, yet it can also be stressful and challenging.

Expect that your first position at a company is likely to be an entry-level position and that it may take a while to climb the career ladder.

Studies have shown that most Americans will change careers several times in their lives, so it is advisable to be flexible and open to all possibilities.

A successful job search results in finding a job that: is in a place you want to work, with people that you want to work with, allows you to do things that you enjoy, and gives you a feeling or sense of reward and/or accomplishment.

Job Search success depends on what you are willing to put into the process. I would be happy to assist you with your search. Contact:

Helen Nishimoto
Career & Job Development Center Coordinator

Career and Job Development Center
Manono Campus
Building 379 Rm5
200 W. Kawili Street
Hilo, HI 96720
Phone: 934-2731
Fax: 934-2501
hschoneb@hawaii.edu

Career Exploration & Planning
Employment Preparation
Resume Writing
Job Search & Referral
Interview Preparation

Individual Appointments and Workshops available by Appointment

Call 934-2731 to schedule an appointment
Job Skill Development and Preparation

As a student you have been learning and developing the technical skills that you will need to gain employment in the workforce. Most employers, however, are looking for more than just technical skills. They often place higher value on other skills such as:

- Attendance and Punctuality
- Attitude
- Cooperation--Team Player
- Willingness to learn new things
- Problem Solving
- Flexibility
- Accuracy
- Honesty, Integrity, and Loyalty

Job Search & Referral

Explore ways to network and utilize multiple job search strategies.

"Get the word out" about your job search.

Learn how to do internet based job searches.

Access Employer job postings referred to the Job Placement Counselor.

Resume Writing

Writing a “Winning Resume” requires that you write a specialized resume for each position that you apply for.

Your Resume should be tailored for each job you are applying for.

The Resume format should accentuate your strengths.

Design a “Winning Resume” and cover letter. Check out our WinWay Resume computer software, which offers many resume building short-cuts and includes sample resumes.

The Career and Job Development Center has computer resources, books, and helpful staff to assist you.

Interview Skills

Dress appropriately for the interview.

Develop effective interview skills; it takes practice. You will get better with practice and with each interview that you go to.

Do your homework-- learn about the company and the job duties and responsibilities.

Remember, you are also conducting your own interview of the company to determine if it is the right fit for you.

Check out our Workshops:

- Career Exploration
- Resume Writing
- Job Search

To sign-up for a workshop, call:

Career & Job Development Center
934-2731   hschoneb@hawaii.edu

Job Search Websites

- Hire Net
  https://www.hirenethawaii.com/default.asp

- Student Employment
  http://www.hawaii.edu/sece/

- HawCC Online Job Center
  https://www.myinterface.com/hawaii/student