

ERIP - CAREER COUNSELING SERVICES

The Office of Human Resources is here to assist you should you decide to pursue employment outside of Oregon Tech after participating in the ERIP 2020. To request a confidential appointment, simply OHR at OITHR@oit.edu. Here are some of the services we are happy to provide you:

Career Exploration: A career is much more than just a job. By combining skills, experience, education, and passion there may be a career choice out there that you haven't thought of. We will look at what you want in a job and show you how to find new opportunities. Additionally, we can provide you with resources for targeted job hunting.

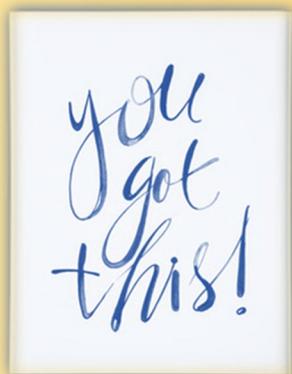
Knock-Out Resumes: A resume represents a first impression you don't want to mess up! When there is a robust pool of candidates, your resume has only a few seconds--yes seconds--to pique the reviewer's interest. Typos, not tailoring the resume to the specific job, and outdated materials are all easily avoided missteps. The catch is—it can be very difficult to review your own resume. OHR is happy to help you. We can assist in writing, updating, modernizing, or refining your resume or CV generally or for a specific position that interests you.

Cover Letters They'll Actually Read: Let's be honest, no one enjoys writing cover letters and not many people enjoy reading them either. And yet, they are really important. A cover letter identifying the wrong employer, position title, addressee can be all it takes to move your application to the less desirable pile. Whether it be creating a template or tailored for a specific job, OHR can help assure you tell a compelling story explaining why you are interested in a specific position and why the supervisor or search committee should be interested in you.

Job Posting Assessment: If there is a specific position you are interested in, we can help determine whether you meet the minimum requirements. And, if so, help assure your resume and cover letter highlight your compatibility with the specific job posting. OHR can also show how to research the employer and identify if the position will meet your needs, interests, and skillset. This research will also be very helpful, should you be invited to an interview.

Best Step Forward – Interview Presentation: Collectively, we have sat through hundreds and hundreds of interviews and we've seen a lot of do's and a whole lot of don'ts. If you have not interviewed in a while, you benefit from some pointers on how to present yourself as a top candidate. Let us share with you our observations to help you make a great impression during phone, video, and in person interviews.

Be Prepared...Mock Interviews: Has it been a while since you've had a job interview? If so, you may not know how to answer behavior-based interview questions and you may not be prepared to answer questions homing in on your attitudes about diversity, equity, inclusion, or ethical decision-making. You may also be uncomfortable with a panel interview. When it is your turn to ask questions, you want your questions to reveal your potential—not just your curiosities.



Resources

[10 Resume Writing Tips to Help You Land a Job](#)

[Resume Tips & Tricks: 49 Insider Secrets](#)

[10 Resume Tips You Haven't Heard Before](#)

[How To Write A WINNING Resume in 2020 - Resume Examples INCLUDED \(video\)](#)

[How to Prepare for a Behavioral Job Interview](#)

[21 Job Interview Tips: How to Make a Great Impression](#)

[The Ultimate Interview Guide: 30 Prep Tips for Job Interview Success](#)