

Career Pathways

Your Path to a Brighter Future

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Registration opens, book requests begin

Registration for spring 2012 classes began for current students on October 31st, and registration for new students begins November 14th.

It's that time again already to consult your advisor and map out a plan for a new semester. It's important to stay on track and complete your degree in a timely manner. Federal regulations require a student to be making measurable progress toward completion of his/her program in order to receive federally funded financial aid.

As registration opens, so does the opportunity to request books for spring 2012. Simply bring a copy of your class schedule to the nearest Career Pathways office and fill out a book request form.

The deadline for requesting books for the spring semester is December 16, 2011. No

book loan requests will be accepted after that date.

Books are issued on a first-come, first-serve basis, so be sure to sign and date your form. As Ozarka serves four sites, please indicate on the line "Campus Preferred for Delivery" which location you would prefer books to be sent if awarded.

If awarded books from the Career Pathways book loan library, you will receive an award letter in the mail the week before classes begin. Please keep in mind that books from fall 2011 have to be returned and checked in before spring books can be checked out.

Awarded books will be available for pick-up on the first and second day of spring classes. Books not picked up may be re-issued to other students who requested books.



It was a high counsel that I once heard given to a young person, "Always do what you are afraid to do."
Ralph Waldo Emerson

Career Pathways Office Locations and Hours

Career Pathways serves all four Ozarka locations: Melbourne, Mountain View, Ash Flat and Mammoth Spring.

The Melbourne office (located in the bookstore building) is open Monday through Friday from 8 a.m. to 4:30 p.m. Brandy Shell is available

daily to assist you with your CPI needs and questions.

Lindsay Galloway is available on Mondays and Kim Lovelace on Tuesdays in Mountain View to serve your needs from 9 a.m. to 3 p.m. each day.

The Ash Flat office is open for business Tuesdays and

Wednesdays by Kendra Smith from 8 a.m. to 3 p.m.

Kim Lovelace is available in Mammoth Spring on Wednesdays and Kendra Smith on Thursdays from 10 a.m. to 3 p.m. to serve your Career Pathways needs and requests.

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Kuder Interest Inventory



The first step is to determine where you would like to go so you can plan how to get there.

When was the last time someone asked you, "What do you want to be when you grow up?" You may no longer want to be an astronaut (or maybe you do), but you do possess a unique set of skills and abilities suited to the workforce.

The question now is, "What is your career pathway?" There must be a destination in mind to plan for a trip to that destination, right? Many factors must be considered, but the first step is to determine where you would like to go so you can plan how to get there. The Kuder Interest Inventory Assessment is an excellent tool to start your journey.

The Kuder is a free on-line assessment of your 1) interests, 2) skills, and 3) workplace personality. Are you ready to begin? Follow these instructions to begin your Kuder journey:

- 1) Go to the following site: www.arworks.arkansas.gov.
- 2) Select **College and Career**

Planning System. 3) Select **New Users** from the Login Area to begin the registration process. 4) Select **Student** or **Adult** and choose grade level or user type. 5) Click **Continue** to create account. 6) Complete the information requested, including the creation of a **Username** and **Password** (Please write down your information for future reference.) 7) You will be asked for a **J Code** to activate the account. Enter: **J3384595SMN** 8) Check the box next to "I have read and agree to the terms and conditions of use." 9) Click **Create New Account** to complete the process.

Once you have created your account, you will be directed to your Journey home page to access the system's tools and resources via the top navigation menu. Your home page also provides a link to your messages, to do list, recommended links, and account information where you can update your profile, upload a photo, and edit your user type/background

information.

The first step in the educational and career planning process is learning about yourself. Click on **Assessments** from the top navigation menu. Choose **Take an Assessment** and click on one of the assessment titles. To get started, you will select your desired education level/degree you plan to attain.

Once you complete the assessments, use your results and the other available tools from the top navigation menu to support your ongoing education and career exploration and planning.

Logging back in is easy. To re-enter your account, go to www.arworks.arkansas.gov, select **Log In**, and enter your user name and password.

"A journey of a thousand miles begins with a single step." -- Confucius

College Life – Author Unknown

People who go to college are incredible. We go to classes. We read, absorb, and are comprehensively tested on heavy amounts of various materials. We sleep very little. We become attached to close friends. We think often of the past and want to go back. We know we cannot.

We all have separate lives,

families, backgrounds and pasts. We live totally different from how we used to live. We are frustrated and sometimes want to give up, but we never stop trying. We are forced to think about the future. We try to sort out our minds, which are filled with studies, worries, problems,

memories, emotions -- powerful feelings.

We keep going, though, because above all else, we never stop learning, growing, changing, and most important dreaming. Dreams keep us going and they always will. All we can do is be thankful that we have something to hold onto, like dreams and each other.

CRC Measures Essential Skills — <http://www.stlouisfed.org/publications/br/articles/?id=1952>

The biggest challenge facing Arkansas employers and economic developers is the gap between the current workforce and the job skills needed by employers. To stay competitive in the global market, solutions are necessary to better align workers' skills with the high-skill, high-wage jobs of the 21st century. Three letters have come to represent a large part of the solution: CRC, the Arkansas Career Readiness Certificate. The Arkansas CRC is a portable credential based on WorkKeys® assessments that demonstrate to employers that the person before them possesses the basic workplace skills. The CRC measures real-world skills that employers believe are critical to job success. The skills measured by WorkKeys are valuable for any occupation that's skilled or professional and at any level of education. WorkKeys uses a

procedure for measuring, communicating and improving common skills. The Arkansas CRC focuses on three skills: reading for information, applied mathematics and locating information. Assessment can be scary for an active employee or for someone looking for work. To alleviate some of that anxiety, the state uses KeyTrain®, which is a pre-WorkKeys instructional tool that helps prepare individuals for the WorkKeys assessments. KeyTrain is the first step toward achieving an Arkansas CRC. The Arkansas CRC program uses results from the WorkKeys assessments to award certificates in three categories: gold, silver and bronze. The gold-level certificate signifies that an individual has scored at least a level 5 in each of the three core areas prioritized by the State of Arkansas and has the necessary skills for 90 percent of the 14,000 jobs

in the WorkKeys database. The silver-level certificate signifies that an individual has scored at least a level 4 in each of the three core areas and has the necessary skills for 65 percent of the jobs in the WorkKeys database. The bronze-level certificate signifies that an individual has scored at least a level 3 in each of the three core areas and has the necessary skills for 35 percent of the jobs in the WorkKeys database. Each certificate is signed by the Arkansas governor and the director of the Department of Workforce Services. These certificates serve as a complement to diplomas, degrees and resumes. They are not grade-level equivalents. The CRC has been made possible through collaboration between key agencies and institutions throughout the state. The program targets first and foremost the unemployed followed by the underemployed. The program is free to anyone who wishes to participate.



ArkansasAtWork.org

"The CRC measures real-world skills that employers believe are critical to job success."

November Gas Card Distribution and Food Activity

Special dates to remember in November are gas card distribution dates and our monthly food activity.

November gas cards will be distributed **November 7th through 11th** on the Melbourne campus, **Nov. 7th and 8th** at the Mountain View site, **Nov. 8th and 9th** at the Ash Flat site and **Nov. 9th and 10th** in Mammoth Spring.

To receive a gas card, CPI students must submit an attendance sheet, employment verification form and a receipt for last month's gas purchase. They must also have a MapQuest on file confirming mileage to school. Students who receive a gas card will also receive blank forms to

submit the following month.

The food activity for November will be *Popcorn!* This snack will be available:

Nov. 14 – Mtn. View
Nov. 15 – Ash Flat
Nov. 17 – Mammoth Spring
Nov. 21 - Melbourne



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www.ozarka.edu/blogs/career
pathways

Career Pathways is a state-funded program that can assist eligible students with the academic and financial obstacles that they may face while going to school. CPI offers the following services:

- Tutoring
- Counseling
- Academic Advising
- Kuder Interest Inventory
- Career Readiness Certificates
- Resume Building
- Interview Skill Building
- Job Search Assistance
- Tuition & Fee Assistance
- Gas Cards
- Childcare Assistance
- Book Loan Library

Your Path to a Brighter Future



Our website is full of useful information, handy references and current (printable) documentation. Visit us at www.ozarka.edu/blogs/careerpathways or visit myOzarka and go to the Student pull-down menu and select Career Pathways. E-mail us your questions (and job updates) at careerpathways@ozarka.edu. We're always glad to hear from you!

Spelling errors on resume can cost you a job

Most employers and recruiters agree that spelling and grammar mistakes on resumes and cover letters are the top reasons for rejected applications. It is essential to proofread your resume and cover letter several times before submitting them to a potential employer. Don't rely on spell-check, because it won't catch incorrect usage of a correctly spelled word. Here are examples from an unlucky 13 who didn't get hired:

1) "My experience **include** filing, billing,

printing and **coping**."

2) **Multi-tasting** ability demonstrated."

3) I have **nervous** of steel.

4) I consistently **tanked** as top sales producer for new accounts.

5) Speak English and **Spinach**.

6) I am a Notary **Republic**.

7) Dear Sir or **Madman**.

8) Instrumental in **ruining** entire operation for a Midwest chain store.

9) I attended **collage** courses in accounting.

10) Following is a **grief** overview of my skills.

11) I'm **attacking** my

resume for you to review.

12) I am experienced in all **faucets** of accounting.

13) Hope to hear from you, **shorty**.

Career Pathways offers career services that include resume building and interview skill building. Please call or come by a Career Pathways office today for assistance with your resume. We'll be glad to help you create a winning resume and polish your interview skills to get the job you want.