Orchestrating a Job Search Clinic for International Students and Scholars

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Please see our website for PowerPoint, handouts, presentations, planning materials & resources:

http://www.uab.edu/esl/teacher-resources/99-jobs-clinic

Session Agenda:

• Introduction: Rationale & Planning Overview
• Implementation
• Evaluation & Lessons Learned
• Tips & Resources for Developing Your Own Job Search Skills Clinic
• Audience Questions

Rationale:
1) To meet a need
2) To provide practical training for graduate students
3) To provide service to the local community

Planning:
Needs assessment
Tasks
Marketing

Implementation:
Getting started
Seminar topics
  ➢ Documents for Job Applications
  ➢ Interviews with High Frequency Questions
  ➢ Job Research
  ➢ Projecting Your Best Self
Mock interviews using Skype
Evaluation:
Lessons learned
- Content
- Technology
- Date
- Interviews
- CVs/resumés
- Balance
- Lunch
Ways to improve

**Developing Your Own Program:**
Step 1 Determine exactly what the need is
Step 2 Reassess the need & narrow the scope of what you will try to accomplish
Step 3 Sharpen your focus
Step 4 Define & gather your assets
Step 5 Divide & conquer!
Step 6 Weaving the tapestry
Step 7 Ready, set, GO!!!
Step 8 No, it’s not finished yet ...

Notes