

TESOL 2012 – Philadelphia, PA
Orchestrating a Job Search Clinic for International Students and Scholars

Presenters:

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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