




UC Berkeley Recruitment & Cal Women's Network

Tuesday, May 22 | 12 -1 p.m.

Rooms 202/204, Golden Bear Center, 1995 University Avenue



What do we want to achieve today?

Welcome!

Presenters: Yahaira Maldonado & Erin Simmer



“Behind the Scenes” of Recruitment

A Day in the Life of a Recruiter!

- Consultation
- Compliance
- Forecasting and Data Analysis
- Partner with Vendors (Agencies)
- Network and Pipeline Candidates
- Represent the University in Events
- UC Berkeley receives 75k to 80k applications per year
- 10 Recruiters for campus



The importance of Networking/relationships

- Staff Organizations
- Communities of Practice
- Special Interest Groups
- Volunteer leadership roles/committees
- Informational Interviews
- LinkedIn
- Professional Development



How to identify new opportunities

- Where to start?
- Different types of appointments
- Where are you on your journey?

“How do I stand out?”

- Job postings (requirements, preferred requirements, and responsibilities)
- Cover letter
 - It should answer why are you interested?
- Resume
 - Accomplishments
 - Responsibilities
 - It should answer how are you qualified?
- Internal employees vs external employees



10 Step Interview Prep

1. Read your resume
2. Master the job posting
3. Create talking points to create a bridge between the requirements, responsibilities and your experience
4. Research the organization, department or program
5. Know who is part of your interview committee
6. Have questions related to the job for the hiring committee/ inquire about the time frame
7. Practice/prepare for the interview
8. Be concise but not short in your responses
9. Thank everyone for their time/send a thank you note
10. Be confident, be humble and be kind





Following up with a recruiter

- Allow the recruiter/ hiring manager the time they asked
- Follow up with an email
- Allow some time for a response
- Don't get discouraged
- Be cordial



Interview process and timeline

- First review date vs application will be reviewed by
- Submitting your resume
- Recruitment Process
 - IIQ's
 - Phone Interviews
 - Work Samples
 - Presentation or Simulations/Assessments
 - In-Person Interview
- Selection/Deselections
- Reference Checks
- Performance Evaluations
- Verbal Offer - Negotiation
- Written Offer



UC Berkeley Extension

Many of our courses and certificates are reviewed by UC Berkeley and are aligned to the University's high academic standards.

Our courses and programs are affordable, and are designed for working professionals.

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Professional Program

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Professional Certificate

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Writing**

Professional Certificate

**Project
Management**

*Programs for
International Students*

**Berkeley-Haas
Global Access
Program**

*Programs for
International Students*

**International
Diploma
Programs**

Free Information Sessions

Interior Design and Interior Architecture

Date: Wednesday, May 16, 2018

Time: 12:00pm to 1:00pm

Location: Online

Counseling and Psychology Professions

Date: Thursday, May 17, 2018

Time: 12:00pm to 1:00pm

Location: Online

Clinical Research Conduct and Management

Date: Friday, May 18, 2018

Time: 12:00pm to 1:00pm

Location: Online

Clinical Laboratory Scientist Preparatory Program

Date: Saturday, May 19, 2018

Time: 10:00am to 11:30am

Location: Berkeley

Graphic Design

Date: Wednesday, May 23, 2018

Time: 6:30pm to 8:30pm

Location: San Francisco

[All Info Sessions](#)



UC Berkeley's Sponsored Tuition Program

<https://hr.berkeley.edu/development/professional-development/sponsored-tuition>

This page includes:

- Links to the application
- Summer 2018 approved class list
- Program description including eligibility rules and step-by-step enrollment information.
- The program has been funded through Summer 2018
- Eligible employees may receive sponsored tuition for one approved course per fiscal year

For additional information and questions, contact the Staff Learning and Development team at grow@berkeley.edu or UC Berkeley Extension at (510) 642-4111.

Current Career Development Workshops

Workshop	Aspect of Career Development					
	Self	Environment	Goals	Skills	Story	Your Career Journey
Planning for Your Next Career Move (BECAR250)	○	○	●	○		●
Interests in Life and Work (BECAR150)	●	○	○			○
Work Style and Your Career (BECAR151)	●	○	○			○
The Skills You Bring (BECAR153)	●		○	●		
Your Values at Work (BECAR152)	●	○				○
Effective Resume Writing (BECAR350)	○	○		○	●	
Your Professional Online Network (BECAR354)	○	○			○	●
Interviewing for the Job (BECAR352)	○			○	●	○
Informational Interviewing (BECAR351)		●	○	○	○	●
Job Interview Practice (BECAR353)					●	
Job Search Effectiveness (BECAR355)		○	○	○	●	●



How To Access

Staff Career Development Workshops to help develop clarity and action plans

- Schedule posted at hr.berkeley.edu/careerworkshops
- Pre-registration required through the UCB Learning Center.

**New Schedule
Coming Soon**

Meet with a Career Coach

An individual, confidential meeting with a career professional can help someone who:

- Wants feedback about a job search document such as a resume or cover letter
- Finds it difficult to set goals for their career development activities.
- Knows about the principles of career development and mobility, but is having trouble applying them personally.
- Book a half-hour appointment by going to: <https://tinyurl.com/ydxjctyl>

Web-Based Resources

- <https://hr.berkeley.edu/development/career-development>

Questions? Call 510-664-5068



**Control your own destiny
or someone else will.**

Jack Welch