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
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.

You don't need to miss a class meeting when that unexpected business trip is scheduled. Just log on from anywhere in the world, and you're ready to learn.
Boost Your Skills

Fine-tune your education with a precise curriculum that will prepare you to enter or advance in your field:

- **Featured Programs**
  - Professional Certificate in Accounting
  - Professional Certificate in Business Administration
  - Professional Certificate in Clinical Research Conduct and Management
  - Professional Program in Editing
  - Professional Program in Health Informatics
  - Professional Certificate in Human Resource Management
  - Professional Certificate in Marketing
  - Professional Program in Post-Bacc Health Professions
  - Professional Certificate in Post-Bacc Writing
  - Professional Certificate in Project Management
  - Programs for International Students in Berkeley-Haas Global Access Program
  - Programs for International Students in International Diploma Programs

- **Classroom and online programs**
  - **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

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Self</th>
<th>Environment</th>
<th>Goals</th>
<th>Skills</th>
<th>Story</th>
<th>Your Career Journey</th>
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<tbody>
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<td>Planning for Your Next Career Move <em>(BECAR250)</em></td>
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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.

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