

Topic: Finding the Fit: Job Search Strategies and Resume Writing

Presenter: Williejo Dado

60 Surveys Submitted

		Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1.	This SkillsShop was well organized.	0	0	3	17	40
2.	The materials/ideas were presented effectively and clearly.	0	0	0	19	41
3.	I have gained usable skills/knowledge that will help me with my personal, educational, and/or career goals.	0	0	2	18	40
4.	I have learned new information and/or new skills that I can apply to achieve my personal, educational, and/or career goals.	0	0	2	22	36
5.	The time-line for the SkillsShop was adequate.	0	0	5	20	35
6.	The presenter(s) demonstrated comprehensive knowledge of the subject matter and answered participants' questions.	0	1	2	17	40
7.	The presenter(s) was an effective communicator.	1	0	1	15	43
		Blank / No Answer	Poor	Fair	Good	Excellent
11.	Overall, I thought the SkillsShop was:	0	0	5	13	42

SUMMARY of #'s 1-7 & 11

1. **57 of 60 students or 95%** Agreed or Strongly Agreed that the SkillsShop session was well organized.
2. **60 of 60 students or 100%** Agreed or Strongly Agreed that the materials/ideas were presented effectively and clearly.
3. **58 of 60 students or 97%** Agreed or Strongly Agreed that they gained usable skills/knowledge that will help them with personal, educational, and/or career goals.
4. **58 of 60 students or 97%** Agreed or Strongly Agreed that they learned new information and/or new skills that they can apply to achieve personal, educational, and/or career goals.
5. **55 of 60 students or 92%** Agreed or Strongly Agreed that the time-line for the SkillsShop session was adequate.
6. **57 of 60 students or 95%** Agreed or Strongly Agreed that the presenter demonstrated comprehensive knowledge of the subject matter and answered participants' questions.
7. **58 of 60 students or 97%** Agreed or Strongly Agreed that the presenter was an effective communicator.
11. **55 of 60 students or 92%** thought that overall, the SkillsShop was Good or Excellent.

## **SUMMARY of #'s 8-10**

### **8. What could be done to improve the SkillsShop?**

Advertising clearly that if you show up after a certain time, you choose your spot

Use some personal or a current example

More time to write things down

Everything Ms. Williejo said was everything I needed to know

I believe it was great

Nothing...It was well executed/ presented

The PowerPoint (Make to words a little bit bigger) some people cannot see clearly

PowerPoint could use more visual aids (maybe a video or more photos)

Maybe add symbols of other resumes for creative and non-creative careers

Maybe more in depth information in regards to cover letters

"Resume worksheets" to practice filling out a resume

maybe provide sample too, pamphlets to the students

I enjoyed the whole presentation. It was informative and direct

More activities

Have a hands-on demonstration on how to create a resume from scratch (Have resume projected on the screen) - really helps for those that are visual learners

I would like to see more examples or maybe role play scenarios performed on topics mentioned, but not commonly used.

Maybe waiting a few minutes to switch a slide.

Provide examples

They could've made the picture of the sample resume bigger because I couldn't get a good look at it, or printed out a copy for us.

Not sure, the SkillsShop was all good.

Maybe more advanced advice. Basics are great, but not all of the students are recent high school grades or new to the workforce.

SkillsShop was appropriate.

Maybe add more time to go in depth with each topic being discussed to get a deeper understanding, rather than a general idea.

The SkillsShop was well put together.

You could add a bit more fun/interesting elements to the presentation, so that it's a lot more interactive with the crowd. Otherwise, it was a well informative presentation.

More activities.

Add more SkillsShop.

Hands-on

Present information with voice tones that will catch or keep the audiences' attention.

Activities.

More activities, snacks.

Focus more on hands-on activities.

Maybe a crash course that is more hands on to how to get a job.

Nothing. Everything was great and informative.

More engagement, both ends.

Show an example of different resumes more clearly.

More activities.

Actual examples of recommended resume writing.

Longer presentation time = more information!

More activity or presentation.

9. Give ONE example of how you will use the information from this SkillsShop in the classroom, your personal life, your workplace today, or when you enter the workforce in the future.

Prepare resumes better and write about skillsets pertaining to job sought
While applying for new upcoming jobs
Better my resume for the job fair next week
I will use this to help me after I graduate when looking for jobs
Make sure to look presentable
I will practice an elevator pitch to share who I am and what my goals are to apply for a job
BY preparing my resume for the workforce on the road to graduation May 2020!
Resume writing specifically in my goal of working in the medical field
I didn't realize that Linked In was widely used website to find employees. Will definitely use It to put my resume in the future.
Learn a new way of job searching strategy online
Will fix up resume to be a little neater/ more stream lined
I will more than likely use Guam websites to find jobs
I will now understand that it's inappropriate to add personal information in your resume.I never do that, but if someone were to ask me to review their resume, I would point that out to them
Summarizing information on resume, looks less cluttered
The skillshop can enhance my resume writing
I will learn to write a resume by making it easy to read and clean enough to let it get read easily
To fix up my resume to better suit the agency I apply for
Hopefully all the information I've gained will help me find a job
keep only 5-10 years awards and recognition
The information today will be used to help me apply in new businesses in the near future
This will help when applying for jobs.
Apply color to resume because it makes it stand out
Apply materials to improve when building my resumes and build better skills when looking for a job.
I can use this information when I am done with school and get a job. I can remember or look back at my notes to get through my resume.

I will use it to update my resume and search for jobs that better fit me to grow as a person.
Include information on my new resume.
I will try the walk-in job search strategy.
The elevator-method will help me.
I will use this information to improve my writing when it comes to creating a resume.
I will add objectives/summary statement to my resume and adjust my skills on resume.
I would use this information to make my resume better.
When I look for a job and maybe plan ahead for when the time comes.
I'll use this to apply for a job.
I will apply for jobs.
When I apply for a job, I need to overcome my shyness.
I can use them for my resume.
I can improve my resume.
Improving the way I format my resume for future careers that I'll be pursuing.
Preparing or finding a new job
Have an effective resume when applying for a job.
I'll give the information I learned today to my family members who need or what to know how to do resume or looking for a job.
I will use it to write my resume.
No cluttered application.
Updated resume.
Be able to do my resume and look for job openings.
I will apply my elevator pitch in everyday use.
While looking for a job, I will use my knowledge that I gain from this workshop to write a resume for that job.
I will revise my resume more often and make sure it is appropriate for viewers.
Be able to make my own rough draft.
Use the skills I learned in this workshop to improve my resume writing.
It will improve my resume.
Better resume and I know what to look out for.
I will take time to focus more on my information, rather than the design of my resume (VisCom Major).
To improve my resume.

10. What other SkillsShop topics would you like to see offered in the future?

Any! This is a great opportunity
Starting a business/ financial planning
Resume writing, job hunting, interview workshop
For people on what professional attire looks like and is appropriate
Topics about do tax; open bank accounts
I'd say money management, tax preparing and how to save money in college
interpersonal skills
social media presentations
More attire workshop
On the spot job interview
Self care and stress management (anxiety)
Taxes, insurances
interview session
Team work building
Build your credit score. How to budget when you have a job. How to build your foundation to make oneself credible.
Attire workshop - what to wear and not to wear.
Maybe more of the resume information.
Team Building.
Credit score. Bills.

A SkillsShop for the construction trades.
The actual process in being in a job interview.
Entrepreneurship
Money Management.
An in depth experience with each accomplished person. Each major, like section us out.
Managing money.
Management Skills.
Finance. Taxes.
Medical practices.
Stress Management.
Social Media Marketing.
Stress Management.
Culinary.
Building a good interview.
Nothing comes to mind at this moment.
Scholarship writing.
Whatever is informative and interesting.
Disability Awareness and a brief CLAS (Culturally and Linguistically Appropriate Services) training.
Budgeting. Building Credit Score.
Taxes. Buying a Car. How to Budget.