OPPORTUNITY **Zone**

Career & Transfer Services
at Schenectady County Community College
Elston Hall, Room 221-I | 518.836.2807 | cts@sunysccc.edu

CAREER PLANNING GUIDE

Discover

- **Register online with [College Central Network](#)** to explore careers, access career events, research employers, learn to write resumes and cover letters, prepare for interviews, and create your online portfolio.

- **Schedule Regular Appointments** with a career advisor to discuss your interests and goals, assess your personal strengths and talents, and learn about additional resources based on your needs.

- **Do your best in classes and labs**. Speak with SCCC faculty to get the most out of your classes, receive job search advice, develop leads, and request letters of recommendation. Speak with classmates to generate leads and insight.

Explore

- **Explore ways to build experience** such as becoming an intern or volunteer. This is the best way to build experience as a student and is often the reason you are hired after graduation. Contact your Department Dean or the Career & Transfer Office for assistance.

- **Research industries and trends** related to your career or occupational path using the Begley or public library, search the employment databases at the New York Public Library: www.nypl.org, or use the Occupational Outlook Handbook: www.bls.gov/oco/.

Take Action

- **Join and then become actively involved** in a professional association. Start networking with those who work in the field, volunteer to serve on activities, and request advice from professionals regarding your career interests.

- **Use business directories** sponsored by chambers of commerce, associations, and local providers that categorize organizations by service or industry type and provide access to contact information. Employer locator: www.acinet.org/acinet/employerlocator/employerlocator.asp

- **Use comprehensive web-based job boards** to review postings from thousands of sources: www.indeed.com, www.simplyhired.com. Also check our CCN website.

- **Regularly review county, state, and federal employment websites** for potential examination procedures. Sign up for automatic notification of exam dates at the following websites: www.cs.state.ny.us/ (civil service)│ www.opm.gov/ (federal jobs)

CAPITAL REGION SALARY INFORMATION

NYS Salary Research: www.labor.state.ny.us ~ Click on Workforce Industry Data
National Salary Research: www.bls.gov, www.salary.com, Salary Calculator NACE