

Counseling Office Career Week
Fall 2013

FACILITATOR: COM-FSM National Campus Counselors

Phone: 320-2480 ext 149, 103 and 199

Webpage: <http://www.comfsm.fm>

Workshop Description and Objectives: Workshop will cover Career basic regiments; Resume writing, Job interview and Job fair.

Objective: The students will be able to exhibits increase in knowledge in regarding writing a resume and in a job interview with 80% score above the median. During the Job fair 60 % of the students will rate satisfactory with the jobs fair activity.

Some things you will need: 1) writing utensils

Outline

Date	Activities	Resources	Link to Objective
10/28/13	Resume writing -Effective ways of writing a resume -The Student Services Department (counseling office)	Worksheets (pre/post test and Survey), Brochures and Refreshments	
10/30/13	Job interview -Excelling in a job interview, tips on the do and don't - -The Student Services Department (counseling office)		
11/01/13	Job Fair -Career sectors in Pohnpei provided information regarding what is available out there		

Summative Evaluation: The resume writing and job interview will be evaluated by pre/post test. The Job fair will be evaluated by a satisfactory survey.