

## ***Workforce Recruitment Interviews***

### Things to go over:

1. Explain the WRP and the interview process, make sure they know the interview will take place on Friday October 8<sup>th</sup>
2. Review their online application at wrp.gov and see what they're missing and what still needs to be submitted
3. Go over what they have established as far as career interests, paths, experience.
4. Do they have a resume? If yes, they should schedule an appointment with an advisor who can review it before submission. If they do not, give them the Resume Building Handout and suggest that they meet with an advisor as soon as possible.
5. If they don't have a Rhody Net Account, help them set one up. Username: student id  
password: rams
6. If they do have a Rhody Net Account, or once they get one set up, show them how to schedule an appointment with a Career Advisor.
7. Mention Walk-In Hours, give them a card.
8. Have them submit an unofficial transcript in .doc format onto the wrp application
9. Have them order a copy of their official transcript on e-campus TODAY

## **Workforce Recruitment Program Interview Meetings-**

**Friday, September 17<sup>th</sup>**

### **Student #1**

- Met with her at 10am in 237 on 9/17

-Junior Nursing Major

-Pediatrics, Nurse Anesthetist

-Looking for a JOB.

-Submitted an unofficial transcript .doc format onto wrp application

-Ordering an official transcript, having it sent to her home

-No resume- gave her *resume building* sheet, and *effective interviewing* sheet

-Has an appointment with Kate at 9am on September, 23<sup>rd</sup>

## **Student #2**

- Met with her at 11am in 237 on 9/17
- Super Senior, Kinesiology
- Physical Therapy (more school required), Cardiac Rehabilitation
- Kinesiology Internship needs to be 40 hours a week/ 15 credits, and it needs to be done over THIS Summer

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- Minor is Women's Studies, 3 or 4 credit hours, wants to do volunteer work possibly through WRP as opposed to CVS
- Can she get internship credits for URI through a workforce recruitment placement?
- Submitted unofficial transcript in .doc format onto the wrp application
- Is requesting an official transcript for the day of the interview
- Has a resume, updated but may not be ideal
- Gave her *Resume Building* and *Effective Interviewing*
- Already had Rhody Net Account
- Made an appointment with Daniel at 9am on Monday the 20<sup>th</sup>
- Is going to also meet with her academic advisor to discuss her credits and graduating.
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# **Workforce Recruitment Program Interview Meetings-**

## **Monday, September 20**

### **Student #3**

- Met at 9-10am in 237 on 9/20
- 4<sup>th</sup> year Grad Student
- Computer Science, Information Technology
- Full-time Job
- Has a Resume, already met with Kate
- Requested an official transcript, will be sent to his house
- Uploaded an unofficial transcript onto the wrp.gov application
- Finished the rest of the application
- Has a rhodynet account
- May set up a mock interview at Career Services before the actual recruiter comes

### **Student #4**

- Met at 9:30-10:15 in 237 on 9/20
- Sophomore undergrad
- Marine Biology, may pursue minor in writing
- Shark conservation
- Job or internship
- Does not have a resume, has general idea of what she would put on it
- Does not have a rhody net account, we set one up.

- Has a resume building appointment with Kate from 1-1:50
- Gave her “*Resume Writing*” sheet and “*Effective Interviewing*” sheet
- Did not continue to the Interview Process for personal reasons

## **Workforce Recruitment Program Interview Meetings-**

**Wednesday, September 21<sup>st</sup>**

### **Student #5**

- Senior
- Turf Grass Management and Horticulture
- Looking for a JOB placement
- Doesn't have a resume
- Doesn't have a rhodynet account, we set one up.
- He has an appointment with Daniel on Monday at 1:15 for Resume Building
- He has an appointment with Kate on Tuesday the 5<sup>th</sup> for the Mock Interview
- Uploaded unofficial transcript to wrp application
- Is going to order official transcript ASAP
- Has paper letters of recommendation, will scan them and upload them onto the application.

## **Workforce Recruitment Program Interview Meetings –**

**Friday, September 24<sup>th</sup>**

### **Student #6**

- Junior/Senior not graduating until next year
- Supply Chain Management
- Internship, Job, any kind of experience
- Has a resume, not up to date right now, but he will be uploading it on his own. May schedule an appointment w Career Services to have your resume reviewed by a counselor through RhodyNet.
- Does not have RhodyNet account, we set one up.
- Has a resume review appointment with Patrick at 10am on 9/29
- Going to get official transcript directly from enrollment services
- Gave him *Effective Interviewing* sheet

### **Student #7**

- Junior
- Kinesiology Health Fitness
- Looking for a Job primarily, or an internship
- Doesn't have a resume, or a RhodyNet account.
- Set up a RhodyNet account, made a resume review appointment with Lisa on Tuesday the 28<sup>th</sup> at 11am
- Going to Enrollment Services to get an official transcript ASAP.
- Gave him *Resume Building* sheet and *Effective Interviewing Sheet*

# Workforce Recruitment Program Interview Meetings-

Monday, September 27<sup>th</sup>

## Student #8

Met with him at 9am

- 5<sup>th</sup> year Senior
- Geologic Oceanography
- Job placement is priority, internship would be good too.
- Uploaded unofficial transcript onto wrp application. Will get official transcript from enrollment services in person.
- Does not have a resume. Had a rhodynet account, just didn't remember it.
- Set up a resume appointment with Kate on Thursday at 2-2:50pm
- Gave him *Resume Building Sheet* and *Effective Interviewing Sheet*

## Student #9

Met with her at 12:20pm her mom was at the meeting as well.

- Sophomore right now, does not know when she will be graduating. Taking 3 classes, will be taking summer classes, has taken online classes.
- Undecided. Possible Italian major, was also thinking about nutrition.
- Has resume, needs some work. Does not have a RhodyNet account, we set one up.

- Does not want to continue the Workforce Recruitment Program.
- Gave her various numbers and contacts to help her get her academic career
- We should delete her application

## **Workforce Recruitment Program Interview Meetings –**

**Wednesday, October 6<sup>th</sup>, 2010**

### **Student #10**

- Junior status, not graduating on time.
- Biology Major- pursuing forensic science
- Looking for a Job or Internship
- Has a resume already, application complete.
- Will be picking up an official transcript from Enrollment Services today
- Meeting with Daniel during walk-ins from 1-3 to ask questions about the interview process.
- Gave her *Effective Interviewing* Sheet
- On Friday her first class is at 11, so she needs to interview before 11 (10:15-11). If there are any problems with that time slot, she will call me.