

## Career Services at Georgia Northwestern Technical College

### Job Search Plan

#### To register with Career Services:

1. Call, email, or visit the Career Services Office to set up an appointment. Floyd campus: Kate Terry, 706-295-6751 or [kterry@gntc.edu](mailto:kterry@gntc.edu); Walker campus: Diane Guinn, 706-764-3596 or [dguinn@gntc.edu](mailto:dguinn@gntc.edu).
2. Complete your résumé and basic cover letter; submit electronically for approval to [kterry@gntc.edu](mailto:kterry@gntc.edu) or [dguinn@gntc.edu](mailto:dguinn@gntc.edu).
3. Complete and return the Career Services "Application for Assistance," which is located on the website and in the Career Services offices.

#### After you are registered and your file is complete:

- ✓ Check the Career Services webpage weekly to view the job opportunities we have posted.
- ✓ Regularly visit job search sites relevant to your field (several job search sites are listed on the webpage).
- ✓ Visit and register with area employment agencies for job leads.
- ✓ Register with your local Department of Labor for job search assistance, or visit their website at [www.dol.state.ga.us](http://www.dol.state.ga.us); then click on the listing, "Find a Job."
- ✓ Talk with your program advisor for help in your job search.
- ✓ Attend job fairs.
- ✓ If desired, request and schedule a mock interview with the Career Services staff.
- ✓ If needed, ask Career Services to help you evaluate job offers and negotiate salary and benefits before accepting an offer for employment.

#### To keep your file active: Contact Career Services *at least twice a month*.

Office of Career Services contact information:

Kate Terry, Coordinator (Floyd campus), 706-295-6751; [kterry@gntc.edu](mailto:kterry@gntc.edu); Fax 706-802-5883

Diane Guinn, Coordinator (Walker campus), 706-764-3596; [dguinn@gntc.edu](mailto:dguinn@gntc.edu); Fax 706-764-3707

**Remember: WHEN YOU DON'T HAVE JOB, FINDING A JOB IS YOUR JOB!**

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