

Faculty – here are assignments that you can cut and paste into your syllabus, put on Blackboard or give to students for extra credit.

Resume Assignment

Learning Outcome: To have students create an up-to-date resume that will be used in a current or future job search.

- Students will search and identify a position of interest to complete the resume.
- A fill in the blank resume is available on the [JPRC website](#) along with [sample resumes](#) by Areas of Interest. Students should start a draft and either make an appointment or email us a Word Document to have it reviewed.
- Students will have the first draft returned by a Workforce Coordinator to receive class credit.
- Resumes Assignment is due by _____

Note: The JPRC is available to do a resume workshop in your class. [Complete this form](#) to request a presentation.

Interview Assignment

Instructors can create a customized interview with questions specific to your Area of Interest. Log-ins for using Big Interview are available by emailing jprc@harpercollege.edu. Or the JPRC would be glad to create the interview for you.

Learning Objective: Students will be able to practice interviewing and become accustomed to interviewing via webcam.

- Students will create an account on [Big Interview](#) using their Harper email address.
- Students can use a PC or tablet and will record the answers to the questions using a webcam. Multiple tries are allowed. Computers with webcams are also available for students to use in the JPRC.
- Interviews are then sent to the instructor for review.
- Interview Assignment is due by _____

Note: The JPRC is available to do an interviewing workshop in your class. [Complete this form](#) to request a presentation.

Job Search Assignment

Learning Objective: Students are aware of the jobs available to them for full time, part time, and internship positions – specifically for Harper students.

- Students will sign up for an account on [Hire a Hawk](#)
- You will get an email to verify your email address and then another to set your password.
- Once your account and password have been created, login and complete your personal and academic profile by clicking on your initials in the top right corner.
- Search for jobs by clicking the Jobs tab on the top right of your screen. To view all jobs, click on All Jobs under the Search button.
- Write down/print 2-3 jobs that are of interest to you now or in the future.
- Jobs Search Assignment is due by _____

Note: The JPRC is available to do a job search workshop in your class. [Complete this form](#) to request a presentation.