

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.

- Student 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 program of study (www.harpercollege.edu/jprc). Students should start a draft and have a copy printed out to bring to the Job Placement Resource Center (W207) for assistance and review.
- Students will have the first draft signed by a Workforce Coordinator in the JPRC in order to receive class credit.
- Can't come into the JPRC? Completed drafts can be send via email for review to jprc@harpercollege.edu (allow 48 hours).
- Resumes Assignment is due by _____

Note: the JPRC is available to do a resume workshop in your class. Call to set up a time/date 847.925.6400

Interview Assignment

Instructors can create a customized interview with questions specific to your program of study. 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 <https://harpercollege.biginterview.com> using their Harper email address.
- Students can use a PC or tablet. Computers with web cams are also available for students to use in the JPRC.

- Students will record the answers to the questions using a web cam. Multiple tries area allowed.
- 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. Call to set up a time/date 847.925.6400

Job Search Assignment

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

- Students will create an account on Hire a Hawk (<https://harpercollege-csm.symplicity.com>).
- Sign Up for an account. An email will be sent to you to confirm your registration. Follow the instructions in your email to create a password.
- Once your account and password have been created, login and complete your personal and academic profile. This is located on the right side of the screen under Getting Started.
- Search for jobs by clicking the Jobs tab on the left side of your screen and select “Hire a Hawk Jobs”
- 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. Call to set up a time/date 847.925.6400