



How Catholic Career Roundtable Job Club (CCR) Can Help You in Your Job Search

Welcome to CCR: We will do everything we can to help you in your search for a new job. The roundtable this morning will give you insights into a few area companies and hiring managers. To get the most out of our service, we encourage you to attend our weekly, informal workshops. By getting to know you and your career goals, we can better contribute to your job search.

What to do today:

1. Please sign in on the CCR laptop, and we will include you on our monthly email updates.
2. Get to know a few other job seekers here today.
3. Listen to our instructions of how the roundtable will proceed.
4. Listen attentively to our panelists. Write down any questions you would like to ask in our Q&A session. Please save any questions you have about resumes and cover letters for our weekly workshops. We want these questions to focus on the panelists' companies, job openings and hiring practices.
5. Feel free to introduce yourself to panelists during the meet-and-greet session. This is an opportunity to meet our panelist and thank them for coming. You only have a few seconds to make a connection. Please do not give panelists your resume.
6. After the roundtable, please do not approach panelists in the parking lot. We've promised them they will be done in one hour. We want to keep that promise.
7. *If you want to follow up with a panelist, first make sure the panelist's company has a position for which you are qualified and make sure you have applied for that position online. Then, email the CCR facilitator who invited that panelist and list the position you applied for. The facilitator will forward the panelist your email and ask that they do whatever they can to help you in the hiring process. These hiring managers serve as panelists because they have a relationship with a CCR facilitator. You will have more success by going through us and leveraging the relationship we have with the panelist. People who contact panelists without a formal introduction from a facilitator do not have CCR's endorsement. All of our panelists know and appreciate this protocol.*
8. Please follow our protocol. CCR works very hard to develop these relationships and we want to continue to help as many job seekers as we can without overloading our panelists.

For more information: Register on CatholicCareerRoundtable.com and join the Catholic Career Roundtable group on LinkedIn. You can visit <http://catholiccareerroundtable.com/blog/> to find resources for job seekers. (Scroll down and review the "Job Resources" blog on the menu on the right side of the page.)

Any additional questions, contact one of the CCR Facilitators at a weekly meeting or email CCR at CatholicCareerRoundtablekc@gmail.com or call 816-582-1809.

A panelist once said: "You guys run a pretty tight ship here."

A facilitator answered, "We are professionals, and we want to respect your time and privacy."

The panelist said, "Makes sense, if your folks can not follow instructions here, how can I teach them anything at my company?"

Thank you and good luck in your job search.