



## **Welcome to 1<sup>st</sup> Job-Lincoln: 2018!**

### **Next Step Reminders...keep this for reference!**

- **Friday, February 23:** “ACE IT” Day held at The Career Academy (8800 “O” Street)
  - a) The morning session (8:30 a.m.) will be held in Room 200; the afternoon session (1:00 p.m.) will be held in Room 200. **Attend the session you have pre-registered for.** Check with your instructor if unsure about assigned session time.
  - b) On this day, you will receive work preparedness “tools” to help prepare you for an interview as well as expectations as an intern when working in a professional setting.
  - c) Bring a notepad and pen to jot down information.
  
- **Friday, March 2:** Mock Interviews held at The Career Academy (8800 “O” Street)
  - a) Note your designated time slot; **arrive promptly!**
  - b) If you can, “dress for success” that day. Practice wearing appropriate attire that you will wear at the Job Fair.
  - c) **Bring your resume that day.**
  
- **March 12: Very important!** E-mail your final resume to your instructor and Stacy Wilkinson ([swilkins@lps.org](mailto:swilkins@lps.org)) so that 1<sup>st</sup> Job-Lincoln can make our employer packets for the Job Fair.
  
- **Week of March 19:** You or your instructor will be provided copies of the employers’ job descriptions. Review these carefully. This will help you have an insight into what the employers are looking for and give you ideas for your “elevator speech” at the Job Fair.
  
- **Thursday, March 29:** Job Fair held at The Career Academy (8800 “O” Street).
  - a) Dress for success!
  - b) Be prompt! Arrive by 1:00 p.m. to sign in; Job Fair starts at 1:15 p.m.
  - c) There will be many employer booths to visit:
    - Kidwell, Inc.
    - Duncan Aviation
    - Assurity Life Insurance Company

- NRC Health
  - University of Nebraska – College of Business
  - University of Nebraska – Information Technology Services
  - Southeast Community College
  - Commonwealth Electric Company of the Midwest
  - Many More...
- d) Bring a small notepad and pen to jot down information from employers as you move through the Job Fair.
- **May 1:** Job offers are finalized by employers.
- a) Each employer will have its own hiring criteria. Most employers will ask you to come to their office for an interview. Your internship days and hours will be determined with your employer.
  - b) Participating employers are seeking 10-20 interns.
  - c) There are 40 registered students in 1<sup>st</sup> Job-Lincoln. This program is not meant to guarantee an internship; you must earn it. Just like the “real world” you are competing for a job. ***Bring your best to the Job Fair!***
- **June – August:** Internship period.
- a) You will be assigned a “buddy advocate” from 1<sup>st</sup> Job-Lincoln.
  - b) Your buddy advocate will meet with you at least once at your job site and will be available to you during your internship should you have any questions or concerns.
- **July 27:** Celebration Event, 4:00 – 5:00 p.m. (location TBD)  
**Parents and siblings are invited!**

**Questions?** Robbie Seybert, Esq., MBA, PHR, SHRM-CP  
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