



GCRC Newsletter

*Strengthening Partnerships
Between Government
and Higher Education*

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Government College Relations Council

Welcome message from new president

Greetings To All GCRC Members.

As your new President I would like to take the time to thank all of you for your support and confidence. I look forward to an exciting year and, with your help, hope to continue the progress GCRC has made in recent years.

I want to remind you that your GCRC membership is up for renewal. For those of you who have not yet done so, please consider renewing your GCRC membership now. It's truly one of the best buys for college and government networking in the Chicago area. It's just \$15.00 for an individual membership and \$75.00 for an institutional membership, which will allow you to register six individuals from your organization. Also, tell others in your field about GCRC and encourage them to join.

The Steering Committee is actively planning this year's programs. We have set a date for the Employment Trends Conference. It will be held at

President's Message

Motorola's Galvin Center in Schaumburg on Friday, Nov. 30. We are also planning to hold the Second Annual GCRC Government Job Fair at Harper College on Nov. 29, the afternoon before the conference. Please mark your calendars to reserve these important dates.

Our third meeting of the year will be on Knowledge, Skills and Abilities on Friday, March 8, 2002 and will be held at Concordia University in River Forest.

We also are working on several ideas for our spring meeting and will share them with you soon.

Again, thank you for your support of GCRC and your participation in our programs and events. I look forward to a productive year.

Sincerely,

James Opon

Past president: Thanks for the memories

There comes a time for each of us to step aside. After serving as your president for the past two years, my time has come. I want to take this opportunity to thank the officers and fellow members of GCRC for the pleasure and honor of serving with you these last 24 months.

Over the last 27 years of federal service, I have served in five different agencies, and even more organizations within the federal government. During those years I have participated in many

committees and subcommittees, and I can say without reservation that the Steering Committee of this organization has been the most professional and relevant in which I have had the privilege to serve. Upon joining GCRC I quickly discovered that the leadership is second to none and the quality of the organizational members from top to bottom is the best that society has to offer.

The planning committee we refer to as our Steering Committee literally operates as efficiently as

a Fortune 500 corporation. The first steering committee meeting I ever attended I literally sat there in awe. It was like having a front row seat to progress.

My tenure has been enjoyable and rewarding. I have but one regret. I wish that I had become a part of this organization sooner. Please join me in supporting your newly elected officers: President Jim Opon, Vice President Lupe Sanchez, Treasurer Nancy Wajler and Secretary Barbara Costello.

- Ed Arroyo

Electronic resumes play increasing role

By Bruce Bloom

The Art and Science of Electronic Resumes was the focus of the March 2 meeting of GCRC held at DeVry Institute of Technology's DuPage Campus in Addison. More than 50 people were on hand to hear Murray Mann of the National Resume Writers Association discuss the various types of resumes and their uses in today's job search.

Mann, a former vice president of GCRC, explained the differences between three types of e-resumes: scannable, text and web. Scannable resumes do not become e-resumes until they are scanned and digitally manipulated into a resume database tracking system. A text resume is one created in ASCII, ASCII DOS, Plain Text, or Text Only Resume with Line Breaks. (ASCII is a universal language allowing computers using any software to read and understand text.) Web resumes, also known as Web Portfolio, Careerfolio, HTML Resume, or Multimedia Resume, typically go beyond the traditional listing of work experience to include video or audio as well.

Scannable resumes

Mann offered the following tips for scannable resumes:

- Avoid underlining, hyperlinks, italics, tables or columns
- Use serif fonts no larger than 14 points
- Be sure email address is not hyperlinked

- Print on laser-printer quality white paper
- Expand font spacing so no words touch (To do this in Microsoft Word: highlight the entire document, click format, font, character, spacing expanded, expand to 1-2 points.)

Text resumes

Mann explained that, without the ability to specify fonts and formatting layouts, it is difficult to make a text resume look attractive. These resumes have no multimedia abilities and are not ideal for networking or interview situations. Instead, use this type when emailing or replying to an e-form.

Mann suggested saving two versions of your resume: one with line breaks and one without. For e-mail correspondence, use Text with Line Breaks (in Word) or ASCII DOS Text (in WordPerfect). For e-forms, use Text Only (in Word) or ASCII DOS Generic Word Processing (in WordPerfect).

Mann recommended using a text editor (such as Notepad) to polish your text resume. Open the newly saved text file, then look for and fix glitches. Some common errors are:

- Em-dashes and en-dashes converted to thick blocks
- Bullets converted to question marks or other morphs
- "Squished" spacing between paragraphs. Add line breaks

(touch the enter key) to add white space between paragraphs or between bulleted items

- Unneeded "header" information from an original second page

Mann suggested pasting the text version of your resume into an email message, rather than trying to send it as an attachment that may be incompatible with the receiver's system.

Web resumes

Web resumes are gaining ground among all types of online job seekers. One's skills can be demonstrated visually (by creating bar charts, graphs, images, video clips, audio clips, etc.). Or, documentation supporting your candidacy (such as newspaper articles, awards, press releases, photographs, and work samples) can be scanned and displayed online.

One big advantage to web resumes is 24/7 availability. Some disadvantages are the learning curve and potential costs to create the web resume, along with potential technical hassles and access issues.

E-folio resumes, an extension of the web resume, are complete websites with page links taking the viewer to the individual's career synopsis, projects, education, activities and references pages. Hyperlinks to other pages, universities, and references may be included. As a job search and career management

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Government recruiters share selection practices

As part of the March meeting, a panel of government recruiters shared their recruiting and selection practices with the group.

Don Kopec of the Federal Bureau of Investigations said the FBI mostly receives referrals through word of mouth. A visit to their web site, FBIjobs.com, will yield information on available positions and pay levels. The site is very interactive, Kopec said, and allows people to begin the lengthy application process through an online form. The selection process takes one year.

Dennis Evans from the Metropolitan Water Reclamation District of Greater Chicago stressed that the agency is self-funded and has never had a layoff. The first step he recommends is for schools to get on the agency's mailing list of vacant positions. To apply for any position

requires taking an examination. After taking the examination, Evans explained, a person is added to an eligibility list for open positions. "One of the challenges I face in recruiting is cutting through some of the red tape," he said.

He described recruiting as selling career opportunities to individuals. One of the keys to a successful relationship with colleges and universities, he said, is to establish a relationship and remove barriers to get closer to the campuses. He wants colleges and universities to know the following about the MWRD: Who are we? What do we do? Where we are located? "Increasing communication with colleges and universities will help to establish a direct relationship improving the recruiting and selection process," he said.

John Shaw from Government Services

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Resumes

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tool, it is available for recruiters 24/7, giving candidates an edge by positioning them as forward thinkers and Internet-savvy professionals who are a cut above the competition.

Posting resumes online

When posting your resume, use a three-pronged strategy to provide balance and cover your bases. First, post to one or more general boards. Recruiters scout these because of the large numbers of resumes available for viewing there. Plus, most general boards are free. Some general job sites are monster.com, careerpath.com, and hotjobs.com.

Second, post to so-called "Free Boards," which are free for employer postings. A few examples of "Free" sites include

America's Job Bank (ajb.dni.us) and yahoo.com.

Finally, post to niche or targeted sites. Examples of targeted or niche sites are recruitersresources.com, airsdirectory.com, careercatalyst.com (fee-based), careerroads.com, eresumes.com, and jumpstartyourownjobsearch.com.

Use keywords

When creating your resume for online posting, emailing or other electronic presentation, keywords are a necessity. Keywords are nouns and short phrases describing your qualifications that computers specifically search for to match up candidates with openings. Place them in a keyword summary near the top of

your resume. They are a key foundation to a successful online job search.

Some keyword categories are: areas of expertise, certifications, qualifications, names of courses, colleges, company names, computer programs, products, job titles, training programs, types of degrees, industries, and foreign and computer languages.

To find keywords, Mann suggested searching a major career site or a niche site, using keywords such as your target job title or your areas of interest/expertise. Print out the postings and study the keywords, noting the commonly used ones. Begin to compile your own master keyword list and incorporate relevant keywords into your resume.

Calendar of Events

2001

- Oct. 12: GCRC Kickoff Meeting, Cook County Building, Chicago. Topic: Government Job Update.
- Oct. 25: Criminal Justice Job Recruitment Fair, 10 a.m.-2 p.m., Robert Collins Building, Triton College, River Grove. Sponsored by Triton College and Concordia University. For info, call (708) 456-0300, Ext. 3619.
- Oct. 30: Career Information Day, 10 a.m.-2 p.m., Northeastern Illinois University, Chicago. For info, call (773) 442-4693.
- Nov. 29: Job Fair (Part of Recruiting Trends Conference), 3-6 p.m., Harper College, Palatine.
- Nov. 30: Eighth Annual Recruiting Trends Conference (GCRC with Midwest ACE), Motorola's Galvin Center, Schaumburg. Topic: Hiring Trends.

2002

- March 8: GCRC Winter Meeting, Concordia University, River Forest. Topic: Knowledge, Skills and Abilities.

To include an item in the calendar, email Ed Arroyo at ebarroyo@chic.atf.treas.gov.

Recruiters

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Administration stressed that his agency is trying to streamline application procedures. "We have been under a hiring freeze, which will be lifted very shortly," he said. Once the freeze is lifted, GSA will be able to begin hiring again. Shaw said GSA also will be looking for a Presidential Management Scholar and Outstanding Scholar as well as Co-op Program Interns for the Career Intern Program. He pointed out that the agency's co-op program interns are paid. Finally, Shaw mentioned that the first winner of the GCRC scholarship, Elizabeth Lloyd, is employed by GSA.

- Bruce Bloom

Grossman workshop well-attended, addressed many pertinent topics

The GCRC Workshop on Violence in Schools and the Workplace, featuring Lt. Col Dave Grossman, drew nearly 200 attendees to Governors State University on April 20.

Grossman, one of the world's foremost experts in the field of human aggression, shared his knowledge on violence in our schools and workplaces with members and guests.

GCRC Past President Ed Arroyo described the event as worthwhile, and said several relevant topics were discussed. "The information addressed benefitted all in attendance," he said.

For those who may have missed the workshop, it was videotaped for future use and to share with other GCRC members.

Thank you to everyone who attended, and a special thanks to every committee member who worked so hard to put it together. The topic may repeat itself in the near future, if only to get a feel for what our progress has been "or not."

Thank you

By Bruce Bloom

GCRC would like to thank John Petrik and Bruce Bloom for planning our successful meeting at DeVry on March 2. Thanks to Murray Mann for his excellent presentation on Electronic Resumes, to Lupe Sanchez for sharing information on the Virtual Job Fair, and to Deb Curley for sharing the results of the survey of employers at the Government Employment Fair. We also want to thank panelists Don Kopec, Dennis Evans and John Shaw for sharing the recruiting and sectioning practices of their agencies.

Also, a big thank you to the following people for their assistance in making the meeting a success: Karen Mosher, Administrative Assistant; Phil Barton, Network Specialist; Maggie Fischer, Manager of Food Service; and John Gergits, Facilities Manager.