

NTC Transfer & Placement Office

TechConnect-Registration

TechConnect is a free online service that matches employment opportunities statewide with technical college students who are within six months of graduation.

- Go to www.ntc.edu
- Under Resources on the left-hand side, click on Placement Services
- Under For Students, click on Find a Job
- Click on Registration form
- Follow the instructions

TechConnect-Find A Job

- Go to www.ntc.edu
 - Under Resources on the left-hand side, click on Placement Services
 - Under For Students, click on Find a Job
 - Click here for Jobs on TechConnect
 - Click on Program Jobs
 - Select NTC from the drop-down menu
- Search for jobs according to your program

Student Appraisal Forms

This form is used as a reference sheet for teachers to appraise your performance in the classroom and lab. With your signed permission this form can be faxed to potential employers.

- Go to the website www.ntc.edu
- Under Resources on the left-hand side, click on Placement Services
- Under For Students click on Placement Services
- Under The Place for Students To Go For, click on Student Performance Appraisals
- From here, you can print out the forms as needed
- All copies are available only on the website
- Instructors are requested to make copies for students

Job Search Assistance

This website provides information on how to complete an application, resume, and cover letter.

- Go to www.ntc.edu
- Under Resources on the left-hand side, click on Placement Services
- Under For Students click on Resume Posting & Assistance
- Click on the 4th paragraph for the Job Search Skills booklet

Once here, you will find information on:

- Conducting a job search
- Completing an application
- Writing a cover letter and resume
- Preparing for an interview

WisCareers

WisCareers is designed to help youth and adults, offering self-assessments matching occupations to interests, values and skills.

- Go to the web site: www.wiscareers.wisc.edu
- Click on Register under New User/Activate my account
- Enter registration code: ntc-c697
- Follow the on-screen instructions

Once registered you can:

- Build your resume and cover letter
- Access your skills and interest
- Research occupations, job outlook, income potential, education requirement, work environment, and employers
- Connect with Wisconsin employers
- Find job openings

Online Resumes

How to attach a resume to an online application:

When posting online applications or posting your resume to online resume banks, use a text version. The text version contains no bolding, italic type, no bullets, and has a 12 font. Basically, it means no formatting or graphics. **To create a text format:**

1. Use the Save As feature on your word document
2. Choose Plain Text as the file format and rename your document
3. Close the file, open the newly renamed document, and the transformation should have taken place
4. If given the option, attach your resume to your online application

Resumes

Check out this website to post your resume. A resume is usually a one page document that highlights why you would be a good hire for a specific job.

Go to www.ntc.edu

- Under Resources on the left-hand side, click on Placement Services
- Under For Students click on Resume Posting & Assistance
- Click on How To Post for instructions
- Click on Post Resume
- Follow the on-screen instructions

Transfer Information System (TIS)

www.uwsa.edu/tis

From this web site, you see how credits will transfer to any UW campus.

- The Credit Transfer wizard tells you how your course transfers to another campus
- The UW College guide identifies what classes are required for your major
- The WTCS Transfer agreement identifies what WTCS programs have agreements that permit occupational courses to transfer unto a UW major

University of Wisconsin Information

uwhelp.wisconsin.edu/

From this website, you can check out the University System of Wisconsin, and UW Extensions. Information is available on how to apply for admission, pay for college, choose major careers, and locate campus directions and catalogs.

For available majors:

- On the left-hand side of the screen, click on Majors & Careers
- Click on Major Mania
- Follow the instructions to search for all available majors at every UW location

For UW catalogs:

- On the left-hand side of the screen, click on Majors & Careers
- Click on Campus Catalogs
- Select the campus location you are interested in
- Click on a catalog to browse

Events

Employment events for students at NTC include: job fairs, on-campus recruiting, mock interviews, and job seeking skills workshops.

For individual assistance on: employment advising, job searching, the final preparation of a resume, cover letter and portfolio, assistance preparing for an interview, and setup for an informational interview and job shadow, please contact Suzi Mathias 715.803.1767.

For a schedule of events:

- Go to: www.ntc.edu
- Under Resources on the left-hand side, click on Placement Services
- Under Employment Services
- Click on Employment Events

Other Job Sites

You can access these websites for suggestions about the job search program.

<https://jobcenterofwisconsin.com>

<http://wisconsin.jobing.com>

www.monster.com

www.careerbuilder.com

www.usajobs.opm.gov

www.federaljobsearch.com

<http://www.jobbankinfo.org>

www.hotjobs.yahoo.com

<http://online.onecenter.org>

www.careeronestop.org

www.worknet.wisconsin.gov

www.nationjob.com

Statistics

Check out this website, if you are unsure of wages and salary information for your field.

- Go to www.ntc.edu
- Under Resources on the left-hand side, click on Placement Services
- Under For Students click on Employment Statistics

Here you will find links to the following:

- Wisconsin Department of Workforce Development
- US Department of Labor (Statistics)
- NTC Graduate Employment Report

Contact Information

For questions relating to Employment, contact Suzi Mathias at 715.803.1767 or email at mathias@ntc.edu.