July 14, 2016 - Training & Tours Agenda
Ventura College – Applied Science Center, Room 150

9:00 a.m.   *Mingle and Breakfast*

9:15 a.m.   *Introductions*

9:25 a.m.   *Documentation for Provisional Employees, Professional Experts, and Volunteers*

Presentation by *Sarah Ayala*

   a) Forms: completing correctly, where to send; where to address questions?
   b) Who makes decisions?

9:45 a.m.   *Q & A*

9:55 a.m.   *Break*

10:10 a.m.   *Applying For Jobs Within VCCCD: Tips For A Successful Application Process*

Submitting Your Application via NEOGOV presented by *Janice Endo*
This presentation will cover the application process using our new application system (NEOGOV), from finding a job on our employment site to submitting your application.

Maximizing the Quality of Your Application presented by *Sophia Crocker & Andrea Ingley*
This presentation will cover tips for submitting an effective application, from preparing to submit your application to filling out the application and supplemental questionnaire. The presentation will also provide information regarding the application screening process from the HR side.

10:30 a.m.   *Q & A*

10:40 a.m.   *Break*

10:55 a.m.   *Managing Student Workers*

Presentation by *Michael Shanahan*

   a) Set up student workers for success
   b) Introductory meeting
   c) Manage issues that may arise (e.g., tardiness, lies on timesheet, performance management)

11:25 a.m.   *Q & A*

11:35 a.m.   *Lunch*

12:15 p.m.   *Campus Tours*

1:00 p.m.   *End*