

Spring 2013

## Come Network At The Job & Career Fair 2013

On April 11, the Office of Career & Internship Services will host the annual Job Fair in the Physical Education Building on the Middletown campus of SUNY Orange from 1 p.m. to 5 p.m.. All students, alumni and community members are invited to participate.

The Job & Career Fair is for everyone. Even if you are not yet graduating or looking for employment, it provides the opportunity to begin networking with local and regional employers. We expect more than 50 employers to attend; and they will be available to answer questions and provide valuable information. Come learn who the local employers are, what types of positions they

have to offer, and what employee skill sets are important for their industry. Take a glimpse into the job market and discover what industries and jobs are hot. Find out what you can do to position yourself for employment within those industries. You cannot develop a realistic career plan until you understand the job market and employer demands.



To help you prepare for the Job & Career Fair we are hosting a *Getting Ready for the Job Fair* workshop. Call 341-4444 for more information.

See you at the Fair.  
Your Career Services Team



**SUNY Orange**  
**Office of Career and Internship Services**

[www.sunyorange.edu/careers](http://www.sunyorange.edu/careers)  
[careers@sunyorange.edu](mailto:careers@sunyorange.edu)  
(845) 341-4444

**Middletown Campus**  
George F. Shepard Student Center  
Room #227

Monday – Friday:  
8:30 a.m. to 5 p.m.

Evening hours scheduled as needed.  
Please call for an appointment

**Newburgh Campus**  
Please call for hours

INSIDE THIS ISSUE

### Show initiative

People who show initiative on the job frequently get ahead quicker than those who do not. Read our story and see what employers value.

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# Show Initiative, Stand Out From The Crowd – A Tale of Two Brothers

In a land far, far away there lived two brothers, and although they were very similar on the outside, they were nothing alike on the inside. Ted, the older of the two, was a laid back kind of fellow; urgency was not in his vocabulary. If he was a few minutes late for an appointment or meeting, he considered himself to be on time. Frank, the younger brother, was a stickler for punctuality and made sure he arrived a few minutes before his scheduled meeting times. On the few occasions when he was running late, he called and explained that he was delayed.

At work, Ted took his time completing his assignments and was not known to finish ahead of schedule. He took frequent breaks and loved to socialize with his co-workers. When closing time rolled around, he was one of the first to clock out. His brother, on the other hand, worked diligently, focusing and concentrating on his work. He frequently forgot about time and routinely



worked through his breaks. He often finished ahead of schedule and checked with his supervisor to see if there was anything else he could do. At the end of the day, before he left work, he cleaned up his desk and made a list of items to work on the next day.

Although both brothers were knowledgeable and intelligent, only Frank would volunteer suggestions and new ideas to improve operations. Ted did not hesitate to bring up issues and concerns but did not offer any recommendations; he didn't feel that he was being paid enough to solve problems.

When a management position became vacant, it was Frank who was promoted. His motivation and initiative did not go unnoticed and he was rewarded for his exemplary performance and dedication to the company.

What is your approach to work? Are you willing to go the extra mile? Remember motivation, initiative, drive, commitment, and dedication are valued by employers and will often set you apart from the crowd.

## SUNY Orange Internship Student Lands Job With Goshen Law Firm

Casey Delia is proof that hard work and dedication can turn an internship into a permanent job.

In September, Casey began her paid internship with the Goshen law firm Murphy and Lambiase. In May, she will graduate with her Medical Office Assistant A.A.S., *and* a full-time position with the firm.

Casey was afforded the opportunity to



intern with the firm, which specializes in civil litigation involving individuals injured by accidents and medical malpractice, through her enrollment in the Business Division's Office Internship class.

She earned her new position through her exemplary performance in the internship. Casey's responsibilities in both her internship and her new permanent position include scheduling appointments, answering phones, scheduling depositions, preparing motions, and filing.

After completing the minimum 90 hour internship requirement, Casey's supervisor at Murphy and Lambiase, Connie Lewis, was so pleased with her performance and the skills that she acquired through the Medical Office Assistant curriculum at SUNY Orange that she offered Casey both a permanent position and a raise. She will be entitled to benefits and paid vacation after six months of employment.

In addition, the firm has already expanded

Casey's duties to include legal research, and learning to use QuickBooks

While working in a law firm was not something that Casey had considered before her internship, she emphatically encourages fellow students to "keep your options open. Sometimes things that you don't think you might be interested in could end up being a career for you."

"I honestly cannot thank you enough for this opportunity" Casey said in a recent e-mail to Angela Colonna, the Internship Placement Specialist who placed her with Murphy and Lambiase. "This has been a life changing experience and opened my eyes to so much more. Again, thank you so much!"

***You are welcome Casey, and congratulations!***

*If you, too, are interested in applying the skills that you have learned to an internship, please contact Angela Colonna, Internship Placement Specialist at (845)341-4408.*

## Featured Employer:

# DocuWare

A premier international software company located in the Hudson Valley.

**DocuWare** is one of the world's leading document management solutions providers. It was founded in 1988 with headquarters located in Germering, Germany, near Munich. This international company has additional offices located in the United States, the United Kingdom, Spain, France and Germany. DocuWare U.S. has been located in Orange County since 2001.

Mr. Gregory Schloemer, President of DocuWare U.S., is very proud of DocuWare's software suite for document management because it allows users to electronically manage, store and share documents, regardless of format. Industries using this technology include healthcare, education, financial services, local government, transportation and manufacturing. DocuWare is available in 16 languages and it is one of the most used document management systems with over 100,000 users worldwide.

Its U.S. headquarters provides marketing, sales and technical support to DocuWare Partners (authorized re-sellers) in North, Central and South America. It currently employs 42 full-time employees. All employees are required to successfully complete a 40-hour online product training course to familiarize themselves with the product. This serves as a valuable asset to both the company and the employee.

Mr. Schloemer believes that first impressions make a huge impact in the decision to hire an employee. Successful employees "should enjoy doing what they aspire and have worked hard to train to do and secondly they should be open to continuous learning." He further emphasized that a good employee should have good work ethics (tardiness is frowned upon) and that valuable employees must be team players. Prospective employees should have well written cover letters with a



focus on customer service. Employees should be flexible. He believes that both written communication and verbal communication are vital keys in his service industry.

Soft skills are essential in the customer service industry. "When interviewing new candidates, I tell my employees to hire their own replacement. Across the board we are always looking for someone who can grow as we grow and we strive to promote from within."

Mr. Schloemer shares, "the level of expertise that a candidate should possess depends on the job that they are applying for. For our support staff, we are not looking for degrees but for individuals who possess experience and are capable and knowledgeable with prior work experience. On the other hand, certain fields such as our accounting and finance department seek individuals with Bachelor of Science degrees."

DocuWare is committed to employing Orange County residents and aiding students to obtain hands-on skills. It has recently partnered with SUNY Orange's Internship Program. Currently, two SUNY Orange students are interning with DocuWare. "One of them is assisting us in the Accounting/Finance Department and the other is assisting us in the IT Support area. Our plan is to provide our students with real life experiences in their field of study. We want to expose them to the career that they have chosen. We want them to get experience and a feel for their industry. The way we do that is to have them do specific hands-on industry related tasks."

To find out more about this international software company, view the following link [www.docuware.com](http://www.docuware.com).

## Important Advice from your Career Services Team

### Resume Tips

You must tailor your resume to the job for which you are applying, use key words from the vacancy posting. Generic resumes do not secure interviews. Make sure you emphasize the results and accomplishments you achieved in school and at work. Before you send out your resume, stop by Career Services and let us take a look.

Petra Wege-Beers  
Director

### Internships Lead To Employment

The National Association of Colleges and Employers (NACE) states "approximately 60% of 2012 college graduates who took part in a paid internship received at least one job offer." If you are a sophomore enrolled in a curriculum that offers an internship course, consider an internship as a solid investment in your career.

Angela Colonna  
Internship Placement Specialist

### Create a Job Search Plan

Finding the right job requires focus. Creating a job search plan helps you to evaluate your skills, values, and interests and match them with open positions in your field. Moreover, a good job search plan ensures that you have everything ready and in place to stand out from the crowd and make an outstanding impression on any prospective employer.

Dorian Tondo  
Office Assistant

YOUR CAREER





## Webinars

All webinars are held 3 p.m. to 4 p.m. on both campuses.

Middletown campus webinars are held in the George Shepard Student Center, room 227.

Newburgh campus webinars are held in Kaplan Hall, room 119.

**The Secret of Getting A Job After College**  
April 3

**Getting to the Top**  
April 10

**Resumes That Will Work For You**  
April 17

## CAREER BLUNDERS



During an interview, when asked if they have any questions, the majority of candidates answer, "No."

Wrong answer! It is extremely important to ask questions. It demonstrates an interest in what goes on in the company. It also gives you the opportunity to find out if this is the right place for you. The best questions come from listening to what is asked during the interview, and asking for additional information.

## FREE Career Workshops

Career workshops are available for your job search at both Middletown and Newburgh campuses.

### **"Getting Ready For The Job Fair"**

*If you want to find out how to prepare for the job fair, what to do during the job fair, and what to do once the job fair is over, come to one of our workshops and discover how to maximize the job fair to your advantage.*

#### Middletown campus

George F. Shepard Student Center – conference room #352  
Tuesday, April 2  
11 a.m. to 12 p.m.

#### Newburgh campus

Kaplan Hall – room #210  
Friday, April 5  
2 to 3 p.m.

For detailed information on the above workshops, please contact us at (845) 341-4444 or visit our website: [www.sunyorange.edu/careers/workshops.shtml](http://www.sunyorange.edu/careers/workshops.shtml)

### **Employer Panel**

*Find out all there is to know about conducting an effective job search. Five employer representatives will be available to answer pressing questions about resumes, interviews, networking among other topics.*

**Thursday, April 4** – 11 p.m. - 12 p.m.  
George Shepard Student Center, Fireplace Lounge

For more information, or to register, please call (845) 341-4444

## ANNUAL JOB FAIR 2013

Thursday, April 11

1:00 p.m. – 5:00 p.m.

Middletown Campus  
Physical Education Building  
East Conkling Avenue, Middletown

For more information regarding the Job Fair, please call us (845) 341-4444 or check our website at [www.sunyorange.edu/careers/jobfair.shtml](http://www.sunyorange.edu/careers/jobfair.shtml)