

Work-Based Learning and Placement Office (WBLP) offers a wide range of career services to students and graduates. We can assist with the following: hands on work experience while in school, provide appropriate resources to aid in finding full or part-time employment, provide resources on how to effectively present yourself as candidates for employment, and provide networking opportunities.

Where do I start?

Step 1: Visit the WBLP office for an introduction to services and resources available.

Step 2: Log on to the Gaston College online job board at www.collegecentral.com/gastoncollege. This website gives you access to hundreds of resources to assist in your job search and preparing a resume.

Step 3: Contact the WBLP staff for more individual assistance with your job search and/or work experience.

Location and Contact Information

Gaston College Work-Based Learning and Placement Office

Lena Sue Beam Partnership Building, Rm 135
201 Highway 321 South, Dallas, NC 28034

Joy Morrow, Job Developer/
Coordinator of WBLP
morrow.joy@gaston.edu / 704.922.6360

Missy Fox, WBLP Specialist
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Kimberly Wyont, Director of Educational Partnerships
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Sheila Forgione, Secretary of Educational Partnerships
forgione.sheila@gaston.edu / 704.922.2424

Things to remember for an interview:

Appearance

- Neat and groomed
- Appropriate clothing
- Make-up in good taste
- Minimal jewelry

Questions to expect:

1. Tell me about yourself.
2. Why should I hire you?
3. Why are you interested in this job?
4. What are your greatest strengths? Weaknesses?
5. What would your teachers, former employers or references say is your strongest point?
7. Do you understand that you may be subject to a drug test and background check if you are hired?

Questions you could ask:

1. Would you describe a typical work day?
2. Can this job lead to other positions with the company?
3. What skills are most important for this position?
4. If hired, would I report directly to you, or to someone else?
5. How is this job important to the company or agency?
6. How would I be trained or introduced to this job?
7. When can I expect to hear from you?
8. May I contact you by phone or e-mail?

Follow-up:

- Write a thank you letter within 24 hours of the interview.



Work-Based Learning & Placement

Your Pathway to Success

Services for Gaston College Students and Graduates



If you want to achieve your GOALS in life, don't SAY it - DO it!

- Complete this pocket application!
- Learn something about the company.
- Have a specific job in mind.
- Review your qualifications for the job.
- Be prepared to answer broad questions about yourself.

YOUR INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

EDUCATION

College: _____

Address: _____

Phone: _____

Major: _____

Dates: _____

High School: _____

Address: _____

Phone: _____

Major: _____

Dates: _____



EXPERIENCE

Employer: _____

Address: _____

Phone: _____

Supervisor: _____

Job Title: _____

Dates of Employment: _____

Job Duties: _____

Employer: _____

Address: _____

Phone: _____

Supervisor: _____

Job Title: _____

Dates of Employment: _____

Job Duties: _____

Employer: _____

Address: _____

Phone: _____

Supervisor: _____

Job Title: _____

Dates of Employment: _____

Job Duties: _____

REFERENCES

Name: _____

Address: _____

Phone: _____

Relationship: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____

SKILLS AND ABILITIES

HONORS, AWARDS AND CERTIFICATIONS

OBJECTIVE
