

Smoothing the College to Job Transition for New Grads

Spring graduations are just around the corner, and employers are already looking for new graduates to fill open positions being created by the exodus of the retiring Baby Boomers. That's why it's important to start early thinking about how you can make the most of this candidate pool. Many of the best candidates have jobs lined up before they walk across the stage to accept their diploma. By doing all you can to ensure a smooth college to job transition for recent graduates, you can get the most of this eager candidate pool and prepare your workforce to remain strong and productive.

Consider their Experience

Many employers ignore applications from new graduates, thinking that they lack real work experience. But many have been preparing to enter the workforce through part-time jobs or internship programs. The Millennial generation tends to hold a different view of experience than many hiring managers, so expect to see more than simply paying jobs listed on their resume. Many spend their summers volunteering with civic programs and their semesters in campus activities. Others take time to study abroad and expand their horizons. They may not have spent years in a professional environment, but don't discount their experiences as valuable and relevant. Overall, this candidate pool offers enthusiasm, innovation, and the latest in academic training. They are teachable and eager to prove themselves, so take time to examine their resume past the date of graduation.

Offer Internships

Since college students today know the importance of prior work experience, an internship program is a great way to recruit highly skilled young workers. This is a win-win opportunity for employers and job seekers. Your company benefits from seeing potential new hires at work, and college students gain valuable on-the-job experience not often taught in classrooms, such as how to get along with co-workers. It's not too late this year to offer internship positions. Many new graduates in certain fields will consider taking a paid internship even after they have their diploma in hand, especially if an internship position is the best path to landing their dream job at your company.

Create Detailed Job Descriptions

What students do day-to-day in college and what they do on a daily basis in the work world often differs. That's why job descriptions are such a critical component in helping transition new grads into the workforce. Effective job descriptions do more than simply list necessary qualifications and skills. They give candidates a taste of how positions function on a day-to-day basis. It's also critical for job descriptions to reflect employer expectations regarding professionalism, work ethic,

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WEBSITE JOB POSTINGS

The website is now posting jobs for free for all CVHRMA members. For non-members, the price is \$30 for a 30 – day posting. The website has a feature that allows a CVHRMA member and/or company representative to email their jobs for posting.

Upcoming Luncheons/Events

- “Internal Investigations” 5/21/08
- @ 11:45am.
Speaker: Keith Howes



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and workload. Spending time crafting effective job descriptions is an important step in helping transition new graduates into the workforce, and in the long run, it benefits you just as much as it does potential hires.

Provide Training from Day One

Recent graduates have current skills acquired through their academic coursework, but their technical know-how doesn't negate the importance of training. They may not need to learn programs, but they need to know how to do their specific projects and tasks. They also need to understand the big picture. Take time to explain how they fit into your team and how your team impacts the company overall. Also, take some time with each new graduate to explain the nuances of your workplace culture, expectations, and history. By offering recent grads training and development opportunities immediately, you can harness their ability to absorb information and shape them into professionals who can make a lasting impact on your organization.

Groom Grads for Leadership Roles

In the wake of a recruiting crunch, it's critical to equip recent graduates to become future leaders. One great way to help new graduates prepare for leadership roles is through mentoring programs. Also keep in mind that new employees typically use their manager as a gauge for what is acceptable around the office. So, always lead by example because your actions will be closely watched. It's up to managers to create an environment where new grads are encouraged to ask questions and request advice. Address and correct poor performance quickly, because some new grads aren't aware of what's acceptable workplace behavior. When you offer a nurturing and supportive environment for new grads, they will perform well and quickly take on new skills and abilities.

You can tap into the enthusiasm and energy of a new pool of candidates by focusing on making their transition to the workplace smooth. By shaping recent graduates into future leaders, your company will stay a step ahead of recruiting woes and maintain momentum as the labor pool gets more competitive.

Article brought to you by [Express Personnel](#)

Contact Shannon Gilbert-Weaver @ 209-522-1574 for more information

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PHR/SPHR Study Sessions

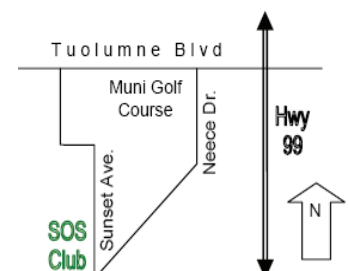
If any CVHRMA member is interested in conducting PHR/SPHR study sessions, please contact Marcus Wirowek. CVHRMA would be able to supply all of the study material for the exam.

Any questions, please feel free to contact Marcus Wirowek.

[Directions to the SOS Club](#)

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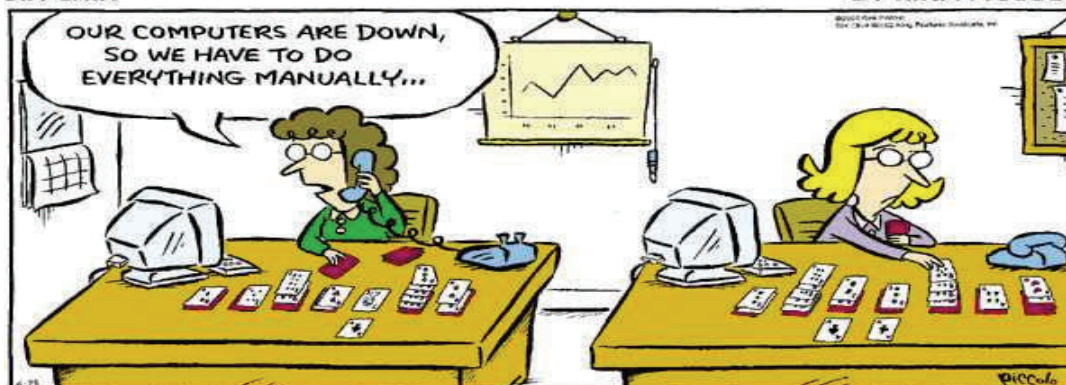
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Laughs/Horror in HR

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BY RINA PICCOLO



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