

Professional Development Seminar Key Points

Professional Development Seminar is a self study class on to how to prepare you to get a job of your choice whether it's now or in the future. During the next twelve weeks, you are required to complete several assignments on how to prepare and find a job. Professionalism, being prepared and commitment is what it takes to network with the employers and land the job of your choice.

1. You will need to report to three individuals during Professional Development Seminar (PDS) weekly:
 - a. **PDS Instructor:** This individual is your instructor who you will be reporting to every Wednesday and turning in assignment weekly. Also, this person can assist you with your job search or discuss your career pathway. **Please Note: It is not the PDS Instructor's responsibility to get you a job.**
 - b. **Externship Advisor:** This individual is responsible to assist in finding an externship and discuss your career pathway. **Please Note: It is not the Externship Advisor's responsibility to get you a job.**
 - c. **Career Services Advisor:** Individual is responsible to assist you with your job search, send out job leads daily, track your employment progress during externship and after graduation to ensure accreditations are met through the State of California and ensure you are working after externship. Also, this individual can conduct practice interviews with students if necessary, discuss your career pathway and provide job coaching. **Please Note: It is not the Career Services Advisor's responsibility to get you a job.**
2. *****START LOOKING FOR A JOB ON THE FIRST DAY OF PDS. HIRING PROCESS FOR MOST COMPANIES IS 3 TO 4 WEEKS IN LENGTH SOMETIMES LONGER DEPENDING ON THE COMPANY. YOU WILL NOT BE ALLOWED TO DO YOUR EXTERNSHIP AT SCHOOL.*****
3. Must read all Emails two to three times a week through your Student Portal.
4. *****Be responsible to hold onto your PDS Check List. DO NOT LOSE IT.** Extra copies will not be given out. *******
5. **MUST TURN ALL YOUR PDS ASSIGNMENTS AND CHECK IN WITH YOUR PDS INSTRUCTOR EVERY WEDNESDAY. FAILURE TO TURN IN ALL ASSIGNMENTS AND CHECK IN WILL RESULT OF YOU FAILING PDS AND WILL NOT BE ALLOWED TO GO ON EXTERNSHIP.**
6. Please wear your name tag every time you see your Career Services Advisor, PDS Instructor and Externship Advisor to identify who you are.

7. Please be prepared with a pen and paper to take information down as it is given to you.
8. Please bring a resume draft with you to the Resume Workshop.
9. You are **REQUIRED** to bring a final copy of your resume to the Career Services Advisor meeting as Career Services needs it for your grad file per compliance and State of California. Failure to bring your resume can result of you FAILING PDS.

Resources to Find a Job:

1. Graduate Job List, Hot Job List and Immediate Openings
2. [www. losangelesrestaurants.com](http://www.losangelesrestaurants.com) or any websites for job leads
3. Pick up a AAA Tour Book if you are a member. The Tour Book lists hotels and restaurants for you to call.
4. Look thru the Yellow Pages for hotel, restaurants, golf resorts etc. and call for openings
5. Read all Emails two to three times a week as job leads are sent out to you daily thru your Student Portal.
6. If you are interested in Las Vegas, you must commit to a one year to work in Las Vegas. You must have a residence established or PO Box established per the State of Nevada. You are required to have a Health Card before you start working in Nevada. Below is the link for the Health Card:
http://www.cchd.org/health_cards/health_cards.htm. Externship List is available by email upon request. Try www.lasvegasrestaurants.com
7. If you are interested in an International Externship, YOU MUST START SEARCHING AND CONSULT WITH CHEF ZABORY AND START LOOKING ON THE FIRST DAY OF PDS. You are responsible to get for your own flight and a place to live as restaurants and hotels do not provide housing.
8. If you are interested in going to Hawaii, Externship lists can be emailed to you. You are responsible to get for your own flight and a place to live as restaurants and hotels do not provide housing.