



CalWORKs Newsletter

EDUCATION THAT WORKS!



www.cerritos.edu/CalWORKs • 562-860-2451, ext. 2593 • 11110 Alondra Blvd., Norwalk, CA 90650 **Fall 2017**

Message from the Director



It is amazing that we are almost through the fall 2017 semester. Although we only have a few months left in the semester, we wanted to share a few highlights from 2016-2017. We had many proud accomplishments. Here's a look at our 2016-2017 milestones:

- New staff-we hired three full-time staff members who are service-centered and passionate about working with students. Please take the time to meet them and introduce yourselves.
- More workshops-we offered a variety of workshops and events that were well attended (Know your Rights, Expungement Forum, Mock Interviewing, etc.). We were able to give out turkeys for the Thanksgiving holiday and we hope to continue these types of services.
- Open house-the office hosted an official open house to provide the campus community with more information about CalWORKs

We are so very proud of you and like proud parents, it is our pleasure to talk about our student's successes any time we

can. We received such great feedback about how fortunate our students are to have a place that they can feel safe and that will help provide services that are complimentary to classes.

Please stop by and use the amenities that we have worked so hard to obtain for you. The CalWORKs office is your home on campus. We have math tutors, a computer lab and study rooms that can be used for school work and for group projects. Additionally, we have a GAIN Services worker (GSW) who can help answer County-related questions and assist you with off campus resources. The office also has some exciting new workshops and trainings to help support students.

For many of you this will be your last semester. You should know that we will be walking by your side to cheer for you as you complete your education goals. The biggest gift for us in the CalWORKs program is when our students succeed and walk across the stage.

On behalf of the staff, we hope you finish the semester strong and with much success. We are always here to help you succeed.

Norma C. Rodriguez
Director of Student Program Services

CalWORKs Scholarships!

Stay on the look out for upcoming Scholarships!

If you need help with the application process please make an appointment with a CalWORKs counselor.



Erika Torrez



Hemat Ay



Billy Santos

Congratulations 2016-2017 CalWORKs Scholarship Recipients

EAP (Early Alert Program)

To inform you about new updates and important deadlines, it is vital that you update your file with most current information. With that said, the Cerritos CalWORKs office has implemented a **Continuing Student Form** that **MUST** be turned in **EVERY semester** along with your **semester cash-aid eligibility**. Remember eligibility **MUST** be dated within the semester for example: summer 2016 (May-August), fall 2016 (August-December), spring 2017 (January- May).

NEW! The Verification of Benefits Form can NOW be printed online from your DPSS online account, under Eligibility. <http://ladpss.org/mydpss/default.cfm> Need help? Ask us!

IMPORTANT DEADLINES:

Work-In-Progress (WIP) Form is DUE:

15-week session: October 9-13, 2017

Don't forget the first 25 Students who turn in their Eligibility get a transportation incentive!

CalWORKs Mission Statement: Through collaboration and cooperation with on and off-campus partners, Cerritos College CalWORKs Program is committed to providing CalWORKs students with the opportunity to achieve their educational goals, as well as reach beyond the classroom, to acquire workplace.

COMING SOON!

This semester the CalWORKs Program is working hard to bring new and interesting workshops for all our students. Please see what's coming this semester!

2nd Annual CalWORKs Financial Aid Awareness Workshops

Come into our office this October and receive help from a Financial Aid Staff Member to complete your FAFSA! Please note, space is limited, first come first serve.

Work-Study Informational Sessions

Learn what the CalWORKs Work-Study Program has to offer. Attend a meeting and learn about program benefits, eligibility, requirements, and how to apply!

September 15, 2017	9-10am & 2-3p.m.
October 6, 2017	9-10am & 2-3p.m.
November 3, 2017	9-10am & 2-3p.m.

Work-Study PEP Workshop Series

- **Work Ethics**
Friday, September 8, 2017 10-12p.m.
- **Financial Aid**
Thursday, September 28, 2017 11-12p.m.
- **Work Ethics (repeat)**
Friday, September 29, 2017 1-3p.m.
- **How to Manage Conflict**
Thursday, October 5, 2017 11a.m.-12p.m.
- **Communication Challenges**
Thursday, November 2, 2017 11a.m.-12p.m.
- **Pizza/Potluck Student Recognitions**
Friday, December 1, 2017 11a.m.-12:30p.m.

CalWORKs Turkey Giveaway

Are you and your family getting together for Thanksgiving?! Don't miss out! The CalWORKs office will be awarding Thanksgiving Turkeys to twenty-five lucky students. Dates and eligibility coming soon.



Career Corner with Janis Pizer

INTERVIEWING: HOW TO HANDLE LEGAL AND ILLEGAL INTERVIEW QUESTIONS

Practicing for an interview is one of the most important aspects of the job search process. You may be the most qualified applicant; however, if your interview is less than memorable, your chances of receiving an offer of employment will decrease significantly.

Researching the most common interview questions is an important first step in preparing for your interview; however, it is equally important for you to know which questions an employer may and may not ask, in other words, what are legal and illegal interview questions?

Here is an example of illegal question that an employer may ask:

How many kids do you have? OR What are your childcare arrangements?

By asking this question, the employer wants to determine if your family situation will interfere with the responsibilities of the position.

Here is an example of a legal question the same employer could have asked in order to gain the information he/she needed:

This job requires a fair amount of travel, are you able to travel? OR This job requires some overtime, are you willing to work overtime if necessary?

So what do you do if you are asked an illegal question?

Here are three possible choices:

1. Refuse to answer and tell the employer the question is illegal. This may make you feel better but it also may take you out of the running for the position.

2. Answer the question, even though you know it is illegal.
3. Try to determine what the employer is concerned about and re-word the question in order to reassure him/her that you are capable of handling any issues/obstacles that may concern him/her.

For the third choice, you need to figure out what the employer is concerned about and what you can say to reassure him/her.

Here are two examples:

1. If an employer asks: Do you have a family?

You can answer by saying: I have an excellent support system at home and if this job requires overtime or travel that will not be a problem.

2. If an employer asks: Have you ever been arrested?

You can answer by saying: I have no legal issues that will prohibit me from performing the duties of this job.

You can find a list of legal and illegal questions on the internet. It is important for you to prepare for any type of question you may be asked and it is extremely important for you to determine if you will answer an illegal question or if you will re-word it in order to assure an employer that you are the best candidate for the job.

You can schedule an appointment with me to conduct a Mock Interview or talk about any aspect of the interviewing process. I am available Tuesdays and Thursdays from 8 a.m. until 12 p.m.

