

ABOUT SUN PATH PROGRAM

The U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training grant program (TAACCCT) provides funding for innovative projects among community colleges, employers and workforce agencies that create pathways to high-skill, high-wage jobs, and have a lasting impact on workforce education. New Mexico's Skill Up Network (SUN) program is a consortium of New Mexico Public colleges working in connection with the New Mexico Department of Workforce Solutions. The goals of this partnership are to expand capacity and systematic improvements in the delivery of healthcare career pathways that align with industry needs; Increase the attainment of degrees, certifications, and industry-recognized credentials; and create strategic alignment between education and workforce systems, resulting in improved employment outcomes, retention, and average earnings.

JOB DEVELOPMENT CAREER COACH

The role of the Job Development Career Coach (JDCC) is to work with students throughout their educational experience and prepare them for a career upon graduation.

- The JDCC will regularly communicate with students on the dates, times, and types of workshops available. Students may attend as many workshops as they like.
- Students can discuss any barriers with their JDCC in completing their program and obtaining employment.
- Students will work with their JDCC to build a portfolio.

PARTICIPATING COLLEGES & UNIVERSITIES



www.cnm.edu



www.roswell.enmu.edu



www.ruidoso.enmu.edu



www.mesalands.edu



www.nmsu.edu



www.sanjuancollege.edu



www.sfcc.edu



www.gallup.unm.edu



www.losalamos.unm.edu



www.taos.unm.edu



www.unm.edu/~unmvc/

For more information about the SUN Path Program, visit www.dws.state.nm.us/sun-path-program. To log into the New Mexico Workforce Connection Online System visit www.jobs.state.nm.us.

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Revised 9/2015

New Mexico Workforce Connection

A Proud Partner of the American Job Center Network

SUN PATH Program

Your pathway to success



WWW.DWS.STATE.NM.US/SUN-PATH-PROGRAM

SERVICES

- One-on-one career road map: development of where you want to go and how to get there.
- Assistance in creating an effective resume, cover letter, and thank you letter email.
- Overview and guidance while utilizing the New Mexico Workforce Connection Online System (www.jobs.state.nm.us), including posting your resume for employers to see.
- Assistance in submitting your resume to prospective employer(s).
- Information on job fairs.
- Assessment of your skills through WorkKeys/ Career Ready 101 and Provet!
- “Customer Service Training,” where you will receive a certificate upon completion.

WORKSHOPS

Workshops are available at the New Mexico Workforce Connection Centers across the state. For more information on workshop days and times, locate the nearest New Mexico Workforce Connection Center to you by going to www.jobs.state.nm.us and clicking on “Office Locations” at the top of the page. Available workshops include:

- **Dress for Success:** “Should I wear shorts or dress pants?”
- **Social Media:** Voicemail, email, Facebook, LinkedIn, and more.
- **Resume Building:** How to customize your resume to obtain desired job.
- **Interview Techniques:** The do’s and don’ts
- **Mock Interviews:** Enhance your interviewing skills by meeting one-on-one with employers.

SUN PATH STUDENT ORIENTATION WITH JOB DEVELOPMENT CAREER COACH

As a student, you will meet with your Job Development Career Coach (JDCC) regularly, depending on your program of study. As a helpful reminder and quick reference, please fill out the following information:

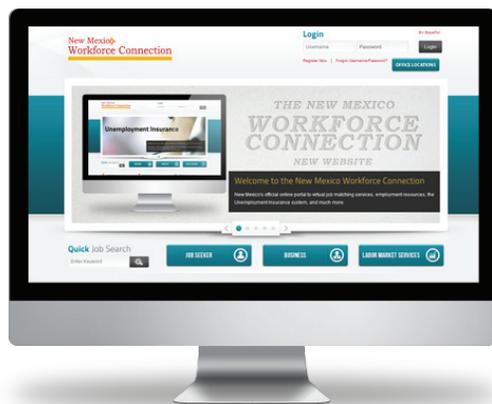
Program of Study:

Completion Date:

Exam Date:

Continuing Program of Study:

- The JDCC will assist you in building an online resume within the New Mexico Workforce Connection Online System (www.jobs.state.nm.us). To begin, you will need to bring your Social Security number, contact information, education information, work history, and references when you meet with your JDCC.
 - You will need to create a username. The first time you login your username will be your last name + first name initial + the last four numbers of your Social Security number (unless you have already registered). For example if your name is Jane Smith, your username would be smithj5555.
 - Your password will be Password1@ for the first time you log in. **Once you are in the system please change your password for security purposes.**
- You are highly encouraged to participate in as many workshops as you can. The JDCC will regularly communicate with students on the dates, times, and types of workshops available.
- Discuss any concerns you may have with your JDCC in completing your program and obtaining employment.



To start your career exploration and to see current postings, visit the New Mexico Workforce Connection Online System at:

www.jobs.state.nm.us