

The logo features a central dark blue circle containing the text 'UIC' in light blue. This circle is surrounded by a yellow ring, which is further enclosed by a red ring. Three thick lines radiate from the center: a yellow line extending towards the top right, a red line extending towards the bottom right, and a yellow line extending towards the bottom left. The background is a solid light blue.

UIC

Alumni Exchange

**ALUMNI
ASSOCIATION**

IT'S SHOWTIME!

HOW EMPLOYABLE ARE
YOU?

EMPLOYABILITY?!?! WHAT IS THAT?

- Employability Skills can be defined as the transferable skills needed by an individual to make them ‘employable’.
- Having good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee. These skills are what they believe will equip the employee to carry out their role to the best of their ability. Employability depends on your knowledge, skills and attitudes, how you use those assets, and how you present them to employers!



WHO ARE YOU

VS

HOW YOU ARE PERCEIVED



YOUR PERSONAL BRAND

Organizations do not just hire based on skill and education...they also look at who you are, your brand, & your fit into the organizational culture.

TO DETERMINE YOUR EMPLOYABILITY...LET'S EXAMINE...



Your BRAND



Your RESUME



Networking

THE RESUME

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EXECUTIVE PROFILE

Results-driven Human Resources executive offering 20 years of experience successfully executing business strategies including reorganizations, downsizing initiatives as well as aggressive growth strategies with start-ups.

Effectively managed HR functions for organizations employing 60 to over 500 associates. Demonstrated ability to positively manage change, deliver challenging messages, identify and resolve employee relation issues.

EDUCATION

2013
Doctorate of Education in
Organizational Leadership
Argosy University

2003
MBA - Specialization in Human
Resources Management and
Development
National-Louis University

2001
Bachelor of Arts, Communications
University of Illinois, Chicago

ACADEMIC EXPERIENCE

2007 - 2020
University of Phoenix - Lead Faculty

2014 - 2016
National-Louis University - Faculty

Courses Facilitated

- Ethics & Social Responsibility
- Human Capital Management
- Organizational Leadership
- Organizational Behavior
- Employee Training & Development

PROFESSIONAL EXPERIENCE

Sept 2019 - PRESENT

THE HR DOC CONSULTING, LLC - CONSULTANT, CHICAGO, IL
Provides Human Resources Consulting for small businesses in Chicago.

- Conducts comprehensive Human Resources audits to identify areas for improvement in recruitment and selection, legal compliance, and onboarding and developed actions plans.
- Developed the HR TOOLKIT that includes a Employee Handbook, a competitive compensation plan, and Performance Management System.
- Facilitates Sexual Harassment, Management & Interviewing skills Training
- Designs recruitment strategies for business expansion.

Dec 2016 - Apr 2019

KIDS SCIENCE LABS - DIRECTOR OF HUMAN RESOURCES
Served as the organization's first Human Resources professional. I designed and executed all of the HR Programs and Initiatives including, performance management, staff recruitment and selection, payroll, and benefits administration for 5 learning centers throughout Illinois and the State of Washington.

- Developed and executing the workforce planning initiatives to meet staffing requirements as the organization plans to open 3 centers in 2020.
- Developed the staffing strategy for the Summer Teaching Fellowship programs hiring over 60 college students from over 15 highly ranked colleges and universities for the annual summer teaching program.
- Created recruiting model and talent pipeline that decreased time to fill to 14 days.
- Oversaw and maintained all benefit programs such as paid time off, health insurance, 401(k), and COBRA; working closely with brokers to ensure cost effective, competitive and compliant benefit package.
- Designed the competency-based performance management compensation system that aligned with the core values and mission.
- Processed bi-weekly payroll for 75 to 150 employees.

Sept 2014 - Dec 2016

MARRIOTT HOTELS - DIRECTOR OF HUMAN RESOURCES
Member of the Executive Committee and Director of the Human Resources functions including, performance management, training and development, recruitment and employee relations. 353 Rooms. 150 Associates

- Increased Associate Opinion Survey results from 71% to 82% within first year of employment.
- Partner with Director of Finance on maintaining and reducing labor without impacting service.
- Developed training programs to help increase Guest Satisfaction Scores including Supervisor 101, Positive Employee Relations and Service Learning.

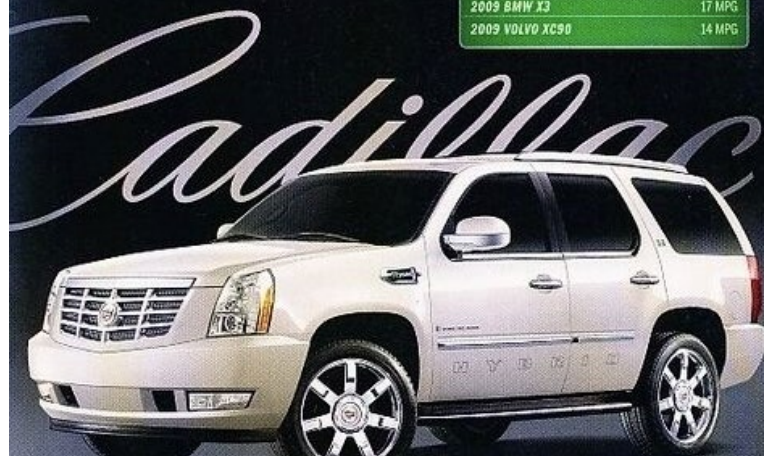
2009 ESCALADE HYBRID

FINALLY, A FULL-SIZE LUXURY SUV CONFIDENT ENOUGH TO TALK ABOUT FUEL EFFICIENCY.

Introducing the 2009 Cadillac Escalade Hybrid. Seamlessly combining the highest levels of performance and luxury with an advanced 2-mode hybrid system to provide an EPA estimated 20 MPG in the city. More than a MINI[®] Cooper S Convertible with automatic transmission. So much for the size theory. Apparently, it is possible to comfortably seat 8 and still be competitive on fuel efficiency. The Cadillac Escalade Hybrid. The world's first full-size luxury hybrid SUV. In limited availability.

EPA ESTIMATED CITY FUEL ECONOMY*

2009 ESCALADE HYBRID	20 MPG
2008 MINI COOPER S CONVERTIBLE	19 MPG
2009 MERCEDES-BENZ C-CLASS	18 MPG
2009 BMW X3	17 MPG
2009 VOLVO XC90	14 MPG



THE LINKEDIN PROFILE



YOUR LINKEDIN HEADLINE

■ Janet Jackson

- BS Mechanical Engineering | UIC | Manufacturing | New Product Design

■ Michael Jackson

- Administrative Services Supervisor at University of Illinois, Chicago

YOUR LINKEDIN SUMMARY

-
- DO NOT WRITE A BIOGRAPHY
 - The summary is really your virtual handshake and personal introduction that you might have in a face-to-face networking opportunity. just write what you do...and maybe a little bit of why.
 - NO SELLING...JUST TELLING!!

SCENE 2: THE
PHONE SCREEN

TIME TO
EXECUTE YOUR
ELEVATOR
SPEECH

Who are you?

How did you get here? Why did you apply?

Can we afford you?

Tell me more about the Cadillac...**BUT BE BRIEF!**

SCENE 3: THE INTERVIEW

- What can you do for me?
- Will you disrupt the company culture or strengthen it?
- What makes you different from TESLA, BMW, MERCEDES...TOYOTA?!?
- ...BUT GET TO THE POINT!



HOW TO ACE THE PERFORMANCE!

BE A STORYTELLER

- Have short, relevant stories ready to share, ones that connect you to the company's values.
- Before the interview, write your stories down. They should be events or experiences about
 - times when you ROCKED
 - Times you learned something new
 - When you faced a challenge
- Include competencies in the story that are important to the role
 - Collaboration/teamwork
 - Conflict resolution
 - Effective communication

SHARE YOUR
ACCOMPLISHMENTS...
NOT JUST YOUR DAILY
RESPONSIBILITIES

Think of the times when you have successfully navigated through a difficult or challenging situation. For example, when you:

- Solved a problem, major or minor.
- Created a new process.
- Lead a team (as the team leader or not).
- Managed a situation (as the manager or not).
- Did something else innovative or original.

SEPARATE YOURSELF FROM COMPETITORS

- What are you passionate about? Passion shows up as confidence!
 - “Spend some time before your interview outlining not just your skills, but your interests and hobbies. Think about yourself through a holistic lens. The combination of your personal and professional traits make you a unique candidate.”
- “If there’s one thing I’d like you to know about me, it’s this...” The next line is what the interviewer will remember...make it count!



THOSE WHO FAIL TO
PLAN & PREPARE...

DO YOUR RESEARCH & STUDY...

- Not just on the company but the individual interviewing you...so start googling!
- When researching the company
 - visit [glassdoor.com](https://www.glassdoor.com) and read the reviews
 - Visit their company page on linkedin and FACEBOOK
- Study the job posting
 - Review the requirements and responsibilities

PREP YOUR TECHNOLOGY...IN ADVANCE

- If the interview is in-person, be sure to arrive 10 or 15 minutes ahead of time (NEVER BE LATE!).
- If the interview is via Zoom or other video technology, be sure to have the software installed and have your video camera and microphone turned on
- Have a back-up (both a computer and cellphone).
- On the day of the interview, begin the login process a minute or two early. Again, as with in-person, NEVER BE LATE! But don't be too early.

YOUR TURN... TIME FOR YOU TO INTERVIEW THE ORGANIZATION

- Prepare your list of questions before the interview.
- Have your standard interview questions but also questions that show you were listening to them and to show that you have done your research.
 - Why is this position open?
 - What does success look like 6months from now?
 - How would you describe the company culture?
 - What would be my biggest challenge going into this role.

REMEMBER...

- You are constantly reminding the organization what makes you the MOST employable!

THANK YOU

Dr. Akilah A. Bradford

CEO

The HR DOC Consulting, LLC

www.hr-doc.com





Alumni
Exchange

FOR PRESENTATION SLIDES AND A VIDEO OF
TODAY'S TALK, VISIT:

[GO.UIC.EDU/ALUMNIEXCHANGE](https://go.uic.edu/alumniexchange)

**ALUMNI
ASSOCIATION**