



Community Partnerships & Special Projects Present

# SISTERHOOD

## SIP & SOLUTIONS

Supporting Women With  
Employment Through  
Empowering Conversations

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**THURSDAY** | 5 PM  
**04. 11. 24** | **til 7 PM**

Shine Bright Community Center  
841 W. Sheridan, Chicago, IL 60613



## PURPOSE

A 2022 article in the Harvard Business Review shared results from several studies exposing gender inequity in the workplace. Some of these inequities include Pregnancy Discrimination, Sexual Harassment, Gender Pay Gap, Racial Discrimination, Breaking the Glass Ceiling, Biased Office Temperatures, The Grooming Gap, and Work-life Imbalance. While most of us are aware of one or more of the hurdles, some are a little more difficult to recognize.

The studies reviewed in the Harvard article looked at “various pressures and stresses that are more likely to affect women – often in surprising and nuanced ways.” Facing these issues head-on require, to quote Liam Neeson, “a very particular set of skills”.

Today’s event is designed to share valuable workplace communication tools with women to navigate the job search and workplace with that “very particular set of skills”. You will hear from experts and learn how to address challenges using language which is beneficial to your career goals. It is our hope that sisterhoods would be formed and that we all leave more informed and empowered .

Thank you to Shine Bright Community Center and staff for your hospitality. You have an amazing team and facility.

Thank you to our participants, Victoria Rudd, Ibie Hart, and Meghan Williams for making this an impactful and unforgettable event.

Last but not least, we thank each of you for attending our first Sisterhood Sip & Solutions event. Your presence is appreciated and we look forward to your feedback. You are the reason we do what we do!



# POSITIVE MOVES:

## Employment Resource Guide 2024



AIDS FOUNDATION CHICAGO



# INTRODUCTION

The overarching goal of this employment resource is to empower job seekers by providing them with a comprehensive guide filled with essential resources for navigating a successful job search journey and maximizing employment opportunities.

By equipping individuals with the necessary knowledge and expertise, this manual aims to enhance their confidence, resilience, and readiness to effectively engage with the dynamic job market.

Please note this is a condensed version of our more detailed Employment Resource Guide which will be released later this year.



## PREPARING YOURSELF

What are your **personal interests** and **preferences** and how can you use them in choosing a career?

How can you **develop a strategy** for career progression and professional advancement?



First, **create your professional email** in 3 simple steps:

1. Visit your service provider website (**Gmail, Outlook, or Yahoo**)
1. Click on the **“Sign Up”** or **“Create Account”** button
2. Create your **professional email** to set up your account.

**Example:** john.smith@yahoo.com

# IF YOU,



need tips on filling out **Job Application**

or



want to know how to create an eye-catching:

- **Resume**
- **Cover letter**

**Scan the QR codes** for tips on job application, resume, and cover letter.

RESUME



COVER LETTER



JOB APPLICATION



## Learn About Indeed

Navigate through Indeed to explore the many career opportunities. Getting started is just a QR Scan away.



## **STRATEGIES AND TIPS FOR AN EFFECTIVE JOB SEARCH.**



## **Everyone needs an Elevator Pitch !**

An elevator pitch is a short, persuasive speech to introduce yourself. You don't have one? No problem, scan the QR code for samples and ideas. Then practice, practice, practice!



Your potential employer may assess how you **interact with others** and how you **present yourself** to the hiring manager.

- **Dress professionally** for interviews to show employers you take the interview seriously and that you're interested in your prospective role.
- Manage **body odor**: clean body, hair, hands, and nails before interview, and prevent bad breath
- Maintain **professionalism** throughout the entire job search process.

Scan the QR code for more tips on **Professional Attire**.



Scan the QR code for more tips on **Body Language and Attitude**.

## Got the Interview? Now Dress to Impress



## The power of body language



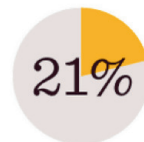
Employer surveys conducted by Career Builder and Adecco suggest that every little thing you're doing with your eyes, hands and body during an interview could be sending out signals about you that you're completely unaware of.



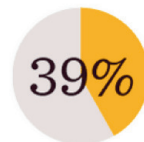
OF HIRING MANAGERS CITE **LACK OF EYE CONTACT** AS THE BIGGEST MISTAKE CANDIDATES MAKE.<sup>1</sup>



OF APPLICANTS IN AN INTERVIEW GET REJECTED BECAUSE THEY **FIDGET TOO MUCH**.<sup>2</sup>



OF INTERVIEWERS WILL REJECT CANDIDATES WHO GIVE A **WEAK HANDSHAKE**.<sup>3</sup>



OF INTERVIEWERS ARE PUT OFF IF A CANDIDATE **FAILS TO SMILE**.<sup>4</sup>





## **TIPS For Your Next Interview**

It is important to prepare for the interview to ensure you leave a great impression on the hiring manager.

## **Most Common Interview Questions**

There are many common interview questions that most employers ask. Preparing for these questions can help you confidently communicate your skills, experience, and personality.



## **S.T.A.R. Method**

The STAR Method is a formula for creating your best response to behavioral-based questions. Interviewers expect you to present your thoughts and experience in this manner.

## **Expand your Network**

Navigate through LinkedIn to explore the many career opportunities. to open doors to employment. Getting started is just a QR Scan away.



**SCAN the QR codes to learn more.**

# Job Acceptance

When an employer extends a job offer, they'll usually present you with a compensation and benefits package verbally or in writing with a proposed salary.

- If you don't feel the pay aligns with your education, career level, skill set and experience, you may choose to negotiate for more money.
- You may also suggest another form of compensation, such as equity or stock options, or additional perks such as extra vacation days.

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Scan the QR code for tips on **Keeping Your Job** once you've been hired.



Scan the QR code for more **Time Management Tips**

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# Performance Reviews

A performance review is when your boss or a colleague talks to you about how you're doing at work. It's like a check-up to see how well you're doing your job. They do this to keep track of your progress and see if there are any areas where you can do better. It's also a chance for you to communicate and discuss how you can improve, and to thank the person giving you feedback.

# Workplace Etiquette

Workplace etiquette is the code of ethical behavior regarding professional practice or action among the members of a profession in their dealings with each other.



## Social Media

- Social media allows you to post beautiful pictures and more. But if used incorrectly, your social media can affect your job opportunities.



Scan the QR code for  
**A Guide to Workplace Etiquette.**

## Professional Development Tips:

1. Create a **Schedule** of Goals
2. **Attend Trainings**
3. Take On **New Roles** or **Responsibilities**
4. Continue Your **Education**

## Work - Life Balance Tips:

1. **Avoid Bringing Work Home**
2. **Limit time-wasting** activities during work
3. Revisit **priorities** and schedule
4. **Communicate** with your employer



Scan the QR code for  
**Professional Development Examples.**

## Your Path To Career Success

Thank you for taking the time to review the Employment Resource Guide. We hope this resource can serve as a valuable tool to support individuals in their journey towards meaningful employment and career advancement. We look forward to implementing any suggestions or improvements you may have provided. Please don't hesitate to reach out if you have any further questions or recommendations.

**Tamecia Moore, MPH**

Community Engagement  
Specialist Intern

✉ tmoore@aidschicago.org

**Nicole Baldwin, BA**

Employment Specialist

✉ nbaldwin@aidschicago.org



<https://www.aidschicago.org/>

AIDS Foundation Chicago | 200 West Monroe St., Suite 1150  
Chicago, IL 60606  
Phone: 312-922-2322

Your chances for securing and maintaining your ideal career can be increased by keeping the following strategies in mind as you navigate the job seeking landscape and/or the workplace. Your needs may change as your professional outlook evolves, so what may not directly apply today, may be just what you need tomorrow.



**NETWORK WHENEVER POSSIBLE**



**ASK FRIENDS FOR REFERRALS**



**ATTEND JOB FAIRS & HIRING EVENTS**



**VOLUNTEERING CAN OPEN DOORS**



**SEND FOLLOW-UP EMAILS**

## Why Sisterhood Matters

“In today’s fast-paced, competitive world of work, it can be easy to get caught up in trying to advance our own careers at the expense of others. But as women, we know that supporting and uplifting one another is key to achieving success both individually and collectively. That’s why building a strong sisterhood network in your workplace is crucial – not only for your personal wellbeing but also for the growth and progress of all women in your organization.”

Source: [emergewomanmagazine.com](http://emergewomanmagazine.com)

“Sisters inspire, uplift, and bring out the best in each other. Together, we thrive.”

Anonymous



## **VICTORIA** Rudd Moderator

Victoria Rudd is Chicago native who has a passion for community engagement and ways to shape the Chicago landscape of social impact. As the Lead Community Affairs Specialist for Discover Financial Services she manages relationships with community-based organizations to provide corporate resources such as space utilization at the Shine Bright Community Center, while also providing support as it relates to workforce development. Her career began at Discover as one of the first employees based in Chatham, directly following her graduation from the University of Chicago as she obtained her Master's degree in Social Work. She aims to have a significant impact on Chicago communities and is an active participant on the auxiliary boards of Chicago Youth Centers and the Cara Collective.



## **IBIE** Hart Speaker

As a Black woman who has experienced the impact of inequitable work environments, Ibie Hart is excited to support Women Employed as they forge pathways for women to reach economic security, leadership, and wealth. Ibie launched the Women's Entrepreneurship Hub for Black, Latinx, and women in low wage roles to access resources as well as Women Employed Consulting practice that helps employers create equitable workplaces where women can thrive. Ibie continuously advocates for women whether they want to stay in the traditional workplace or create their own vision of success through entrepreneurship. Previously, Ibie worked for the State of Illinois at the Office of Minority Economic Empowerment as the Women's Business Development Manager supporting Women throughout the Stay-at-home order.

The Community Partnership and Special Project department at AFC is a dynamic team dedicated to advancing research initiatives and programs while fostering capacity building and providing technical assistance. Committed to promoting employment and workforce development, our focus extends to racial equity work and specialized programming tailored to Black and Brown populations. We thrive on collaborative partnerships with community-based organizations to create lasting impacts and drive positive change.



**Dr. Cynthia Tucker**  
Senior Vice President of Community Partnerships & Special Projects



**Tamika Foust**  
Director of Capacity Building And Workforce Development



**L'Oreal Bailey**  
Senior Manager of Special Projects



**Tamecia Moore**  
Community Partnership Intern



**Donnise Gaffeny**  
Manager of Special Projects



**Nicole Baldwin**  
Employment Specialist



**Anthony DuPree**  
Reentry Case Manager



**Carla Davis**  
Senior Reentry Case Manager