

The ECC One Stop is pleased to provide a new video library for onsite viewing. Our videos are current and our Video Classroom can accommodate up to 12 viewers at a time.

### **Job Seeking Videos**

**Common Mistakes People Make in Interviews** – helps jobseekers anticipate what employers are looking for. Using a wrong way/right way format, the video illustrates the things to do and not to do in an interview so you can convey the right attitude, project a professional image, and get that job offer! (27 minutes, 2001)

**Extraordinary Answers to Common Interview Questions** – outlines key principles to effective interviewing and then applies those principles to numerous questions interviewers are most likely to ask. Perfect for anyone about to be interviewed – whether it's their first time or their twentieth. (30 minutes, 1995)

**Job Interviewing for People with Disabilities** – presents strategies for dealing with adversity during the interview and how to divert the emphasis away from your disability and toward your skills. This videotape demonstrates specific ways to show the interviewer how the character strength and resourcefulness that allow you to overcome your disability will be harnessed to provide exceptional job performance. (30 minutes)

**Resumes and Applications for People with Disabilities** – resumes and applications are critical in deciding if you move on to the next step...the interview. What do you want a potential employer to know, or not know about you? Should you reveal a disability at this point? How do you use your resume or application most effectively to sell yourself? This program details these critical documents while examining how the ADA provides protection against discrimination. (30 minutes, 1998)

**The Complete Job Search System: Interviewing for a Job** – the most intimidating and crucial part of a job search is the interview. This tape covers how to prepare for interviews, dress, use body language to your advantage, articulate skills and abilities, answer difficult questions, and handle salary and benefit issues. (20 minutes, 2002)

### **Guidance, Motivational and Communication Videos**

**E-mail Etiquette** – gives viewers an understanding of the conventions that have been developed by e-mail users over the years to facilitate effective communication. In addition, the video exposes many of the myths that exist regarding such issues as e-mail privacy, and warns of possible dangers when using e-mail. (20 minutes, 2000)

**How to Deal With Difficult People** – learn how to manage troublesome, negative and difficult people, while controlling your own feelings of frustration when faced with these people. (2 video series: 2 hours and 57 minutes, 1994)

**May I Help You? Commendable Customer Service** – teaches how to provide good customer service. Also explains and demonstrates proven communication techniques to placate angry customers. (30 minutes)

**Thank You for Calling: Effective Telephone Techniques** – provides students with the basic skills needed to handle all types of business calls. Shows the viewer how to deal with the proper procedures for answering the telephone, taking messages, screening calls, and handling irate callers. (30 minutes)

**Your Credit Record: Keeping it Clean** – learn about credit reporting, financial histories and credit bureaus.

### Career Exploration Videos

**Basic Clerical Skills for New Employees** – gives on-the-job scenarios to show viewers how to file, sort mail, use the business telephone properly, organize their desks for maximum efficiency, and prioritize tasks. Viewers also learn the general skills that every employee needs on every job – punctuality, neatness, and responsibility. *Note: currently a Demand Occupation.* (30 minutes)

**Electrician** – contains interviews with workers and on-the-job footage to provide a comprehensive overview of the electrical field. Educational requirements, skills needed, safety considerations, advancement opportunities, and related occupations are all examined. *Note: currently a Demand Occupation.* (20 minutes)

**Graphic Designer** – contains interviews with workers and on-the-job footage to provide a comprehensive overview of the graphic design field. Educational requirements, skills needed, safety considerations, advancement opportunities, and related occupations are all examined. *Note: not currently a Demand Occupation.* (20 minutes)

**HVAC** – contains interviews with workers and on-the-job footage to provide a comprehensive overview of HVAC. Educational requirements, skills needed, safety considerations, advancement opportunities, and related occupations are all examined. *Note: not currently a Demand Occupation.* (20 minutes)

**Pipefitter** – investigates the pipefitting field. Contains interviews with workers and on-the-job footage to provide a comprehensive overview of pipefitting. Educational requirements, skills needed, safety considerations, advancement opportunities, and related occupations are all examined. *Note: currently a Demand Occupation.* (20 minutes)

**Plumbing** –investigate the plumbing field. Contains interviews with workers and on-the-job footage to provide a comprehensive overview of pipefitting. Educational requirements, skills needed, safety considerations, advancement opportunities, and related occupations are all examined. *Note: currently a Demand Occupation.* (20 minutes)

**Mechanical I and II** – contains interviews with workers and on-the-job footage to provide a comprehensive overview of the mechanical field. Educational requirements, skills needed, safety considerations, advancement opportunities, and related occupations are all examined. *Note: not currently a Demand Occupation.* (20 minutes each)

**Selling** – investigates the selling field. Interviews with workers give depth, feeling, and insight into this profession. *Note: currently a Demand Occupation.* (approx. 20 minutes)

**Welder** – contains interviews with workers and on-the-job footage to provide a comprehensive overview of the welding field. Educational requirements, skills needed, safety considerations, advancement opportunities, and related occupations are all examined. *Note: currently a Demand Occupation.* (20 minutes)