



# **TULSA PROFESSIONAL CONNECTOR PROGRAM**

**Toolkit for Connectees**





## WELCOME

Thank you for your interest in participating in the Tulsa Professional Connector Program (TPCP) as a Connectee.

This program is a formalized community integration initiative to help newcomers and recent immigrant college graduates broaden their network through meeting one-on-one with established business leaders and professionals in their chosen career fields. The goal of the Tulsa Professional Connector Program is to enhance your networking skills, accelerate your job search and help you integrate into the professional community in Tulsa. The program will help you build a strong professional network by connecting you with local businesses and professionals of your perspective fields. **There is no guarantee you will find employment through the program;** however, it is important to consider that each informational meeting could lead to a referral or job interview. You are encouraged to continue your job search while participating in the program as this will improve the chances of finding employment.

After you apply, the Tulsa Professional Connector Program will match you with a local businessperson, civil servant or community leader (known as a “Connector”) through a screening process based on your experience and qualifications, typically within three to four weeks. Once a match has been made, the program coordinator will introduce you (the Connectee) and the Connector via email. It is the responsibility of the Connectee to reach out to the Connector to determine a good meeting time and location, which may be in person or online.

During or after your initial one-on-one meeting, the Connector will introduce you to three referrals within their network. You are encouraged to contact these additional three referrals to start your professional network. It is up to you to grow your network and make the most of your connection meetings.



## PREREQUISITE FOR A CONNECTEE (PARTICIPANT):

- ✓ Expect the informational meeting to be conducted in conversational English.
- ✓ Create LinkedIn Profile (if you do not already have one)
- ✓ Create a resume/CV (if you do not already have one)
- ✓ Apply to this program
- ✓ Read this toolkit and prepare for your initial meeting with your Connector.
- ✓ Take the initiative and be proactive in contacting and following up with your Connector.
- ✓ Take a brief survey after your initial meeting
- ✓ Notify the TPCP Program Coordinator when you find a job.
- ✓ Once you are employed in your field, your role in the program can shift from Connectee to Connector if you are interested



## CONNECTEE (PARTICIPANT) EXPECTATIONS

As a participant in the Connector program, you are expected to:

- Arrive prepared and be on time for all meetings with Connectors
- Respect the time and dedication of the volunteer Connector
- Ensure business inquiries and concerns align with the goal of finding work in the Connector's related field
- Be responsible for subsequent contact with the next round of Connectors, and any other referrals provided
- Provide feedback to the TPCP by completing any follow-up surveys

### Is This A Mentorship Program?

No. While Connectors are welcome to build a professional relationship with you beyond the first meeting, they are not required to remain in regular contact.



## TPCP ONBOARDING PROCESS FOR CONNECTEES

### Step 1: Apply

Complete and submit the application form, including resume online. Confirmation email will be sent to you within 3 to 4 weeks if you are accepted into the program. (Note: Please download and save the application form on your own computer before sending it in.)

### Step 2: Introduction

The Program Coordinator will match and connect you with a Connector that suits your skills, experience and/or field of interest via email. After you are accepted into the program, you will receive an introductory email with your Connector contact details.

### Step 3: Prepare

Schedule the informational meeting

1. Email your Connector and introduce yourself.
2. Confirm the informational meeting date, time, and place.
3. Prepare and write down your questions
4. You may learn more about your Connector via LinkedIn.
5. Be on time.

## Step 4: Connect

To maximize the benefit of your informational meeting:

- **Dress professionally and bring a copy of your resume.** Part of marketing yourself is looking professional, so dress as if you were going to an interview.
- **Silence all electronic devices.**
- **Maintain eye-contact and be appreciative.** Be sure to shake hands in the beginning and at the end of the meeting. If your religion forbids shaking hands with the opposite gender, please mention that. After the meeting, be sure to thank your Connector for their time and advice.
- **Be professional.** Although employment is not guaranteed, the Connector may be a potential employer, so keep a positive and professional attitude. While brief discussions about personal matters may arise naturally, keep the primary focus on industry-related topics and finding networking opportunities.
- **Take notes.** Bring a notebook and pen with you to write down any important information or referrals given.

## Step 5: Follow Up

After your meeting:

- **Send a thank you note** within 24 hours after the meeting to thank the Connector for their time and commitment. This may be sent as an email.
- **Follow up with any additional referrals** after two to three days of the meeting with your Connector.
- **Complete the Survey**



## SIMPLE QUESTIONS TO ASK THE CONNECTOR

- I have done a bit of research on your organization by looking over the website. Would you tell me more about your role within the organization?
- What is the work culture like within your organization, and in this particular industry in Tulsa? Do people tend to work in teams or individually? Is the office setting formal or informal?
- What do employers look for in a successful candidate in this industry?
- What does the training process look like in this industry?
- What other organizations may be suitable for my experience?
- What key jobs or experiences led you to the position you are in today?
- What are the top three skills (transferable or technical) needed for my desired role?
- Is there an entry level position that could be a stepping stone to my desired role?
- What experience and expertise are expected within this industry?
- Are there any unspoken expectations of people working in this industry?
- How does one typically find employment in this industry?
- Do you know any resources that could help me tailor my resume and help me with a mock interview?



## FREQUENTLY ASKED QUESTIONS

### What are Informational Meetings?

An informational meeting is an opportunity for you to learn through the Connector's professional experiences by asking questions related to their career progression, occupation, or industry.

### Why are the referrals important?

Referrals are an extremely valuable way to:

- Gain information from different professional perspectives that can be applied to your career or job search
- Meet other knowledgeable and experienced professionals in the community
- Have a better understanding of the local job market and industry of interest

### Where will the informational meeting take place?

The meeting will be scheduled at a convenient public location like a coffee shop, the Connector's office or online with a web-based video conferencing platform.

### What happens at the first meeting?

It is your responsibility to come prepared for the meeting and initiate the conversation. Topics you could discuss with your Connector include:

- Professional background, skills and areas of expertise
- Sector-related news
- Tulsa industry-specific labor demands
- Potential career opportunities within your industry in the Tulsa area
- Networking tips

### How does the referral process work?

The Connector is asked to provide you with two or three referrals during or within two weeks of your meeting. The program also encourages each of these referrals to provide additional contacts to you if needed. It is your responsibility to manage referrals and follow up with them. Remember, Connectors and referrals are taking time out of their schedules to meet with you. The professional network created from this program will better connect you with opportunities available in Tulsa.



## SUGGESTED EMAIL CORRESPONDENCE TEMPLATES

### Suggested Email Format to Thank Connector:

Thank the Connector for taking time to meet with you and tell them what you enjoyed about your discussion and some things that you learned. Let them know it was a great opportunity and thank them again for the additional referrals that they provided.

#### Example:

Dear, \_\_\_\_\_

*Thank you for taking time out of your day to meet with me. I enjoyed our conversation about your organization and experiences within this industry. I learned more about what it takes to be successful in a career and how to move forward to network with others in this field. Speaking with you was a great opportunity, and I appreciate the additional contacts that you shared with me.*

Sincerely, \_\_\_\_\_

### Introductory Email for Additional Referrals:

Email the additional referrals and introduce yourself to them. Let them know you would like to meet with them briefly if they are interested. If so, set a date and time to meet and make sure to verify with them beforehand. We suggest attaching your resume to the email if your referring Connector has not already done so.

#### Example:

Dear, \_\_\_\_\_

*I'm a participant in the Tulsa Professional Connector Program and a recent [Academic Degree] graduate from [Name of College] or a newcomer to the region from [Country and/or City]. I have experience with \_\_\_\_\_ and \_\_\_\_\_. I'm working to build my professional network in Tulsa. (Connector's name) suggested that you would be a valuable connection. Are you available to meet with me for 45-60 minutes in the next few weeks so I could learn more about your organization and industry? The opportunity to expand my industry contacts in Tulsa is greatly appreciated. Thank you very much and I look forward to hearing from you.*

Sincerely, \_\_\_\_\_



## WEBSITE AND ONLINE RESOURCES

### New Tulsans Initiative:

The New Tulsans Initiative recognizes the core belief that our city's greatest asset is our people. As Tulsa grows and becomes a diverse world-class city, the New Tulsans Initiative Welcoming Plan provides pathways for socially responsible immigrant integrations and seeks out opportunities that benefit both native-born and immigrants in Tulsa. The New Tulsans Welcoming Plan is a comprehensive roadmap for building a more cohesive and equitable Tulsa and fostering connections between all immigrant and long-term residents.

The New Tulsans Welcoming Plan is organized into five categories that are critical to building a welcoming Tulsa: **Civic Engagement, Economic Development, Education, Health, and Public Safety**. Ultimately, the New Tulsans Initiative Welcoming Plan will allow Tulsa immigrants to bring their best to our city— providing fresh perspectives, starting businesses, and contributing to the vibrant diversity that makes our city prosper.

[www.cityoftulsa.org/newtulsans](http://www.cityoftulsa.org/newtulsans)

### Flourish Tulsa:

As part of the New Tulsans Initiative, the City of Tulsa launched Flourish Tulsa to support internationally-trained immigrants or immigrants with education and professional experiences from abroad. According to the American Community Survey (ACS) 2019, 24.4% of the foreign-born population in the city of Tulsa hold a bachelor's degree and 9.5% hold an advanced degree. Yet, more than 1 in 3 college-educated newcomers in Tulsa County face underemployment, meaning they are employed in jobs that require less than a college degree. Through community partnerships, we are developing strategies to meaningfully integrate the professional skills and talents our internationally-trained immigrant population brings to Tulsa.

Flourish Tulsa provides support and a roadmap for internationally skilled and trained immigrants in transitioning into a career that more closely aligns with their international education and professional experience. Through the **Tulsa Professional Connector Program**, the initiative helps the internationally-trained immigrant population build their professional network by connecting them with professionals and experts in the field, local businesses, and employment resources.

[www.cityoftulsa.org/government/departments/resilience-and-equity/new-tulsans-initiative/flourish-tulsa](http://www.cityoftulsa.org/government/departments/resilience-and-equity/new-tulsans-initiative/flourish-tulsa)





## RESOURCES FOR INTERNATIONALLY TRAINED IMMIGRANTS

Are you an internationally-trained immigrant or know someone who is an internationally-trained immigrant? Find local and national resources that can help advance your educational and professional goals.

[www.cityoftulsa.org/government/departments/resilience-and-equity/new-tulsans-initiative/flourish-tulsa/resources-for-immigrants](http://www.cityoftulsa.org/government/departments/resilience-and-equity/new-tulsans-initiative/flourish-tulsa/resources-for-immigrants)

### Workforce Credential Evaluation

The City of Tulsa, in partnership with the [YWCA](#), created a program where immigrants and refugees can get their credentials and degrees evaluated, translated and assessed for free.

[www.cityoftulsa.org/media/24694/workforce-credentials-evaluation-flyer.pdf](http://www.cityoftulsa.org/media/24694/workforce-credentials-evaluation-flyer.pdf)

### Tulsa Higher Education Resources for Immigrant and Refugee Students

The Tulsa Higher Education Consortium shared information on higher education options for immigrant and refugee communities in Tulsa. The consortium and higher education partners discussed how to begin or restart a journey toward degree completion in Tulsa, leading to professional independence and economic mobility. View the session at:

[tulsacc.hosted.panopto.com/Panopto/Pages/Embed.aspx?id=18d48c00-2b52-432b-8f37-aefb00ce32ae](https://tulsacc.hosted.panopto.com/Panopto/Pages/Embed.aspx?id=18d48c00-2b52-432b-8f37-aefb00ce32ae)

### inTulsa Talent

[inTulsa](#) connects talent and businesses to stimulate economic growth and to create more prosperous communities across the region. With inTulsa Visa Network, they provide immigration assistance and job placement services to help approved candidates and their families resettle and thrive in Tulsa successfully.

[talent.intulsa.com](http://talent.intulsa.com)

[talent.intulsa.com/intulsa-visa-network](http://talent.intulsa.com/intulsa-visa-network)



## **Retrain Tulsa**

Retrain Tulsa provides free technical training, career coaching and job placement.

Retrain Tulsa career coaches assist individuals in creating attention-grabbing resumes, refining their interviewing skills, recommending training programs, and more. They can direct people to career training, course offerings and job postings relevant to their career if they are looking for a new job or want to expand their role at their company.

[www.retraintulsa.org](http://www.retraintulsa.org)

## **YWCA**

YWCA Tulsa has been dedicated to serving immigrants and refugees for more than 35 years, and it is focused on addressing systemic disparities for newcomers, eliminate barriers, and invest in the success of those who have come to our community to build a new life.

YWCA provides Legal Services, Interpretation and Translation services, Credential Evaluation services, Health and Wellness services, and more.

[www.ywcatulsa.org](http://www.ywcatulsa.org)

## **Tulsa Community College (TCC)**

Tulsa Community College is a public community college in Tulsa, Oklahoma. It was founded in 1970 and is the largest two-year college in Oklahoma. It serves approximately 23,000 students per year in classes. TCC consists of four main campuses, two community campuses, and a conference center situated throughout the Tulsa metropolitan area. Their ESL Program team is committed to helping immigrants, refugees, and international students become more proficient in American English and developing the skills to succeed in college and the workplace.

[www.tulsacc.edu](http://www.tulsacc.edu)

[www.tulsacc.edu/admission/apply/special-categories/esl](http://www.tulsacc.edu/admission/apply/special-categories/esl)

## **Catholic Charities of Eastern Oklahoma**

Catholic Charities of Eastern Oklahoma will bring dignity, justice, and hope to the immigrant by providing direct legal services in immigration matters to low-income clients in Eastern Oklahoma, so that immigrants can fully engage in and contribute to our community.

[cceok.org/immigration](http://cceok.org/immigration)

## Tulsa WorkAdvance

WorkAdvance helps Tulsans build stable and productive lives through no-cost technical training, full-time job placement and personalized career coaching. Our customers receive nationally recognized credentials in leading sectors. These credentials, combined with highly personalized career services and career readiness training create a pipeline of qualified employees for Tulsa-area employers.

[www.workadvance.org](http://www.workadvance.org)



## REGISTER AS A CONNECTOR

Fill out the Connector application form at:

 [www.cityoftulsa.org/tpcp](http://www.cityoftulsa.org/tpcp)

## FOR MORE INFORMATION

 [tulsaconnectors@cityoftulsa.org](mailto:tulsaconnectors@cityoftulsa.org)