

Orange Empire Chapter General Meeting Minutes

September 18, 2019

Statement of Qualifications

By Michael Kane, Orange Empire Member

On September 18, 2019, the California Workforce Connection (CWC) Orange Empire Chapter hosted a general meeting and workshop on completing the Statement of Qualifications (SOQ) for approximately twenty attendees. Abraham Saucedo, Chapter President enthusiastically welcomed the crowd and provided updates to the attendees on chapter business prior to the presentation. He encouraged everyone to become CWC members and detailed the benefits of membership. The attendees were provided a very generous pizza dinner and beverage.

The evening presenter was Val Moeller, District III Director, CWC, who led an insightful presentation at the Unemployment Insurance Center Anaheim office. In attendance were representatives from various branches of the Employment Development Department (EDD) such as Workforce Services Branch, Tax Branch, Disability Branch and the Unemployment Insurance Branch. Val quickly captivated the attendees with lively interactive discussion and PowerPoint slides. She opened up with a series of questions on why an SOQ is important and what exactly is an SOQ.

Val stated an SOQ is used by employers seeking to fill vacancies for prospective candidates applying for positions with the employers. Specifically, in state government employment it is essentially required in many recruitment and hiring plans primarily for management related positions. However, it could be requested for any type of positions such as Employment Program Representative or clerical.

The SOQ is seen as an additional tool used to emphasize the job seeker's knowledge, skills and abilities for the job to which he or she is applying. Val shared that other basic essential tools for applying for positions include the Standard 678 (State Application), Resume and Cover Letter. According to Val, it is a tool intended to attract the reader and demonstrates writing skills and highlights job related qualifications. Throughout the presentation we

went through a series of PowerPoint slides illustrating the foundation and the elements of building an award winning SOQ that is likely to increase the opportunity of being selected. Val emphasized that candidates must show examples of how their experience, education and expertise relates to the position applied. However, she indicated it was very important to follow the written instructions for composing the SOQ such as formatting. The formatting usually entails the following factors as an example; the document must be single spaced, 12 font and two pages at maximum length.

The big takeaway from the presentation was that you should make the SOQ your own, let it stand out from a crowded field of applicants. You should highlight your strengths relevant to the position for which you are applying. Moreover, the SOQ elements may vary as no one size fits all; but it should be well-structured for serious consideration.

In conclusion, the workshop was a true learning experience that will definitely benefit all in attendance. Kudos to Val Moeller for a job well done.