



2027 Hal Shaffer Memorial Executive in Residence Student Leadership Certificate & Digital Badge

Take your professional skills to the next level.

Registration opens September 8th

Participation Details

Students who complete the required curriculum and attend 6 of 10 activities including the Executive in Residence Fireside Chat and Dinner will receive a Digital Badge, to use on portfolios and LinkedIn, and a Leadership Certificate presented by the 2027 Executive in Residence, BSI CEO Tony DaRe at the March 23, 2027 Executive-in-Residence Dinner. Students are encouraged to document their completion on their resume, providing an extra opportunity to impress prospective employers and transfer schools with their motivation and drive!

If you completed the 2026 Executive in Residence Certificate, you do not need to repeat curriculum items that were completed last year.

The Hal Shaffer Memorial Executive-in-Residence Program was established at Northampton Community College in 1985 to give business students the opportunity to spend time with and learn from the area's most successful business leaders. The program is made possible by an endowment established by Cecile and Jack Shaffer in memory of their son Hal. Since its inception, the program has grown to include students in all majors.

Fall 2026 Semester EIR Certificate Requirements – for first-time completers of the Certificate

Skills Building Curriculum – complete all 3

Discover....

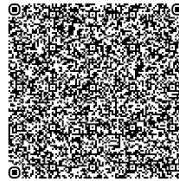
1. **Know yourself!** And discover majors and occupations that match your personal talents. Complete the Focus 2 Work Interest and Personality Assessments. Use the link <https://www.focus2career.com/Portal/Login.cfm?SID=1654> The Focus 2 password is **spartan**. Email April Bachert, Project Coordinator at abachert@northampton.edu when you have completed the assessments.

Plan and Prepare....

2. Create or Enhance your Resume and Cover Letter.
Complete Be Spartan Ready Module 3 in Brightspace using NCC Go or accessing Brightspace Student Lounge from your laptop. Feedback will be provided.

Promote....

3. Complete & Practice your Elevator Pitch Assignment (video and worksheet). Make an appointment with the Career Development Office to practice your Elevator Pitch. Scan the QR. Complete the worksheet and practice with a friend. Then make an appointment to practice with one of the Career team. You can have your resume reviewed and practice your pitch at the same appointment.



Fall Skills Event Opportunities – Participate 3 of 6. One Networking event is required.

1. Networking 101 & Nachos Sept. 22nd from 3:30pm – 5:00 pm in CC220
2. Coffee and Career Conversations with professionals Sept. 29th from 10:30am – 12:30pm in Laub Lounge (This is a ‘stop by’ event for you to get to know the Career Center team and chat with us and professionals about your career vision.)
3. From Campus to Career: Networking Reception Oct. 14th from 4:30 – 6:00 pm in CC220
4. Nail Your Networking Panel & Practice with Lunch on Nov. 12th from 11:00am – 12:30 pm in CC220
5. Fall 2026 Career & Internship EXPO Oct. 20th Laub Lounge from 11:00 am – 2:00 pm
6. First Impressions Open House Nov. 19th 10:30 am – 12:30 pm College Center Room 101 or make an appointment to visit and select business professional clothing

Spring Semester EIR Certificate Requirements (Complete both – 1st time and returning students)

1. **Express yourself!** Use your oral communication skills to prepare for a future interview. Go to Handshake or other job search resources to select a job you might like to apply for. Use the Interview Resource Guide you received in your Welcome Packet and make a list of skills you are good at or things you enjoy doing. List things you’d like to improve. Review your resume to become comfortable sharing your education and work information with an interviewer and begin to practice introducing yourself. Using the guide to learn what kinds of questions are typically asked and think about how you would answer them. When you feel prepared, reach out to make an appointment with one of our career staff to complete your Mock Interview.
2. **Get Connected!**
Join LinkedIn. Create your Profile, but first [click here](#) to view samples of outstanding profiles. Use the LinkedIn Profile Tip Sheet to create an engaging profile.

If you’re already on the platform review your profile, update your skills, job, and education. Have you connected with anyone or posted? Before you begin, watch the following LinkedIn course video to get started. stop by the Career Center for a Professional Headshot, and then

- Connect with www.linkedin.com/in/karen-glose-7a53ba8

- Follow 3 companies
- Search for a professor, co-worker, friend NCC staff or alumnus that you'd like to stay in touch with, learn about, or ask for a recommendation in the future, and click on Connect.
- Post something about a class project, internship, job shadow or other professional topic
- Once you receive your EIR Certificate and Digital Badge be sure to post!



Spring Skills Event Opportunities (participate in 3). One Career Panel is required.

1. **Leadership Lunch 2/17 - CC220 (Professional/Business dress is strongly recommended)**
Served lunch with etiquette tips and Keynote Speaker Keela Vincent, NCC'94 – CEO Family Connections of Easton – Why leadership is a journey.
2. BSI Executive Panels with Q & A - ***1 Session Required**
 - **11:00 AM 3/16** – BSI executives on campus (Majors to be determined)
 - Requesting 3 representatives from BSI to serve on a panel to discuss how these areas impact the company

OR

 - **11:00 AM 3/17** - BSI executives on campus (Majors to be determined)
 - Requesting 3 representatives from BSI to serve on a panel to discuss how these areas impact the company
3. BSI Mocktails Networking Reception
 - **TIME TBD 3/18** – BSI Mocktails Networking

Required for Completion of the Leadership Certificate

Tuesday, March 23, 2027 - Executive in Residence Fireside Chat, Networking & Dinner – Business Attire is required

- Northampton Community College |Bethlehem Campus | 3835 Green Pond Road | Bethlehem, PA 18020
- 2:00 – 3:00 PM Laub Lounge – College Center - Professional Headshots for students only – **optional but recommended**
- 3:00 PM College Center 220 David A Reed Community Room - Welcome by Dr. Ruth and Introduction of Rob - Fireside Chat and Q & A with Mr. DaRe
- 4:15 PM College Center 220 David A. Reed Community Room– Presentation of Executive in Residence Scholarship and gift to Mr. DaRe (Dr. Ruth)

- 4:20 pm Laub Lounge – Mocktails Networking Reception
- 5:15 pm Laub Lounge– Executive in Residence Dinner
- 6:00 pm Presentation of EIR Certificates to students who completed the requirements

***Highly Recommended**

Professional/Business Attire - First Impressions Professional Clothing Closet – make an appointment to ensure you have business attire for Executive in Residence, future interviews, Job Shadow, internships and all leadership opportunities.