

The Behrend Beacon

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# What every new hire needs to know

by Matt Wixon  
The Dallas Morning News

Congratulations on landing your dream job. You will tackle new challenges, pursue higher goals and cash a check big enough to make super-sizing your value meal a no-brainer. Make sure to focus on that your first day, when you get locked in a stairwell looking for the restroom. The second day will be better. But the

refer to you not as "The Boss" but as "Employee 4725A-2TI," this might not be possible.

In that case, you probably work in a cubicle. And in that case, you need to remember that cubicles offer as much privacy as a thong bikini. That's because cubicle walls absorb almost no sound, especially when they are plastered with Post-it Notes, calendars and a picture of a kitten hanging from

your co-workers. Ah yes, memos. They now come mainly in e-mail form, but they remain the primary communication medium of the modern workplace. Unfortunately, the deluge of memos — Re: timecards are due, Re: changes to company 401k, Re: lost pair of sunglasses in the bathroom — can be overwhelming.

But even the most cynical office workers should appreciate the importance of memos. Memos keep employees informed, keep employees on their toes, and when printed out, can keep employees warm in the chilly areas of the office. If you literally bury yourself in paperwork, you'll stay warm while showing your willingness to take on heavy workloads.

It's also essential to bring a few memos to meetings. They might have nothing to do with the meeting, but the memos show that you are serious about your work. They also provide something to doodle on when meetings drag, and that is inevitable.

Another tip for employees hoping to succeed is to never use company-owned office products for personal use.

Sure, it might seem harmless to take home a pack of Post-it Notes or a couple of highlighters. But why risk all the hard work you've put in, as well as an honorable reputation, just so you can make 100 free copies of a flier for your garage sale? It simply cannot be justified — unless you have confirmation that the boss and the office manager are gone for the day, as well as a minimum of two trustworthy lookouts. After all, you want to be known in the office as a dedicated worker, not a petty thief.

Likewise, you want to be known as an employee with common sense, not an uncommon scent. So go easy on the Chanel No. 5 or Armani for men.

Colognes and perfumes often irritate people with allergies. Almost as important, a distinctive scent allows the boss to track you in the office. "How many times has the Drakkar Noir guy gone to the vending machine today?" he might wonder. "How long was Ms. Lady Stetson chatting at the copy machine? Why is the scent of Jovan Musk so strong every day at the office-supplies cabinet?"

For the same reason, don't wear squeaky shoes to work. You might as well wear a cowbell around your neck.

You walk into the boss's office and feel the first beads of sweat on your forehead. You heart begins to race, your mouth gets dry, and you feel like an 8-year-old facing interrogation over a broken lamp.

You'll get a memo on it soon, Employee 4725A-2TI.

## Through the looking glass

by Mike Pingree, KRT Campus

OH, DON'T MAKE ME LAUGH. YOU MORON

In a misguided attempt to promote civility in public debate, a councilwoman in Palo Alto, Calif., has proposed rules suggesting participants refrain from smirking, rolling their eyes or employing "body language or other nonverbal methods of expression, disagreement or disgust."

Once the plan became public, the councilwoman was herself loudly derided and received piles of what she termed "hate mail." Traumatized, she may vote against her own proposal.

EXCUSE ME, CAN YOU SCOOT OVER?

A drunken man staggered into an unlocked apartment in Orem, Utah, in the dead of night, and got into bed between a sleeping man and his wife. The husband woke up and, police said, "escorted the suspect out."

AFTER ALL, WE DO HAVE STANDARDS

The chairman of the county commission in Mott, N.D., engaged in an adulterous liaison with a married woman.

Shocked citizens organized a recall election and voted him out of office.

**It's the annual employee evaluation, a time for paranoia, sweaty palms and painful silences that stretch out longer than the director's cut of "Apocalypse Now." But relax — these answers to common evaluation questions will help you get through it.**

**Q. Where do you see yourself in five years?**  
A. Taking on bigger challenges, expanding my role with the company and helping the company strengthen its position for the future. (Strategically vague, it's the perfect answer to an evaluation question because it says nothing.)

**Q. How do you feel you benefit the company?**  
A. I'm a team-oriented person who works hard and wants the company to improve. (Important note: Never say you are willing to do "whatever it takes" to help the company improve. "Whatever it takes" would include working weekends.)

**Q. In what ways do you think the company can improve?**  
A. By dedicating itself to improvement, nourishing an environment that allows for improvement and taking bold steps toward improvement. (Equivalently nonsensical. You might sound like a politician, but at least you're playing it safe.)

If you are still worried about your evaluation, remember this: the boss is not listening very closely, anyway. He or she is probably busy scheduling a meeting on how to have effective meetings.

first day is like transferring to a new school, where the other children stare, nobody sits with you at lunch and you get stuffed in a trash can during recess. Thank goodness that will not happen at work. The people are more mature and the trash cans are way too small.

More important, unprofessional behavior is prohibited by most companies. You would know that had you read your employee manual instead of using it as a coaster on your coffee table.

But don't feel bad. Most people do not read their employee manuals, which rarely reach the literary heights of the instruction booklet to George Foreman's Lean Mean Grilling Machine. And while employee manuals are valuable, they are not survival guides.

So here is an office-life survival guide, with tips never found in an employee manual.

The easiest way to create an efficient workspace is to locate it in a large corner office with an inspirational view of the city and a door that locks. Of course, if people

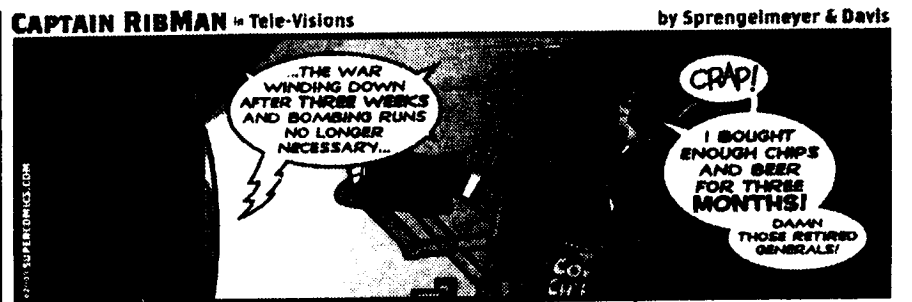
a tree with the inspirational phrase, "Hang in there!"

The result: Sound travels through cubicles even faster than a stolen stapler. So avoid having confidential discussions or making personal phone calls in your cubicle. And if you listen to music, keep the volume low as a courtesy to fellow employees who want to work in silence or are trying to eavesdrop on conversations in surrounding cubicles.

Getting along with fellow employees can be easy if you are friendly, courteous and show respect for your co-workers. Every employee must play a part in creating a cubicle community full of good neighbors who help one another and support the vast differences in employee work styles.

Be sure to remember that when your cubicle neighbor uses his speakerphone to have conversations that include the phrases "the naughty one with the tassels" or "searching for a colon polyp."

Every employee is bound to annoy another at some point. The key is to accept, and even embrace, the idiosyncrasies of



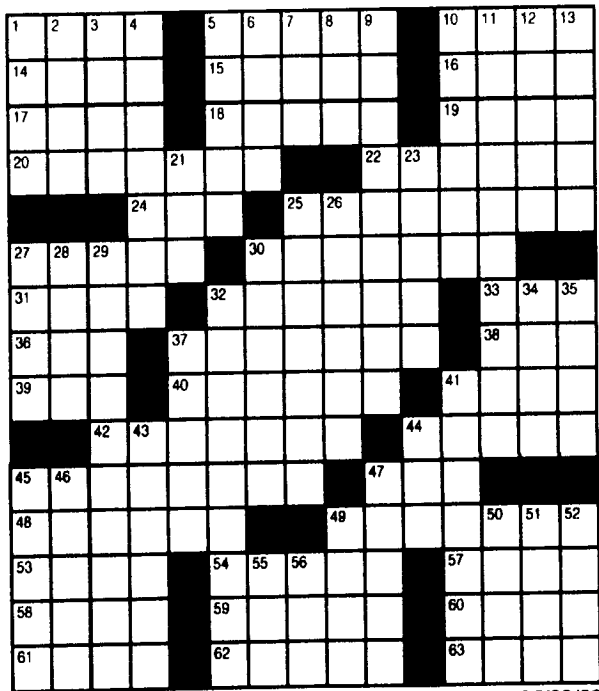
## DITHERED TWITS

by Stan Waling



## Crossword

- ACROSS**
- 1 Forfeiture
  - 5 Candid
  - 10 H.S. jr.'s trial run
  - 14 Away from the wind
  - 15 Indian currency
  - 16 Vagrant
  - 17 Turner or Louise
  - 18 Go in
  - 19 Colorful mount
  - 20 Position under scrutiny
  - 22 Talkative
  - 24 Kind
  - 25 Reworks old material
  - 27 Building block
  - 30 Dogs
  - 31 Long, straight and limp
  - 32 Wound into rings
  - 33 Provide with weapons
  - 36 Mel of Cooperstown
  - 37 Appease
  - 38 Affirmative vote
  - 39 Three-way junction



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### Solutions

- 6 Mutation
- 7 Litter's smallest
- 8 Fitting
- 9 Born in Cannes
- 10 Woman's square scarves
- 11 Sentence unit
- 12 Seer
- 13 Subside
- 14 Blair and Bennett
- 15 Ruminant of the Rockies
- 16 Blues composer W.C.
- 17 Bitter critics
- 18 Join up
- 19 Ink stain
- 20 Grade
- 21 One who pleads for another
- 22 Nab
- 23 Vied
- 24 Philosopher Descartes
- 25 Gymnasts' pads
- 26 Antiquated
- 27 Stopped by
- 28 Brennan or Heckart
- 29 Male offspring
- 30 Send payment
- 31 Dodge
- 32 LEM word
- 33 "Eyre"
- 34 Peel
- 35 Tale on a grand scale
- 36 Powerful stink
- 37 Land in the Seine
- 38 Animal doc

## Reality shows take over the airwaves

by Sarah Dailey  
contributing writer

How desperate are you to find someone to love? FOX is ready to help with its new reality show "Mr. Personality" airing Monday nights at 9 p.m. Several men will compete to win over young, beautiful and single woman.

The men are disguised throughout the entire process, so they have to rely solely on their personalities to captivate her. As the series goes on the woman will narrow her choice down to one man.

Stations like FOX and ABC are the top runners in creating the shows where love can be found.

ABC just started its third season of "The Bachelor," a show in which 25 women compete for the love of one man. They had such success with the first two seasons of "The Bachelor" that a spinoff was created called "The Bachelorette," in which 25 men competed for one woman's love.

In the end, a marriage proposal is possible, and so far, the proposals have been there for three. Nevertheless, as these shows have proven, some things are too good to be true. Almost as quickly as the first bachelors' relationships started, they ended.

This brings up the question of whether it is possible to find true love on a TV show.

Some people hold the belief that love can be found in odd places. "After watching the first season of the 'The Bachelorette,' I believe that true love can happen in the oddest situations,"

said Jen Henderson, a sophomore Elementary Education major.

FOX thought up an even crazier idea for a show, where singles would allow America to decide who they should marry, before they have ever seen the person. Once an engagement ring was placed on the finger of the contestant, then and only then for the first time did they get to see the face of their future husband or wife.

Maureen Archer, a sophomore Accounting major, said, "Married by America" takes reality TV to a ridiculous level by asking these people to get engaged without ever meeting or even seeing the other person's face."

Now you might be wondering where they find the people who are crazy enough to go on these shows. Well, it is as simple as filling out an application online or mailing it in for "The Bachelor" and "Bachelorette."

Even some Behrend students might be likely to apply for the shows. Sophomore Scott Soltis said, "Yeah, I'd do it. People are always finding love in weird places, so I don't see what's so wrong about TV."

Archer had the opposite opinion. "Reality shows base their success on the failures of others," she said. "Therefore, I would never put myself in the position to be publicly humiliated so a network could receive better ratings."

Therefore, as you can see the verdict on reality love shows is still out.

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