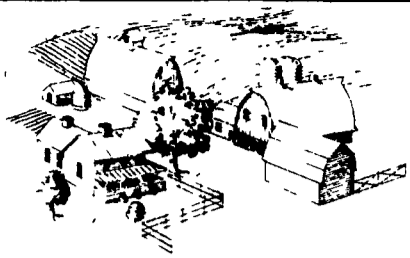


# FARM MANAGEMENT



**PATRICIA L. POWLEY**

**Extension Home Economist**

Because of the instability of the agricultural economy, many rural homemakers are looking for work outside the home for the first time in years -- maybe ever.

This article is the fourth in a series on the subject of landing a job.

## The Interview

The big day has finally come. You have assessed your skills and experience, located potential employers, contacted references, and prepared a resume and cover letter. At last you've received a call to come for an interview.

Before the interview:

- Find out all you can about the business where you are applying. Be able to talk about its products or services. Talk with people who work there if possible.
- Organize your thoughts. Think about answers to possible questions.
- Dress appropriately, neatly and conservatively in a suit, simple dress, or skirt and top. First impressions are important.

• Reassure yourself. You have something valuable to offer your employer.

• Expect to encounter many questions, interviewers with different styles, and applications to fill out.

Doing your homework before the interview will give you an edge over applicants who fail to do so, and it will boost your confidence.

Some common interview questions include the following:

• "Why are you interested in joining our company?" If you've done your homework, you will know about the firm's operations, practices, or policies. List some that you found interesting. Indicate your desire to learn more. Remember to listen closely to the speaker. It is a good idea to ask the interviewer questions about the firm, as this will indicate your interest.

• "Why do you feel qualified for the job?" (What do you have to offer?) This is your time to shine. Now, you can tell him/her how your experiences of managing a

home and farm operation have taught you skills that can be applied to the job in question. For example, if you have kept the books in your farm business, point out this skill and explain how it might be helpful in bookkeeping for the firm.

• "What are your major strengths and weaknesses?" It is wise to stress the strengths that would be useful to the firm. For example, "I'm a hard worker and I don't watch the clock." Be brief about weaknesses; make them sound as positive as possible. For example, "I work myself too hard at times, but I seem to thrive on keeping busy." Don't make excuses for yourself.

• "Why do you want to work?" Be positive about your career goals and what you have to offer the organization. It is best not to talk about hard times on the farm, as this may leave a negative impression. Instead, emphasize your interests and abilities.

All interviews do not follow the same format. An interviewer may ask you to tell about yourself. The more you know about yourself and the prospective job, the more confident you will feel. Be sure to stick to the topic set by the interviewer. He or she wants to measure your communication skills and maturity.

## Questions You Might Ask

During the interview you might ask for some job specifics, such as:

- What are the duties involved

in the position?

• Will there be a training period?

• Is there a possibility of advancement?

• What is the starting salary?

Following the interview, send a note expressing your appreciation for being considered. This will not only satisfy the courtesy requirement, but will also remind the employer you're still interested in the job.

## A Word of Advice

Very few people have landed the first job for which they've applied or interviewed. A rejection is hard to take, but when you realize that most people apply for several jobs before the right one turns up, you know you can try again.

You may need to lower your expectations temporarily and take less than you originally wanted. Be persistent with your contacts; continue to let friends and acquaintances know you are looking for job leads. Keep contacting firms that interviewed you every 60 to 90 days. Things change and more positions might be available. Treat your job search as a full-time job with organized daily efforts.

controversial topic. Quimby will update farmers and provide historical information on the humane treatment in the welfare of livestock in America.

## LVNB AG Seminar Set

LEBANON (Lebanon Co.) — The Agriculture Group of the Lebanon Valley National Bank will hold its 11th annual luncheon seminar at the Prescott Fire Company in Prescott on Feb. 14. The event is held for local farm families and features various speakers discussing current agricultural topics.

Beginning at 9:15 a.m., H. Louis Moore, professor of agriculture economics at the Pennsylvania State University will speak on the pork and beef projections for 1990.

The featured speaker, Dr. Fred Quimby, director of Cornell Center for Research Animal Resources, will address the issue of animal rights at 10:15 a.m. The topic of animal rights in the farming industry has been a debated and

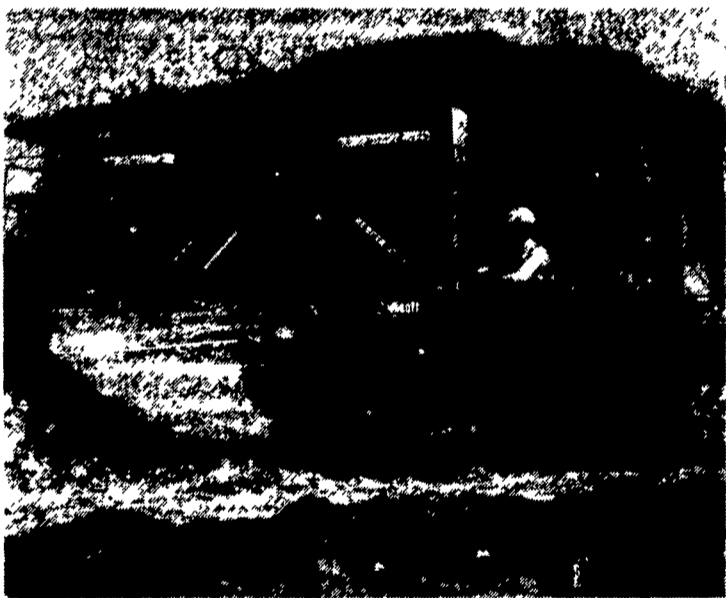
controversial topic. Quimby will update farmers and provide historical information on the humane treatment in the welfare of livestock in America.

"The Proper Feeding and Care of New Born Dairy Calves" will be addressed at 11:00 a.m. by retired Dr. Richard G. Wener, Animal Science Department, Cornell University, Ithaca, New York.

Following lunch, Kenneth Winebark, Lebanon County Extension Agent; Clyde A.B. Myers, Berks County Extension Agent; and Bernie Riley, Berks County Land Preservation Specialist, will discuss agriculture security areas.

A general discussion and question session with the audience concludes the seminar.

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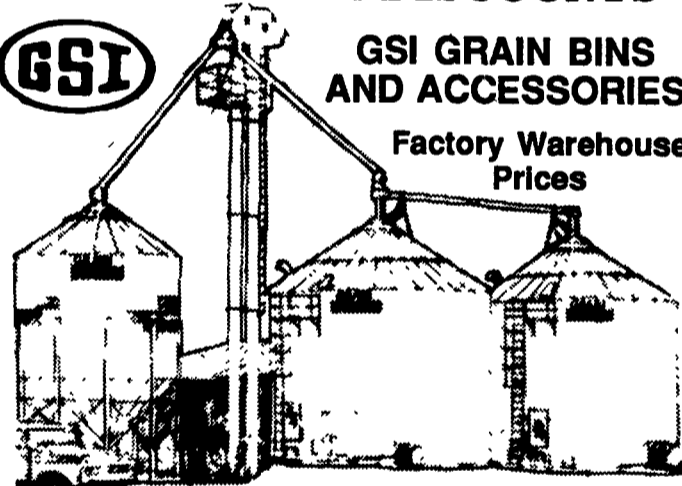
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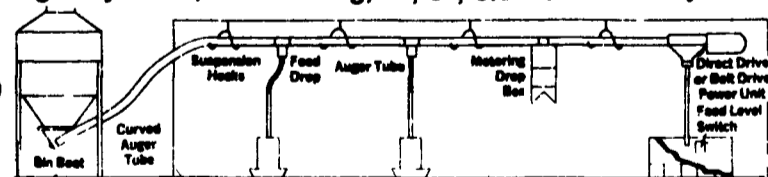


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