

NEED HELP DRAFTING A RESUME?

COME TO 413 BOUCKE BUILDING.
THE CDPC RESUME ASSISTANTS ARE THERE TO HELP YOU.
HOURS: MON. AND WED. 1-5 P.M., TUES. AND THURS. 1-4 P.M.

THE JOB INTERVIEW

The reason for having a job interview is to get a job offer. If you have several successful job interviews, you will be able to choose which job to accept. Therefore, think of a job interview as leading to an offer for a job which you may choose to accept or reject rather than as a crisis situation which must result in a job.

One recruiter who visits the Penn State campus said, "The recruiter is there to get a feel for the candidate's capabilities and his or her ability to communicate. Interviews are opportunities to sell one's self, and each candidate should take as much time as needed to market his or her capabilities. The interviewer's role is to listen and answer pertinent questions concerning job specifics."

The interviewer is trying to determine if you possess the two best predictors of job success: people skills and motivation. He or she will try to measure your people skills based on your personality and your ability to speak and write. The interviewer will try to find out what motivates you by probing as to why you did the things you show on your resume and why you want to work for the interviewer's organization.

PREPARING FOR THE INTERVIEW

Know yourself. It is impossible to anticipate the exact questions an interviewer will ask, but if you feel comfortable talking about yourself, you will create a positive impression regardless of the question. Feeling comfortable means you know your career goals and your strengths and weaknesses and you are able to share that information with the interviewer in an open and honest manner.

Know the employer. An on-campus interviewer stated that:

"The recruiter has probably sacrificed business and personal time to conduct the interview. The student therefore should conduct enough research to familiarize himself with the company. The interview is not the time to ask what the company does make."

Practice for your interview. An excellent method is to sit down with a friend and pretend like one of you is the interviewer and the other is the applicant, then switch positions. If you have never interviewed anyone before, you will see that a job interviewer's task is most difficult. Here are a few questions you — as the interviewer — might ask your friend.

What kinds of jobs are you most interested in?

How did you decide to study your particular academic major (if in college)?

Why do you want to work with our company?

Tell me about your strengths and weaknesses.

What do you see yourself doing five years from now?

Why should I hire you?

THE DAY OF YOUR INTERVIEW

Try to arrive at least fifteen minutes early for your interview. This will allow for unforeseen emergencies like slow traffic, a busy elevator, or a last minute visit to the bathroom.

When the interviewer greets you, follow his or her lead. If a handshake is offered, accept it. Do not smoke, chew gum, or call the recruiter by his or her first name unless invited to do so.

Most interviews will make a decision about you in the first five minutes of the interview. Their decision is greatly influenced by whether or not they like you — your looks, your clothes and your personality — rather than the facts you show on your resume. When the interviewer sees you for the first time, he or she mentally slots you into one of two baskets: you fit the good employee image or you don't. You can increase the chances of being seen as a "good employee" by dressing neatly and conservatively. A golf course assistant superintendent once told me, "I refuse to wear a coat and tie for an interview. I prefer a T-shirt and blue jeans. If the interviewer won't accept me as I am, I don't want to work for him." No one is going to force you to conform or to crimp your style. But, neither are you going to force an employer to hire you and most employers prefer conservative over liberal when evaluating a candidate's attire. It is safer to be too well-dressed than too casual.

Also, the candidate who maintains good eye contact with the interviewer, who has a good grasp of the English language, and who displays enthusiasm, will probably match the interviewer's image of a good candidate.

Most interviews will follow a rather simple question and answer formula. If such is the case, your ability to answer quickly and intelligently is of great importance. If your answer are confused and contradictory, your cause is lost. The greatest preventive against contradictory answers is the plain, unembroidered truth. A frank answer, even if it seems a little unfavorable to you, is better by far than an exaggeration which may tangle you up in the next question.

Make sure that your good points get across. The interviewer won't know them unless you tell him/her — but try to appear factual and sincere, not bloated with conceit. If you can mention your best qualities in relation to something concrete, so much the better. For example, saying "I paid for 75 percent of my college expenses" is better than saying "I am a hard worker and I want to get ahead." The first establishes the point more convincingly than the second.

If you get the impression that the interview is not going well and that you have already been rejected, don't let your discouragement show. You have nothing to lose by continuing the appearance of confidence and you may gain much. The last few minutes often change things. Once in a great while, an interviewer who is genuinely interested in your possibilities may seem to discourage you in order to test your reaction. If you remain confident and determined, you will probably make a good impression.

THE CLOSING

Your interview might end with you and interviewer standing up, shaking hands, saying "I'll see you," and parting company. You leave wondering what is the next step. However, if you are truly excited about the job at the end of an interview, you should express your interest in the position and ask the interviewer what will happen next. The interviewer should tell you when you will hear the results of the interview. Ask the interviewer for his or her business card. You can then send a follow-up letter to the person who interviewed you.

AFTER THE INTERVIEW

A Vice President of a large investment firm told the story of forty MBA students who were hosted in the firm's New York City suite for two days. Of these forty highly educated people, only one stood out in the Vice President's mind a week later. That student had taken the time to write a follow-up letter thanking the firm's officers for their courtesy in hosting him at their expense. A follow-up letter to the interviewer is also appropriate following a private job interview. Let the tone of your letter reflect your continued interest in the job. Remind the interviewer of any facts about yourself that you think are especially important to his or her employer. Conclude by stating your understanding of the next step to be taken by the interviewer.

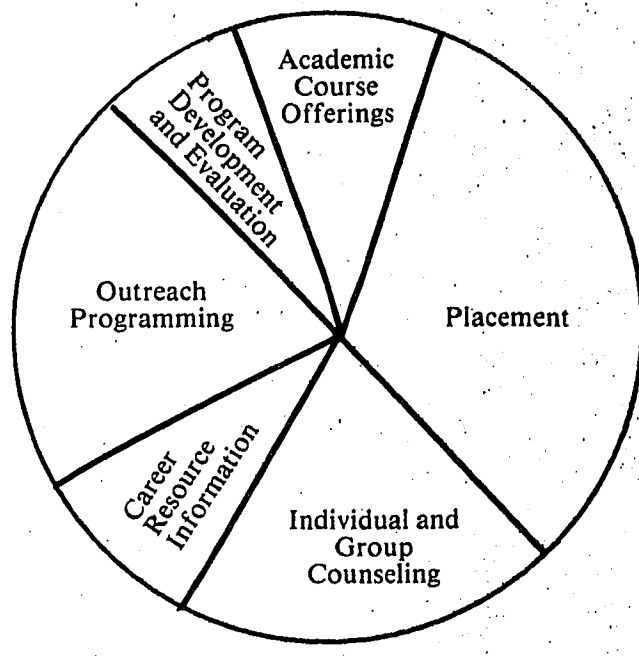
In spite of your preparation, your interview may not result in a job offer. If this happens you may feel sad, unworthy, and angry. It may help you feel better to know that job rejections are quite common. Unless you kicked the interviewer in the shins or knocked over his pencil holder, there is no reason to tell yourself that you were a clod in the interview. Instead, tell yourself you did your best, but the interviewer must have talked to someone whose qualifications were a better match for the job.

OVERVIEW OF CDPC

The major objective of Penn State's Career Development and Placement Center is to assist students in exploring, confirming and implementing their career/life plans and goals. The Center views the career concerns of individuals as developmental in nature, hence, provides services that potentially benefit students of any academic major or term standing.

Much of the Center's career counseling activity is involved in assisting students of lower term standing to formulate career plans while the placement function aids students who are nearing completion of their college degree in securing professional employment.

The Center's primary purpose is to help students make the most of their college experience. To accomplish this students are offered assistance in such areas as finding career direction; maximizing personal and career potentials; life planning, including future work and social/sex roles; learning self-management skills; choosing an appropriate major; and preparing for and securing a job. The pie graph helps to illustrate the variety of services available at the center.



A MAJOR DECISION

Choosing a college major may be one of the biggest decisions you have ever faced. Like any other decision in life, there are a few basic rules to follow which will help to make it a successful one.

Think for a minute about just why you came to college. If you are here to be trained for a job, your choice of a major will be very different from that of someone who is here for "learning's sake." There are many different ways of looking at a college degree — as a work permit, a license, a preparation for grad school, a four-year party. What's yours?

You need information about the majors available at PSU and related careers to make a good "Major Decision." DUS advisors (Grange Building) can help you to explore University and department requirements. Counselors in the Career Development and Placement Center (Boucke Building) can help you to look at majors in terms of your long-range goals. The CDPC also provides services such as Career Exploration groups, "Choosing a Major" seminars, and the Career Resource Library. Information about specific majors can be obtained from departmental advisors and DUS college liaisons.

As you consider and compare different majors, here are some questions you may want to ask:

1. What kinds of skills are needed to be a successful _____ major?
2. How can these skills be applied in the work world?
3. What are the course requirements (core and electives) for a _____ major? How much flexibility is there in selection and sequencing?
4. What is the typical learning format — lectures, small groups, labs, field trips?
5. How much time can I expect to spend studying weekly?
6. Can I minor or double major in this department?
7. Is this program accredited? By whom?
8. Is this degree equivalent to professional certification or licensure? If not, what is necessary beyond the degree?
9. Can you suggest other students in the department to whom I can talk?
10. Who are the teaching faculty members — what are their areas of expertise?
11. Are there opportunities for independent study or credit internships within the department? How does one go about setting one up?
12. What kinds of jobs do alumni (ae) now hold? Salaries?
13. Is graduate training required?
14. Do you offer any career counseling or job placement services? How about job vacancy listings?

Fastest Growing Jobs, 1978-90

Occupation	Annual openings
Bank clerks	28,000
Bank officers and financial managers	28,000
Business machine repairers	4,000
City managers	3,500
Computer service technicians	6,400
Construction inspectors	2,200
Dental assistants	11,000
Dental hygienists	6,000
Dining room attendants and dishwashers	37,000
Flight attendants	4,800
Guards	70,000
Health service administrators	38,000
Homemaker-home health aides	28,000
Industrial machine repairers	1,100
Landscape architects	1,100
Licensed practical nurses	60,000
Lithographers	2,300
Nursing aides, orderlies and attendants	94,000
Occupational therapists	2,500
Occupational therapy assistants	1,100
Physical therapists	2,700
Podiatrists	600
Respiratory therapy workers	5,000
Speech pathologists and audiologists	3,900
Teacher aides	20,000
Travel agents	1,900

Note: For these occupations, employment in 1990 is projected to be at least 50 percent higher than it was in 1978.

Jobs With the Most Openings, 1978-90

Occupation	Annual openings
Secretaries and stenographers	305,000
Retail sales workers	225,000
Building custodians	180,000
Cashiers	119,000
Housekeeping workers	96,000
Nursing aides, orderlies, and attendants	94,000
Cooks and chefs	86,000
Kindergarten and elementary teachers	86,000
Registered nurses	85,000
Assemblers	77,000
Flight attendants	77,000
Guards	70,000
Blue-collar worker supervisors	69,000
Local truck drivers	64,000
Accountants	64,000
Clerical and practical nurses	60,000
Typists	59,000
Caretakers	59,000
Industrial machinery repairers	59,000
Real estate agents and brokers	59,000
Construction laborers	49,000
Engineers	45,000
Bank clerks	45,000
Private household workers	45,000
Receptionists	41,000
Wholesale trade sales workers	40,000
Teacher aides	40,000

Note: Replacement needs and growth are projected to cause these occupations to offer the largest numbers of openings. Competition for openings will vary by occupation.

CDPC COURSES

AGRICULTURE 100 — JOB PLACEMENT SKILLS AND STRATEGIES

A one-credit course designed to introduce students to resources on and off campus that can be helpful in finding a job; to help them become comfortable talking about their skills and career objectives; and to teach students how to sell their skills to employers in writing and in person. (Offered Winter Term)

BUSINESS ADMINISTRATION 297B — CAREER DEVELOPMENT FOR THE BUSINESS ADMINISTRATION STUDENT

A two-credit course designed to involve the student in influencing his or her own future in the context of the professional environment. Major topic areas include: goal crystallization, informational interviewing, identifying and contacting potential employers, resume preparation, interviewing skills, selecting from alternatives, and transition from school to work. For information on course time contact the Dean's Office, Room 110, College of Business Administration. (Offered Winter Term)

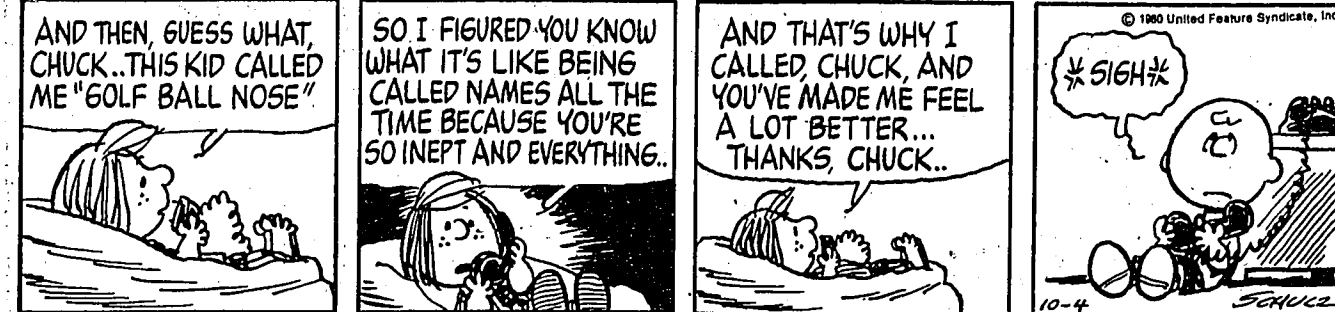
COUNSELOR EDUCATION 297A — FINDING A CAREER IN EDUCATION

In addition to exploring the current market for educators, this course covers job search strategies, the interview, educational credentials, and a tour of the Career Development and Placement Center. Also investigated are issues and life styles in education and the transitions from college student to professional. Each student will be assisted in composing his or her own resume and cover letter. (Offered Winter and Spring Terms)

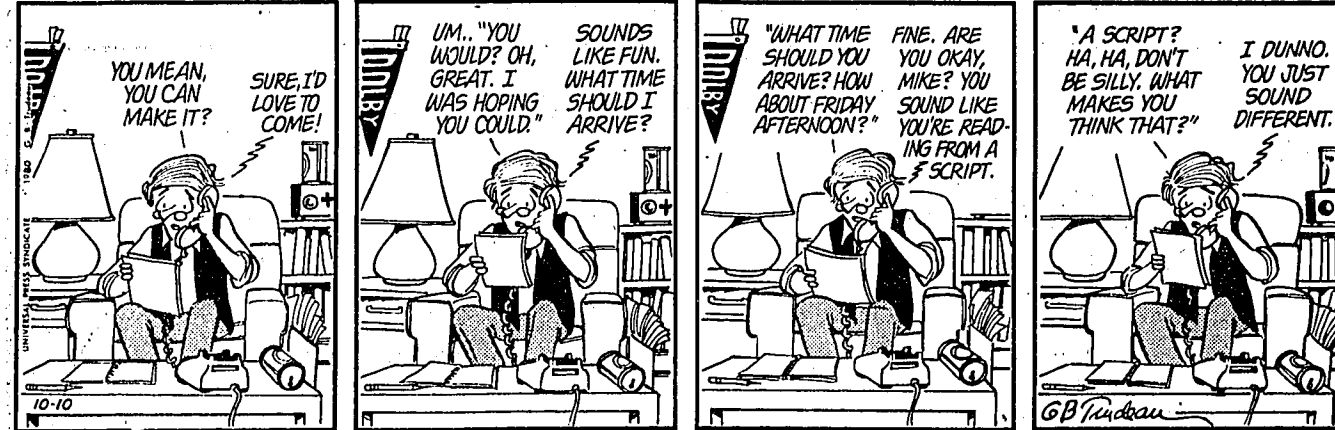
HUMAN DEVELOPMENT 497A — CAREER IMPLEMENTATION IN THE SOCIAL SERVICES

This one-credit course is intended to teach the skills required in implementing career plans related to the human services. Particular topics covered will include: clarification of career goals, identifying potential employers of Human Development graduates, resume preparation as well as interview skills. (Offered Winter Term)

PEANUTS®



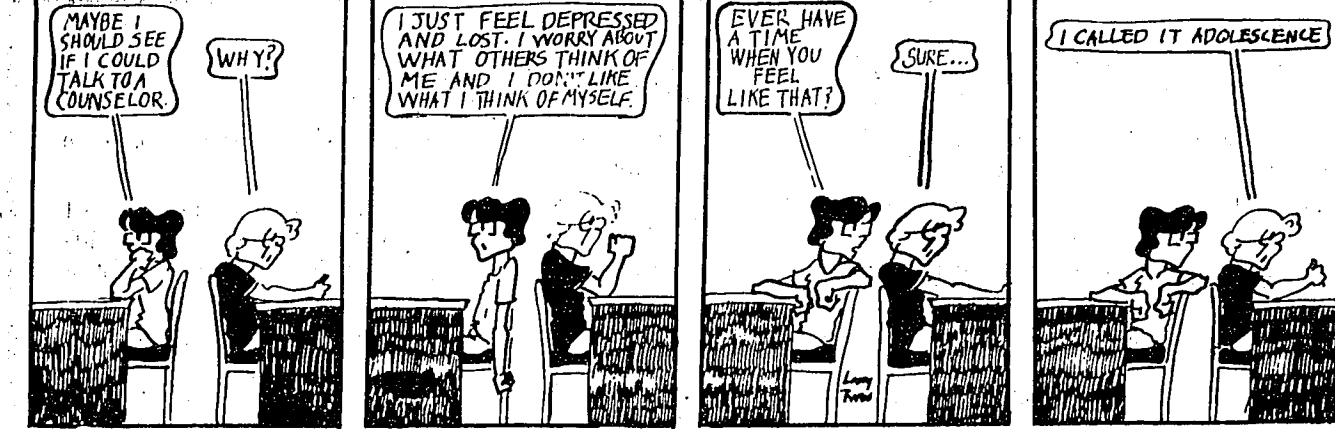
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Live and Learn

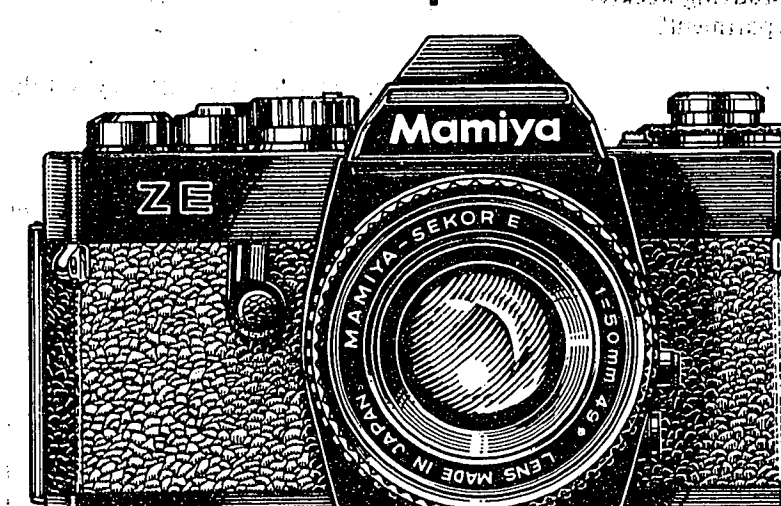


JOEL



Mamiya ZE QUARTZ

The computer makes it simple



- Quartz-timed accuracy and precision Seiko shutter
- Automatic exposure and AE lock for backlit situations
- Exposure compensation dial for low- and high-key effects
- Wide range of accessories including the Mamiyalite and Mamiya Winder ZE

REG. \$340.00
SPECIAL \$215.75
Includes \$20 manufacturer's rebate with 50mm f/2.0 lens.

\$100 in Mamiya Money
Cash rebates on lenses and accessories. Ask us for details.

MT. NITTANY INN

SOUPS

- SOUP OF THE DAY 60/15
- CHILI 65/15
- CLAM CROWDER 65/15
- FRENCH ONION 1.25

SANDWICHES

- HOT ROAST BEEF 2.50
- BEF ON A ROLL 1.65
- HAM ON A ROLL 1.65
- MEATBALL 1.65
- HOT SAUSAGE 1.75
- HOT DOG 1.75
- BACON, LETTUCE & TOMATO (BLT) 1.50
- FISH FILLET 1.65

FROM THE CHICKEN COOP

- ONE-HALF CHICKEN 3.25
- WING DINGS 1.85

BURGERS

- 25 AN OUNCE
- TOPPINGS: American, Swiss or Provolone Cheese 25
- Blue Cheese 35
- Bacon 45
- Lettuce & Tomato 65
- 4 OZ HAMBURGER PLATTER 1.75

FROM THE SEA

- FRIED SHRIMP 3.50

SIDE FIXINS

- MOUNTAIN TOP SALAD .85
- CHEESE & CRACKERS 1.50
- FRENCH FRIS 2.50
- DEEP FRIED MUSHROOMS 1.25

SOFT DRINKS

- COKE, SPRITE, GINGER ALE, TAB 35
- COFFEE, TEA, MILK, HOT CHOCOLATE 40

ON DRAUGHT


- MOLSON ALE 50
- NICKELBEER 50
- NATURAL LIGHT 50
- PABST 45

OMELETS SERVED 11:30 AM - 2 PM

- PLAIN 1.50
- WESTERN 1.50
- 25 CHEESE 1.50

At 20 past Nittany Mall light at Pleasant Gap — Turn right to top of mountain

What happened while you were out?



Look For The Other Side Of State College Map

Crossword

by Mike Shenk

Across

- 1 Hit
- 14 All several times
- 15 Fluffy stuff
- 16 Insulator
- 17 Saster Scott
- 18 Author Kazan
- 19 Measure
- 20 John of the "Mayflower"
- 21 Chemical building block
- 22 Fred's wife
- 23 Iowa college town
- 24 Dined
- 25 Dutch blooms
- 26 Coffee spoons
- 27 Mire
- 28 "Of Two Cities"
- 29 Same, for example
- 30 Autumn drink
- 31 Carry overboard

Down

- 1 This is better
- 2 Lease Caron role
- 3 Put the ball back on the pag
- 4 Food poisoning
- 5 "The King"
- 6 "Angels"
- 7 "Blazing"
- 8 Tree street
- 9 Radstar
- 10 Singing voice
- 11 Jungle monarch
- 12 Future's present
- 13 Conjunction symbol
- 14 Some terms of the seventies
- 15 Unspiced
- 16 City of New York
- 17 Prospector's dreams
- 18 Gamma dive-bomber
- 29 Identifiers
- 30 Harden
- 31 Put the ball back on the pag
- 32 British guru
- 33 "South African city"
- 34 Some football kicks
- 35 Underdog ones
- 36 Circus trainers
- 37 Rorschach test
- 38 Not pre-recorded
- 39 Harbinger
- 40 Sagittarius (Nov. 22-Dec. 21)
- 41 Ordred
- 42 Yodler's reply
- 43 Like the god
- 44 Women of nobility

Horoscope

Aries (March 21-April 9): A change in financial status is indicated. You should guard against unnecessary expenditures and learn to budget.

Taurus (April 20-May 20): You should curb mental restlessness and try to relieve your anxieties with rest and a little fun.

Gemini (May 21-June 20): You should practice self-discipline. Advancement is slow and has to be earned. This may bring major responsibilities that are burdensome yet significant learning experiences.

Cancer (June 21-July 21): The coming time is excellent for pursuing an area of higher education. Favorable experiences will also come about through travel.

Leo (July 23-Aug. 22): Try to be careful not to become involved in scandals. This advice is most favorable for those who work in an artistic profession.

Virgo (Aug. 23-Sept. 23): Today brings harmony, compatibility and agreement on domestic and emotional affairs.

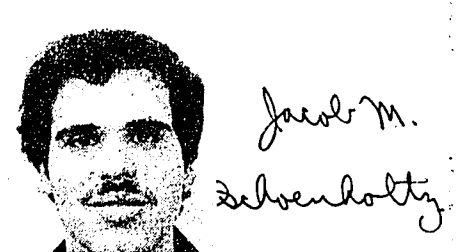
Libra (Sept. 23-Oct. 22): There is an aspect of tolerance, trust, sympathy and protection. Financial protection may also be marked.

Scorpio (Oct. 23-Nov. 21): At this time there is a good chance for interchange of ideas between two people.

Sagittarius (Nov. 22-Dec. 21): For cooperation between individuals of the opposite sex, this is a very stimulating day.

Capricorn (Dec. 22-Jan. 10): This is a magnetic day, and within your relationships there may be unexpected, unusual and sudden occurrences.

Aquarius (Jan. 20-Feb. 18): You may promise more than you can deliver, which can disturb the emotional equilibrium of your friends.



Today's Quotation: "The man was never so much deceived by another as by himself."
—Greville
Jacob M. Schoenholz is an 8th-term psychology major and the horoscope writer for The Daily Collegian.

TALKING HEADS

WORLD PREMIERE

of their new LP

REMAIN IN LIGHT

TONITE AT 8:30 P.M.
HOST: JEFF WEINBERG

wdm
91.1 FM

PRODUCED BY BRIAN ENO
with all new 10-piece band

Look For The Other Side Of State College Map