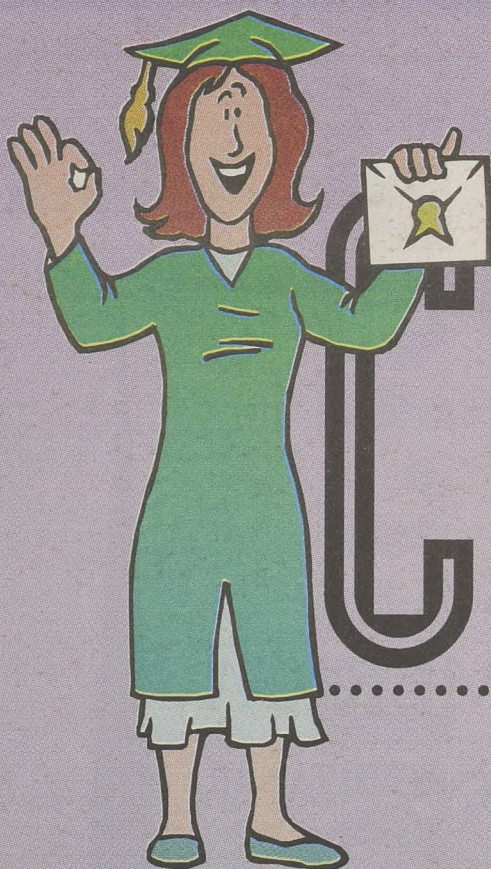


► A complete list of the businesses that will be represented at the Career Fair on Sept. 17, **page 3.**



► Guide to job search etiquette, **page 7.**

► Tips for improving your resume, **page 5.**

► Did you know only a small percentage of job openings ever make it into the classified ads? Learn how to "network," **page 4.**

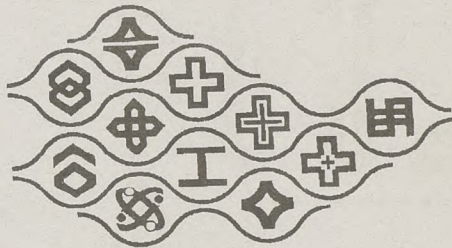


► Learn how to make an impression during an interview, **page 9.**



1996





# NAN YA PLASTICS CORPORATION, AMERICA

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# Career Center relocates to Holtzendorff

You probably noticed lots of changes when you returned to campus this fall.

Businesses had closed and opened, new construction had sprung up and there were lots of new faces. But did you notice that the Career Placement Center has moved?

Until this summer, the Career Planning Center was located in Holtzendorff Hall while the Career Placement Center was in the Student Union. Both Career Planning and Placement are now located in Holtzendorff Hall.

Career Planning began as part of the Counseling Center, while Career Placement was a separate office which was located in the Student Union. This is typical of Career Planning and Placement divisions on college campuses in the United States.

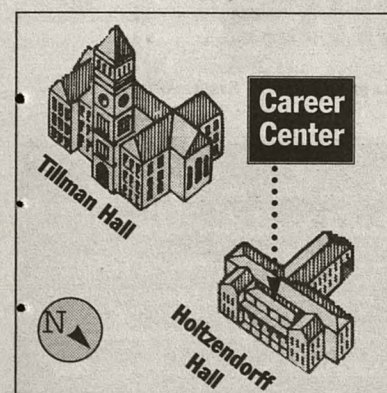
The recent move marks the first time the two divisions have been located in the same building. This move solidifies the merger which occurred six years ago and marks the beginning of a new era for the Career Center. Already the planning and placement programs have begun to integrate and staff cooperation is moving to higher levels.

Having one Career Center makes good sense, since the Career Planning and Placement Offices provide complimentary, overlapping services. Career planning is an on-going process that should begin when you are a freshman or even earlier. Planning your career includes everything from choosing a major to setting your career goals and positioning yourself to succeed in your desired career.

Career placement comes in to play once you have at least some tentative career goals in mind. The Placement Office can help you locate employment opportunities and polish your self-presentation so that you can obtain the job you want.

Opportunities to gain experience in your chosen field prior to graduation are jointly coordinated and offered by the Planning and Placement Offices.

The future holds an additional move for the Career Center, since space is allocated for it in the proposed Hendrix Student Center which will be located on the east side of campus. Construction on this building is projected to be completed within the next 3-5 years.



# EXPO '96 COMPANY DIRECTORY

Littlejohn Coliseum ■ September 17, 1996 ■ 10 a.m. to 4 p.m.

Company Name	Majors Needed	Position Information
Advanced Drainage Systems	Mktng, Eng-Civil, ME	Full time, Intern
Aerotek	All	Full time
Alabama Dept of Transportation	Civil Eng	Full time, Co-op
American Mgt. Systems	Comp Sci, Comp Info Syst, Business, Comp Eng	Full time, Intern, Co-op
AMP Incorporated	ME, EE, IE, Chem E, Comp Sci, IS, Acctng, MBA, Mktng	Full time, Summer, Co-op
Andersen Consulting	Applied Psych, Human Resource Dev, Bus Admin	Full time
Barefoot Grass Lawn Service	All Ag, Hort, Turf grass related	Full time, Summer
BASF Corporation	Eng-ME, Chem E	Full time
Baxter Healthcare Corp.	Eng-EE, ME, CHE, Chemists	Full time
Becker CPA Review Course	Acct, Finance	Information only
Belk Stores Services	Mgt, Mktng, Bus, Retail, Liberal Arts	Full time, Intern, Part time, Summer
Bellsouth Mobility DCS	Sales, Mktng, Technical	Full time, Intern
BellSouth Telecommunications	Acctng, Internal Auditing	Full time, Intern, Summer
Bemis Company Inc.	Packaging, Graphics	Full time
Blackbaud, Inc.	All	Full time
BMW Manufacturing Corp.	Eng	Full time
Branch Banking & Trust (BB&T)	Bus or Bus related	Full time
Burlington Industries	Bus Text, Ind Mgt, Chem, Comp Sci, Acct, Finance, Eng-IE,EE, ME, Chem E	Full time, Intern
Capsugel	Eng-ME, EE, Chem E	Full time, Intern
Central Intelligence Agency	Eng-Comp, EE, Comp Sci, Acctng, Finance, Econ	Full time, Intern, Summer, Co-op
Cintas Corporation	Mgt, IE, Bus	Full time, Intern
COMPUCOM Systems	Comp Sci, MIS, CIS	Full time
Consolidated Glass	Eng-ME, Chem E, EE	Full time
Cooper Industries	Eng-EE, ME, IE, Human Resources	Full time
County of Charleston	Various	Full time
Cryovac Div., W.R. Grace	Eng-ME, EE, Chem E, M.S. Food Sci, Pckg Sci	Full time, Co-op
Data General Corp.	Comp Sci	Full time, Summer
Dickinson & Co.	All	Full time, Intern
Duke Eng. & Services, Inc.	Eng-ME, Civil, Nuclear, EE	Full time, Summer
Duke Power	All	
Duke Power	Acct, Fin Mgt, Comp Sci, EE	Full time, Summer, Co-op
Eastman Chemical Company	Eng-CE, ME	Full time, Intern, Co-op
Enterprise Rent-A-Car	All	Full time
Federal Bureau of Investigation	All	Full time
Federal Express	All	Full time
Ferguson Enterprises, Inc.	All Liberal Arts, All Business	Full time, Intern
First Family Financial Services	Fin Mgt, Mgt, Economics	Full time, Part time
First Union	Any	Full time
Fluor Daniel, Inc.	All Eng, Bldg Sci	Full time
FORE Systems, Inc.	EE, CS, CE	Full time, Intern
Framatome Technologies	ME, IE, EE, CE, CPE, CHE, Comp Sci	Full time, Co-op
Gates/Arrow Distributing	Bus	
Gilbert Southern Corp.	Evil Eng, Const Mgt	Full time, Intern
Greenville Police Dept.	All	Full time, Intern
G'vle Cnty Sheriff's Office	Social Sci, Liberal Arts	Full time
Harris Corp-Electronic Systems	Eng-ME, EE, Comp Eng, Comp Sci Eng	Full time, Summer
Harris Semiconductor	EE, Comp Sci, Bus Applications	Full time, Intern, Summer
Hitek Equipment, Inc.	Graphic Comm, Mktng, Sales, Bus	Full time
Hoechst Celanese Corporation	Eng-Chem E, ME, EE, Environmental Eng, Chemistry, MBAs w/tech under grad degrees	Full time, Intern, Co-op
Honeywell Space Systems	Eng-EE, Comp Eng	Full time, Co-op
H.B. Zachry Co.	CSM, Acct, EE, ME, Civil Eng	Full time, Co-op
IBM	Comp Sci, EE, Acctng	Full time, Co-op
ILX Systems	Comp Sci, Econ	Full time
Ingersoll Rand	B.S. ME	Full time
Integrated Support Systems	Eng-EE, ME, Math, Comp Sci	Full time, Part time
International Paper Co.	Eng-ME, EE, Chem E	Full time
John Hancock Financial Services	All	Full time
Keyence Corporation	EE, IE, ME, Mgt, Mktng	Full time
Limited Too	Fashion Merchandising, Bus	Full time
Lockwood Greene Engineers	All Eng, Arch, Building Sci	Full time, Summer
LTV Steel Company	EE, ME, Met E, Sales/Mktng	Full time
Maersk Inc.	All Bus & Lib Arts-especially Transportation & L&IT	Full time
Manual Wdwrks & Weavers	Text, Mgt, Art, Comp, Graphics	Full time, Intern
McBee Systems	Any	Full time
Melita International	Comp Sci, EE	Full time
Metromont Materials Corp.	Eng-Civil, Const, Bus Admin	Full time, Intern, Co-op
Michelin North America	ME, Chem E, IE, MIS, MBA, Bus Admin, Econ, Finance, Mgt	Full time
Milliken & Company	ME, CHE, IE, EE, Bus, Acctng, Finance Math, Comp Sci, MIS, MBA, All Textile	Full time, Co-op
MITRE Corporation	EE, Comp Sci, Math, Physics	Full time, Intern, Part Time, Co-op
Mitsubishi Semiconductor Am.	EE	Full time, Intern, Part time, Summer, Co-op
Mutual of Omaha	Mktng, Bus, Mgt, Psych, English, Communications	Full time
Nan Ya Plastics Corp., America	Eng, Bus Admin, Mktng	Full time
National Security Agency	Eng-EE, Comp E, Math, Slavic, Sci except Russian, Asian & Mdl East Languages	Full time, Summer, Co-op
National Semi Conductor	Comp Sci, Chem E	Full time, Intern, Summer, Co-op
NationsBank	Acct, Finance, Bus, Banking	Full time
Navy Officer Recruiting	Math, Physics, Chem, Comp Sci, Bio, Eng, Related Tech Majors	Full time
Newport News Shipbuilding	BS-ME, EE, CE	Full time, Summer, Co-op
NISE East	Eng-EE, Comp E, Comp Sci	Full time, Co-op
OLDE Discount Stockbrokers	All	Full time
Peace Corps	All	Full time
Policy Management Systems Corp.	Comp Sci	Full time, Part time
Precision Fabrics Group, Inc.	Text Mgt, Mgt	Full time
Ralston Purina Co.	Ind Eng	Full time
Santee Cooper	Bus, Eng, Comp Sci	Full time, Intern, Summer, Co-op
SC DEHEC	Sci, Nursing, Environmental, Comp, Bus	Full time
SC Dept of Transportation	Comp Sci, Eng-Civil, Comp	Full time, Summer
Schlumberger Industries	Eng-Comp, EE, ME, Comp Sci	Full time, Summer, Co-op
Siecor Corporation	Eng-ME, EE, Materials Eng	Full time
Software Productivity Solutions, Inc.	Comp Sci	Full time
Software Technology, Inc.	Comp Eng, Comp Sci	Full time
Solar Turbines Incorporated	ME	Full time, Summer
Sonoco Products Company	IM, IE, ME, EE, Mktng, Pkg Sci, MBA	Full time
South Carolina Electric & Gas Co.	All	
Springs Industries, Inc.	Text, Bus, Eng	Full time
Sprint (Mid-Atlantic)	Acct, Bus, Mktng/Sales, Eng, Comp Sci	Full time
Square D Company	Eng	Full time, Intern, Part time, Summer, Co-op
Square D Company	Elect, Mech, Indust	Full time, Co-op
Strategic Data Systems	MIS, CIS, Comp Sci, Math	Full time
Sun Trust Company	All	Full time
Systems & Computer Technology	Comp Sci, Info Sys, Bus, Liberal Arts	Full time
The Coca-Cola Company	ME, EE, IE, Chem E, CE, MBA, Finance, Purchasing, Pkgng, Chem	Intern
The Computer Group	All	Full time
The Mitre Corp.	EE, CS	Full time, Intern, Summer, Co-op
The Standard Register Co.	Mktng, sales, Bus Admin, Comm	Full time
The Torrington Company	ME, IE, EE	Full time, Co-op
TRACOR/VITRO	EE, ECE, CS, Math, IS	Full time, Summer
TranSouth Financial Corp.	Bus Admin, Bus Mgt	Full time
Travers Tool Co., Inc.	Logistics, Mktng, Bus, General MIS	Full time, Intern, Part time, Summer
TruGreen*Chemlawn	All	Full time, Part time, Summer
Union Camp Corp.	Eng-Chem E, EE, ME, Elect/Comp E, Misc	Full time, Co-op
United Parcel Service	All	Full time, Intern, Part time
United Tech./Pratt & Whitney	Mech, Aerospace, Elect, Software Eng, Mat Sci	Full time, Intern, Summer, Co-op
US Air Force	All B.S., All B.A.	
Wachovia Bank of SC, NA	Bus	Full time
Wal Mart Stores, Inc.	All	Full time
Wallace	Mktng, Bus, Comm	Full time
Wellman Inc.	Chem E, BS, MS	Full time
Western Auto	All Bus	Full time, Intern
Westinghouse SRS	Chem, ME, EE, ChE, Ceramic Eng, Metallurgical Eng, Biology	Intern



# Learn about the company before applying

Researching a company before you interview with them is a must.

In fact, it is a good idea to start your research before you even apply for the job.

The more you know about a company, the better you can position yourself to get hired. Research also demonstrates your professionalism and your interest in the company, and it can protect you from asking embarrassing questions in an interview.

Research is not something you flaunt, however. It is something you use to your best advantage.

Some of the information which

you should look for when researching a company includes its key people, major products or services, sales figures and the number of people employed. Also note its business sites, where the home office is located, its organizational structure, its clients and suppliers and any major competitors.

How long has the company been in business and what is its reputation? Does the company and its industry as a whole exhibit potential for growth?

Check out any training programs, the position description of the job you are applying for, and

typical career paths of related employees. Also look for any relevant news references, such as reports about the company or events which will affect it.

There are lots of places to find information about companies. The first place to start is with the Career Center libraries. The Career Planning library has general information about jobs, including their requirements, salaries and outlooks.

The Career Placement library focuses on specific companies' literature and videos. At a minimum you must carefully examine any literature or video which the compa-

ny sends to you or to the Placement Office.

The reference section of the main library has directories, indexes and financial listings which can give you information about a company and their key people.

If a company is large or publicly owned, your information search will be much simpler than if they are private or small.

Information about smaller companies may be obtainable from their local Chamber of Commerce, Better Business Bureau, state or county government offices or their business associations.

You can also get annual reports and other promotional materials directly from most companies by writing to their public relations office.

## Networking helps gain valuable information, establish relationships

When you hear the word "networking," do you find yourself thinking, "I want to get a job on my own merits, not because someone pulls strings for me?"

If so, you may have some misconceptions about networking.

Networking is not about asking for special favors. It is about gaining information and establishing relationships.

Who you know alone won't land you a job but if managed wisely, it can increase what you know. Thus, networking is a very powerful informational tool that you can use in your job hunt. Only a small percentage of job openings ever make it into the classified ads.

Your networking contacts can be anyone you know, like your parents, your parents' acquaintances, your friends who are already working, your previous employers and coworkers, people you have met at seminars or professional activities or a myriad of others.

To begin building your network, first list everyone you can think of,

then identify those who work or have connections in the area in which you want to work. These are the people you should contact first.

Before you actually talk to your contacts, however, there is one more preparation you need to take. You have to decide exactly what it is that you want from your contacts.

You may want to ask if your contact knows of any openings in their company or field, or if they can refer you to anyone who is hiring or may have information about job openings. (Be sure to let these second contacts know who gave you their names.)

You may also want to ask your contact if you can forward a resume to them. The possibilities for gaining information and job leads are endless—but you do have to be clear about what it is that you need from people.

One important thing to remember about networking is that you are dealing with people. Most people are more than happy to help you if you will only let them know

what you need.

They won't be happy, however, if they feel like they are being used. Be courteous and respectful when communicating with your network contacts, and be honest about what you want from them.

Remember the basics of good manners, like saying "please" and "thank you."

Many students find networking to be intimidating and perhaps a little bit scary at first. Start early so that you can practice and become comfortable with the process.

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- Hours: Mon. (10-5), Wed. & Fri. (10-2)  
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**Look for us at the Career Fair!**

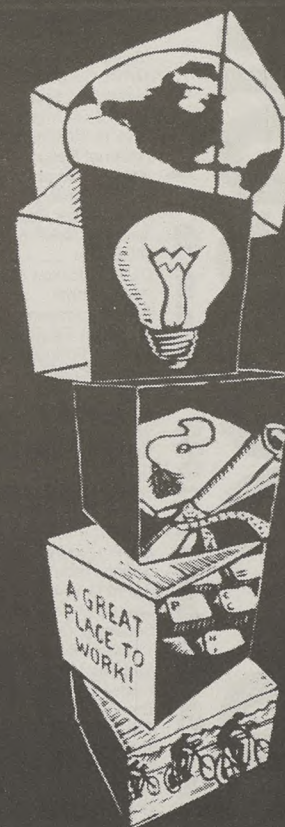
**What AMS does is important...**

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# Developing some job searching strategies

► *After the resume is written, you need to figure out how to get into the interview chair.*

So you're about to graduate and it's time to get a job and launch your career.

You've worked hard in college and you've taken the time to plan your career and prepare for the future. You've written your resume and you've got a new interviewing suit.

Now what?

First you need to visit the Career Center. If you've done your homework in preparing for your career, you're ready to utilize the Career Placement Office.

The first thing you need to do at the Placement Office is to sign up for a placement orientation session.

During that session you will learn about the services offered by the Placement Office, such as interviewing practice and on-campus recruiting.

You will also find out how to register for on-campus interviews, research potential employers and become familiar with other job search skills.

On-campus interviewing is perhaps the most efficient means of locating employment.

Since the employers conduct interviews on campus, you have access to a large number of employ-

ers, with only a minimum of disruption to your course schedule. You can sign up for interviews ahead of time, present your resume to remote employers, and review company information.

Interviewing on-campus also provides you with rapid feedback on your presentation, that is, your interviewing skills and your resume.

A thorough job search will employ other resources in addition to on-campus recruiting.

Of these, networking has the best chance of generating good job leads. Networking consists of contacting people you know.

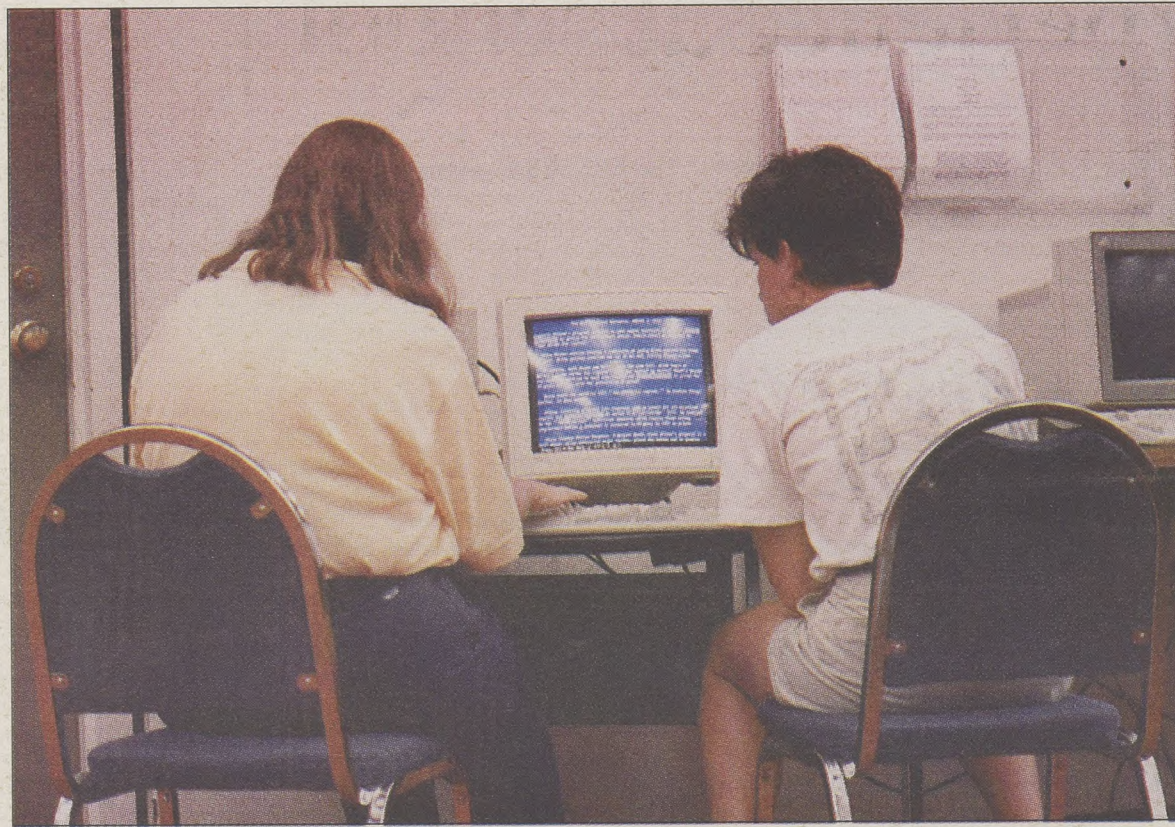
The best time to begin networking is long before you are ready to graduate, and this topic is important enough that we have devoted a separate discussion to it.

However, even if you haven't done any networking up to now, it's time to start.

In a nutshell, networking means asking people for any pertinent job leads which they may be aware of. These could be jobs posted within companies or still in the planning stage, or they could be the names of other contacts who could prove useful to you in your search.

Other places to learn of job openings include technical journals, professional societies, career fairs, newspapers and the World Wide Web.

In addition, you can identify



**LOOKING FOR JOBS:** One place to learn of job openings is the World Wide Web. Networking, or contacting people you know, is another good way to generate job leads.

companies in your field, then contact them directly.

Ask your network for information about good companies to work for.

Having identified potential

companies, try to obtain the name of a good contact person in each company.

Then write to that person giving them your resume and requesting an interview.

You may also want to call the company to inquire about possible openings.

Just imagine that you are a telemarketer, only you are selling yourself!

**PLATYPUS (Prototype Model 2889R)**

Engineering had to balance large duck bill with reptile-type tail and at last minute.

Designer didn't know model was aquatic - solved leakage problem with duck bill.

Production Planning saw duck bill and replaced original rubber design with order for 5,000 webbed feet.

Marketing not sure if product is mammal, reptile or amphibian. Recommends scrapping project.

Back to the drawing board!

Is this Really what we designed?

WHAT IS THIS?

When are we going to get organized?

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ISS, the company that revolutionized product support data management with **SLIC**, now brings innovative solutions to the problems of configuration and product data management. Simply put, the **InSync** software package increases communication throughout your enterprise. The result is unprecedented efficiency throughout the product life cycle.

**InSync** promotes an environment of productivity, fast response, and accommodation to change by organizing vital information from every area of a product's life cycle and allowing everyone involved to see the true big picture. **InSync** allows synchronization of product configuration data, thus facilitating the design, manufacture, and support of complex industrial and consumer products. And since your requirements are supported through the use of a standard data model structure, **InSync** can be implemented right out of the box to ensure a rapid return on your investment.

Change control, impact analysis, document management, workflow management - **InSync's** powerful functionality is geared to assist every industrial sector. Plus, **InSync** assists in government and commercial standards compliance.

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# Gain career-related experience at school

As a student, most of your time is spent learning material in classes.

By the time you graduate you will have successfully accumulated many credit hours of course work in a variety of subjects and formats. But you still won't be prepared to enter the world of work. Surprised?

Your course work is very important to your future, and you should definitely invest a great deal of effort in learning the material presented.

But only practical work experience will truly prepare you to function in a real-life work environment. Gaining job-related experience also has an additional advantage in that it makes what you are learning in your courses more interesting and relevant.

So how do you get this work experience? There are a number of possibilities, including volunteering, internships, co-ops, externships, mentoring and shadowing experiences, summer jobs, part-time jobs, work study and participating in undergraduate research.

Cooperative Education combines alternate periods of academic study with related, on-the-job experience.

A minimum of three work periods are normally undertaken during the sophomore and junior years.

An internship is a short term job which allows you to explore work in your field of

study.

Internships are usually summer jobs, but they can be undertaken at any time and may be either paid or volunteer. These short term assignments give you an opportunity to explore a field or a company without making a long term commitment.

Externships are similar to internships but are of shorter duration (usually a few days or weeks) and are generally undertaken on a volunteer basis.

Shadowing involves observing a professional at work for a few hours or a day. You follow, or shadow, your chosen professional during a typical work day to observe their work environment and experience.

Shadowing is popular because it doesn't require a large commitment of time and it allows you to observe several different people at work.

Mentoring experiences also frequently include a shadowing component. In mentoring, you are paired with a professional who can give you advice and guidance in your chosen field. Mentoring relationships usually last for about a semester.

If you would like to participate in a shadowing or mentoring experience but don't know where to start, visit the Career Center. They will help you identify and contact professionals who would be willing to work with you.

## Guide to job search etiquette

► It is important to make a good impression on potential employers.

Remember all those rules of etiquette that you had to learn in elementary school?

Well, here you are in college, and you need those rules again.

Whether you are looking for a summer job or about to graduate and begin full-time employment, it is important that you make a good impression on any and all potential employers. It is a fact of life that bad manners do not create a good impression!

The first rule of job search etiquette is "be polite." Say please and thank you. Be courteous in writing and on the phone. Introduce yourself. Shake hands. Listen carefully to what others have to say.

These are all common sense practices, but they may not be things that you do every day. The casual interactions which you have with your friends are not appropriate when you are attempting to get a job. So take a little time, pull out "Miss Manners" and brush up on your etiquette.

Are you a free spirit? A fashion aficionado? A jeans and tee shirt person?

It doesn't matter. When it comes to interviewing, your personal preference adds only the details to your dress; your outfit is dictated by convention and conservatism.

A dark suit of a conservative cut is the order of the day. Navy, dark grey and black suits coupled with a white shirt are all appropriate.

Guys, you need to wear a conservative tie, dark socks, and leather dress shoes. Women, stick to low healed pumps and plain stockings and make sure your skirt is knee-length.

Are you yawning yet? Good. In your mind you should be thinking CEO or company president of a large, conservative corporation. Short skirts, open collars, and bright colors are for later. For now you want your clothes to scream "professional."

All right, here you are on your interview and you're dressed to kill in the corporate world. Now, what to do about eating. It is not uncommon for interviews, especially on-site interviews to include breakfast, lunch or dinner.

Have you ever been nervous eating on a first date? Well, eating on an interview is worse. You absolutely must use your very best table manners (here comes that etiquette stuff again).

If you don't know what fork to use, when to use your fingers or where to put your elbows, get help now. You don't want to go to all this trouble to project a professional image, then blow it by having bad table manners.

Don't order anything messy. Spaghetti sauce, nerves, and a clean suit just don't mix.

It's also a good idea to under-eat slightly and absolutely do not drink alcohol. You want to be as awake and alert as possible throughout the interview.

Ordering light will also keep you from ordering anything too expensive. Finally, do not engage in any hygienic activities at the table.

Finally, here are a few comments about follow-up. The idea here is to politely remain in the employer's field of attention.

At a minimum, you should send thank you notes to all interviewers and others whom you met.

Before you leave the interview, ask what the selection timeline is and when you can expect to hear from the employer concerning your hiring status.

Wait until shortly after that date, then, if you still haven't heard anything, call to inquire about the position.

Once again, the idea is to remain in the employer's field of attention until a hiring decision is made one way or the other. What you do not want to do is bug an employer so much that they remove you from consideration just to get rid of you.

Wachovia Corporation is one of the premier financial institutions in the Southeast. With dual headquarters in Atlanta and Winston-Salem, it serves regional, national and international markets with a full range of innovative services to individual, corporate, institutional and governmental customers. Performance rankings consistently place Wachovia among the best in the industry because of its progressive leadership, prudent yet visionary strategies, and exceptional people. Its strength and soundness are tangible results of more than a century of highly disciplined, professional management functioning within a culture that places great emphasis on ethics, integrity and the nurturing of long-term relationships.

## WACHOVIA CAREER DAY October 24, 1996

Recruiters will be interviewing on campus for the following Management Training Programs:

**Bank Card Services  
Corporate Banking  
Retail Banking  
Systems Development  
Wachovia Mortgage  
Wachovia Operational Services**

There are countless possibilities for success within Wachovia Corporation. Please visit your Career Development Center and sign up for a personal interview or to learn more about these Programs.

# WACHOVIA

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A negative drug test is a requirement for employment.

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## Career Fair, Festival held next week

On Sept. 17 from 1:30 to 5:30 there will be a Career Festival on Bowman Field in front of Holtzendorff Hall.

There will be many activities, including career games, a resume reader (bring your resume to be critiqued) and tours of the Career Center.

Judging for the Career Center logo contest will take place, with the creator of the winning design receiving \$250 off the price of their textbooks at the on-campus bookstore.

On the following day Student Government, in conjunction with the Career Center, will sponsor its annual Career Fair.

The fair will be in Littlejohn Coliseum from 10 a.m. to 4 p.m. and will feature employers from many different businesses.

Over 100 companies, both large and small and with opportunities in everything from technology to the liberal arts fields, will be represented.

There are two ways to make productive use of a career fair. If you are in the market for a job, you should approach the fair as a series of mini-interviews. Be sure to bring copies of your resume and dress appropriately.

If you are an underclassman who has a ways to go before graduation, you can still benefit from attending a job fair.

Because so many employers are gathered together in one place, a career fair provides an excellent chance to learn more about different companies and job opportunities.

Several of the employers from the Career Fair will also be present at the preceding day's Career Festival. So come enjoy the festival, then come back and do some serious networking!

## Career Expo '96 ■ September 17

Career Festival ■ Bowman Field in front of Holtzendorff Hall ■ 1:30 to 5:30 p.m.  
Career Fair ■ Littlejohn Coliseum ■ 10 a.m. to 4 p.m.

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# Leaving a lasting impression during an interview

► Interviewers may not recall specific details of your conversation, but they will remember the impression you make on them.

The purpose of networking, polishing your resume and all your other job searching efforts is to get an interview. Only through this interview can you actually land a position.

The interview gives you an opportunity to convince the employer that you are the right person for their job opening.

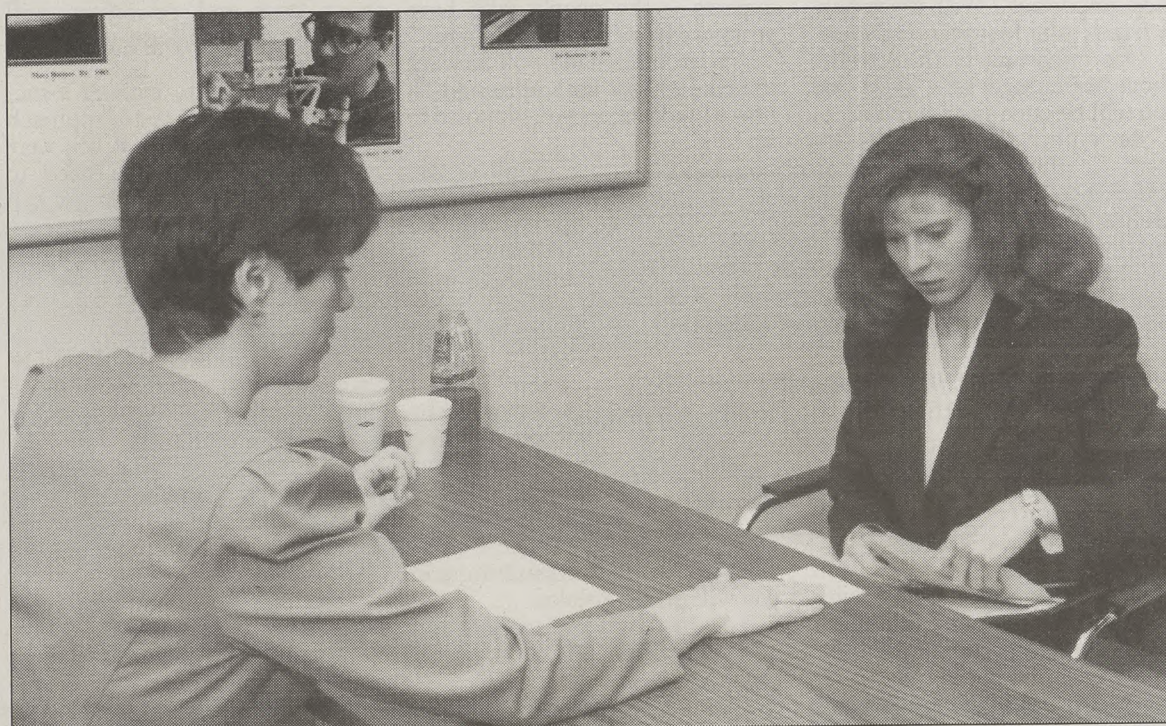
Interviewers typically talk to many different people during the day and, consequently, they may not remember the specific details of your conversation with them.

What they will remember is the kind of impression you made. This impression is based on many different things: your appearance, your mannerisms, your preparation and the thoughtfulness of the answers you give, your interest, enthusiasm, confidence, genuineness and sincerity and how pleasant and positive you are.

This doesn't mean that you are free to say anything you want to since the interviewer won't remember anyway.

Every question that is asked, even the small-talk questions, typically have a purpose.

It is also highly important that you do not misrepresent facts or



**INTERVIEW:** The interview is an opportunity to convince the employer that you're the right person for the job.

attempt to answer the questions the way you think the interviewer wants you to.

Casting yourself in a good light is certainly acceptable, even mandatory, but interviewers tend to have a nose for dishonesty and it is a sure disqualifier.

Most of you are aware of the basics of interviewing, such as dressing appropriately and greeting the interviewer with a solid

handshake and a smile.

Let's talk instead about the crux of an interview: the questions and answers. It pays to think ahead about your questions and responses and to practice, practice, practice.

Don't ask about salary, benefits or vacations. Don't ask how fast you can expect to rise to vice president.

Ask questions that show you are interested in the company and want to contribute to it.

The same rules apply to your answers. Always take the perspective of the employer and try to answer in terms of what you can contribute.

Take your time: listen to the questions carefully and take a few moments to formulate your answer. Don't just blurt out whatever comes into your head first. You'd be surprised at what you may say under stress!

Answering and asking questions intelligently requires that you prepare ahead of time by thoroughly researching the company and, if you can, the interviewer, and by taking a careful personal inventory of your goals, accomplishments, skills and personality.

Your preparation will help you keep from being caught off guard. It will also help you present yourself in the best possible manner.

Be prepared to give examples demonstrating leadership skills, your assets, tough decisions that you have made, your most significant work contribution or accomplishment and something which you are particularly proud of.

Here are just a few other tips to keep in mind during an interview: don't speak badly of others and don't complain or use excuses. Remain calm and rational throughout the interview.

Be prepared to talk about anything on your resume — you would not have put it there if it was not important!

Speak clearly and avoid rambling answers. Be prepared for stress, but don't give in to it.

Above all else, don't be discouraged if you don't get a job for which you interviewed. Not every job you interview for will be a good match, and you cannot be all things to all interviewers.

Strive to present yourself the best you possibly can and be patient.

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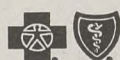
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# Making the transition from college to work

► *Your first year on the job can be an extremely rewarding experience if you are patient, blend in and do a good job.*

College is all about preparing for a career.

Your studies prepare you to be successful once you are established in a career, while the Career Center is here to help you chart your direction and obtain employment.

However, there is one critical element of your career which doesn't receive much attention in college. That element is the actual transition from college to work.

This transition occurs before you begin climbing the corporate ladder. It is the time period during which you establish your career, and it can have a lasting impact.

How many times have you

heard that "first impressions are the most important"? Well, it's certainly true of your first year on the job.

One important truth to realize about beginning a new job is that you will be, once again, a rookie.

Remember what the transition

from high school to college felt like? At least then you were changing between different academic environments. When you start work, you will be leaving the full-time, formal education environment and beginning a whole new venture.

Nobody expects you to jump right into a new job and be an expert. In fact, if you try to act like

one, you'll only anger the real experts — the people who have years of experience behind them.

On the other hand, you do want to make a good first impression. So how, as a rookie, are you supposed to act?

■ **"Rookie":** Nobody at your new job will expect you to be an expert right away. You will make mistakes. Keep a positive attitude and be respectful.

■ **"Anthropologist":** Examine the company closely to learn how people dress, what behavior is acceptable, what the company's priorities are.

First of all, attitude is everything. You will need to master a balancing act: when to ask for help versus when to act independently; when to listen and obey versus when to offer opinions; and so on.

It can be quite frustrating and you will make mistakes.

Fortunately, if you maintain an positive, "can-do" attitude and treat

people pleasantly and respectfully, your boss and coworkers will almost certainly form a positive opinion of you.

Another key to making a successful transition is to approach your new company as if you were an anthropologist. You need to quickly learn as much as you can about the corporate culture: how people dress, what behavior is acceptable, what values are the most important and where the company's priorities lie.

At the same time you should be applying what you learn to blend in so that the "natives" will accept you as one of their own.

Does this sound a lot like conforming? It is. But remember, this is a transitional period. In addition to being frustrating, starting a new job can also be disappointing.

You spent your college years identifying and refining the details of your ideal career. Then you spent

months researching your ideal job with your ideal company. You worked hard to obtain that job, and the company worked hard to convince you that it is a wonderful place to work. In most cases, if you did your homework well, you really have identified and obtained an excellent position for yourself. So what's the problem?

Well, companies are made up of people, and people aren't perfect. We may wish we are, but we aren't — and your new company and job won't be perfect either. That doesn't mean that your position is flawed; it just means that it can't live up to your expectations of ideality.

Do not get discouraged. As in any new relationship, give yourself time to adjust.

Be patient, blend in, do a good job and keep your spirits up. If you can do these things, your first year on the job will become a springboard to a rewarding career.

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# Graduate school anyone?

► Post-graduate education is one of several career options which should be taken into consideration.

Students go to graduate school for many reasons.

Some enter graduate school because their future careers require an advanced degree. Some continue in school to avoid facing the "real world" for a while longer. And some people set their sights on an advanced degree for the personal challenge and rewards involved.

Whatever your reasons are for attending or not attending graduate school, you owe it to yourself and your future to consider it as one of several career options available to you.

The first thing to think about is what kind of job you can get with your undergraduate degree and whether or not your chosen career requires an advanced degree.

Your advisor and people who work in your field can help you answer these questions. In many career areas, a bachelor's degree is all that is required to pursue fulfilling work.

The professions, such as law or medicine, and any research-intensive careers generally require an advanced degree. For example, if you wish to engage in independent scientific research, you will need at least a master's degree, and quite possibly a doctoral degree.

There are a number of secondary factors which you should also take into account when considering graduate school.

Perhaps one of the most pressing is, can you afford it? How much will a graduate education cost and what kind of financial aid is available? Are partial or full assistantships available? Can you get grants or scholarships? If you apply for loans, will you be able to pay them off within a reasonable portion of your lifetime?

What is the cost of living in the area around the university? These factors vary from school to school and from department to department, so they must be answered on an individual basis.

The best time to begin evaluating graduate school as a possibility is in your sophomore and junior years. By the summer following your junior year, you should have made a tentative decision if you are to enter graduate school.

Try to submit your completed applications as early in your senior year as possible, since many departments begin making admission decisions as soon as they have a few completed applications in hand.

Be aware of application deadlines, but don't wait until the deadline to apply.

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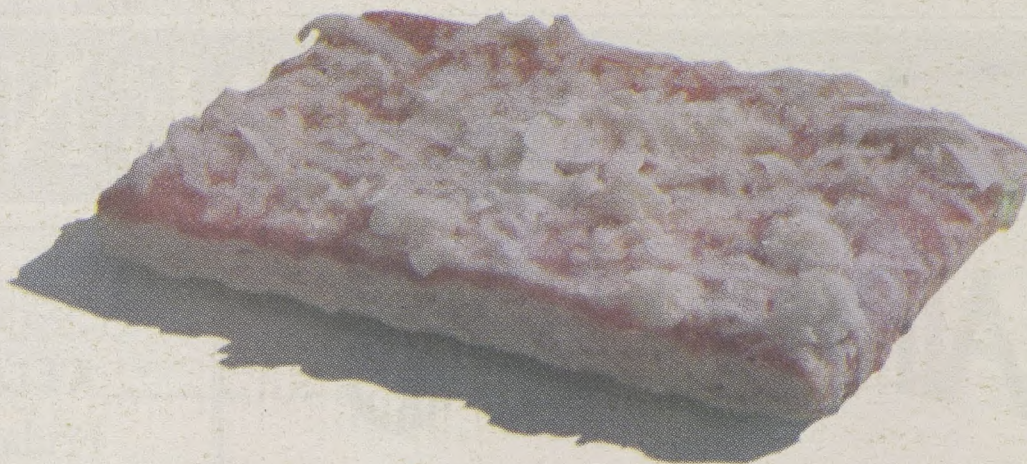
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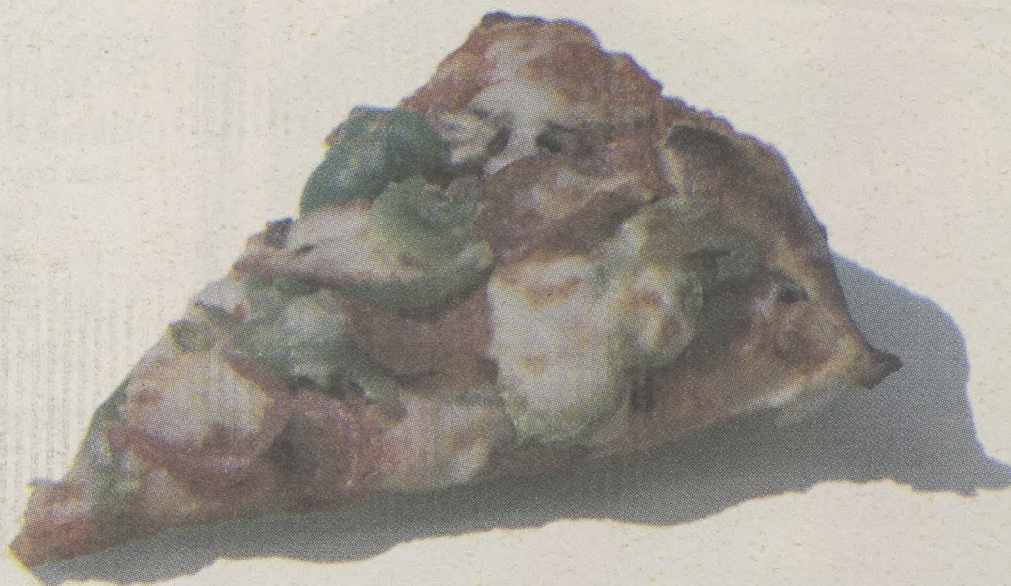
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