

### POSITIVE-QUALITY WORD LIST:

|                |               |               |              |
|----------------|---------------|---------------|--------------|
| ability        | successful    | original      | proven       |
| accuracy       | capable       | versatile     | major        |
| capability     | competent     | well-rounded  | significant  |
| capacity       | qualified     | resourceful   | responsible  |
| competence     | proficient    | judicious     | potential    |
| effectiveness  | efficient     | extensive     | special      |
| maturity       | consistent    | significantly | record       |
| administrative | knowledgeable | substantially | increasing   |
| executive      | experienced   | thoroughly    | expanding    |
| management     | productive    | completely    | enlarging    |
| technical      | effective     | particularly  | building     |
| stable         | mature        | preference    | developing   |
| pertinent      | thorough      | sound         | professional |
| positive       | vigorous      | evident       | academic     |

This list is by no means complete. You are encouraged to add all the positive, action words which best describe your unique qualifications. **Remember**, the focus is on you.

### POSITIVE-ACTION WORD LIST:

|                 |                 |             |              |
|-----------------|-----------------|-------------|--------------|
| ability         | accomplished    | achieved    | adept at     |
| advised         | analyzed        | arranged    | assigned     |
| assisted        | authorized      | bought      | budgeted     |
| built           | catalogued      | clarified   | communicated |
| completed       | composed        | conducted   | contributed  |
| controlled      | coordinated     | corrected   | created      |
| delegated       | demonstrated    | decreased   | designed     |
| desire          | determine       | developed   | devised      |
| directed        | documented      | effectively | established  |
| evaluated       | excellent       | exercised   | exhibited    |
| familiar with   | formulated      | furnished   | gained       |
| graduated       | guided          | handled     | hired        |
| improved        | implemented     | increased   | initiative   |
| inspected       | installed       | instructed  | interviewed  |
| invented        | investigated    | involved    | judged       |
| knowledge of    | liaison between | made        | managed      |
| manufactured    | marketed        | member of   | met          |
| mobilized       | operated        | ordered     | originated   |
| organized       | participated    | performed   | planned      |
| prepared        | produced        | promoted    | proposed     |
| provided        | published       | purchased   | qualified    |
| raised          | recommended     | recited     | reported     |
| responsible for | reviewed        | satisfied   | scheduled    |
| selected        | served          | skilled     | sold         |
| staffed         | started         | submitted   | successfully |

# INTERVIEWS

Interviews are a necessary and critical component of your job campaign strategy. An interview gives the employer the opportunity to meet you and to evaluate your attitude, appearance, personality, confidence, knowledge about yourself and career goals. Moreover, an interview gives you the opportunity to meet the employer, to look over the company in person, and to evaluate the specific job for which you are applying. An interview is a “two-way street” where both you and the interviewer are making an evaluation to determine if there is a good fit or match.

## **KNOW WHAT YOU WANT TO ACCOMPLISH**

Keep your purpose in mind. What are you at this interview? According to Richard Lathrop, there are three primary objectives of a job interview.

- To convince the employer to hire you because you have the appropriate skills, abilities, personality, and interests for the job.
- To evaluate the job setting, employer, co-workers, and company. Do you want to work here?
- To demonstrate how the employer would benefit if you were hired. Discuss the employer’s needs--not yours.

## **BE PREPARED**

Preparation is paramount. Many candidates are uncomfortable with job interviewing because it is the unknown. Try to uncover as much information as you can about the job before you interview.

- Seek out information about the organization and about the people who will be interviewing you. Public relations offices are a valuable contact.
- Discover what the company needs and precisely what skills are required for the position that is available. Determine what aspects of your experience and skills relate to the employer’s needs and plan to have them surface in the interview.
- Dress appropriately. It is essential that you make a positive appearance. Leave in plenty of time so that you can arrive ten (10) minutes early. Have extra copies of your resume and your sample application form. Bring examples of your best work, such as portfolios, brochures, letters, reports or other written works.

## **CONDUCT YOUR EMPLOYMENT INTERVIEW WITH STYLE**

There is no one right way to interview. Relax and be yourself. Some points to remember are:

- The person interviewing you may not be a good interviewer because he/she may not know how to guide the interview to bring out your skills.
- Explain how you could meet the needs of the organization by contributing your expertise.
- If the interview gets sidetracked, take the initiative in getting it back on track.
- Demonstrate your experience and refer to your resume. Offer suggestions or ideas that may help the organization.

- Leave questions regarding pay, vacations, benefits until the employer mentions them.
- Don't volunteer negative information about yourself and don't criticize former employers or co-workers.
- Don't accept or reject a job offer on the spot. Allow yourself some time to discuss with others and think about it yourself.
- Have some solid questions about the organization, upward mobility, or the leadership style. Research your questions through use of company literature.
- Take the initiative and suggest that you would like to follow-up with a telephone call the next week to see how the selection process is coming along.
- If the employer indicates that you will not be selected, ask for other referrals or advice.
- Be prepared for group interviews since they are becoming more popular.

### **SAMPLE INTERVIEW QUESTIONS**

The following questions are representative of those which you might be asked during an interview. Think of how you would answer them. It will help you to be better prepared.

- What has brought you to this point in your career?
- What did you like and dislike about your previous jobs?
- Why do you want this job?
- How does this position fit into your future plans?
- What do you want to be doing five years from now? ten years?
- What are your weaknesses?
- What could you have done better on your last job?
- What can you do for this company?
- What interests do you have about our service or product?
- What do you like to do with your leisure time?
- How do you feel about pressure?
- What would you like to accomplish during your lifetime?
- How do you plan to achieve your goals?
- How important is job satisfaction in your life?
- What kind of people do you enjoy working with? Dislike working with?
- What have you done recently that shows your initiative and willingness to work?

- How would you describe yourself to others?
- How do you feel about overtime?
- What type of supervision do you prefer?
- Are you able to list some character and employer references?
- What is your ideal job?
- Describe your ideas of success?
- What do you want to make financially with this company?
- What was the last book you read?

### **TEN KEY CONSIDERATIONS FOR EFFECTIVE INTERVIEWING**

1. Appropriate Clothing
2. Good Grooming
3. A Firm Handshake
4. The Appearance of Controlled Energy
5. Pertinent Humor and a Readiness to Smile
6. A Genuine Interest In The Employer's Operation
7. Alert Attention When The Interviewer Speaks
8. Pride in Past Performance
9. The Display of Sound Ideas
10. Ability to Take Control When Employers Fall Down On the Interviewing Job

### **Follow-Up**

After the interview, it is important for you to follow-up with your contacts. Perseverance pays off.

- Review what happened in your interview. What could you have done to make it better? What else could you have emphasized?

- Send a typed thank you letter to the employer.

- Call the following week to see how the selection process is coming along.

- If you are not offered the job, leave the door opened for future contact. Another job may open up. Ask for other suggestions and alternatives.

job

- Keep in contact with the employer.

## INTERVIEW CHECKLIST

### PREPARATION

- \_\_\_\_\_ Know your skills and abilities--what you have to offer.
- \_\_\_\_\_ Know your career goal(s).
- \_\_\_\_\_ Research the company and/or business through annual reports, brochures, newsletters, catalogs, etc.
- \_\_\_\_\_ Write a resume.
- \_\_\_\_\_ Prepare a master application form (Use the SG-171 government application)
- \_\_\_\_\_ Know about your field of interest-openings, salary ranges, possible jobs. Refer to the Occupational Outlook and Handbook.

### Filling Out The Application

- \_\_\_\_\_ Bring your application and resume.
- \_\_\_\_\_ Know your social security number.
- \_\_\_\_\_ Take a pen with you. Black ink.
- \_\_\_\_\_ Read instructions carefully and review application fully before completing it.
- \_\_\_\_\_ Use your correct name, not a nickname.
- \_\_\_\_\_ Answer every question that applies to you or use n/a if not applicable.
- \_\_\_\_\_ Have available the correct name and address of three people that you can use as personal references. These might include: teacher, counselor, minister, etc.
- \_\_\_\_\_ Employers expect you to state the kind of work that you are interested in; therefore, state clearly your particular interest. Do not write the word "anything" in answer to this question.
- \_\_\_\_\_ If there is a blank for "Salary Desired" give a salary range, or put negotiable. For example \$18,000 - \$21,000.

\_\_\_\_\_ Check the application fully upon completion for possible errors.

**FOR THE BIG DAY**

\_\_\_\_\_ Dress neat and appropriately.

\_\_\_\_\_ Make arrangements for transportation necessary to get to the interview on time.

\_\_\_\_\_ Arrive at least ten minutes early for the interview, no more than 15 minutes early.

\_\_\_\_\_ Know the interviewer's name.

\_\_\_\_\_ Do not take friends, parents, or children with you to the interview.

\_\_\_\_\_ Be prepared to state your qualifications briefly and intelligently.

**THE INTERVIEW ITSELF**

\_\_\_\_\_ Be Yourself.

\_\_\_\_\_ Introduce yourself, shake hands, and state the purpose of your visit.

\_\_\_\_\_ Do not chew gum or smoke.

\_\_\_\_\_ Be a good listener; don't dominate the interview.

\_\_\_\_\_ Answer all questions briefly and intelligently.

\_\_\_\_\_ Ask questions about the job to show your interest.

\_\_\_\_\_ Be sincere and honest.

\_\_\_\_\_ Never discuss salary during first interview unless interviewer brings up the subject.

\_\_\_\_\_ Leave family or personal problems at home.

\_\_\_\_\_ Refrain from being critical of former employers or co-workers.

\_\_\_\_\_ Once the interview is over, thank the person for his/her time and consideration.

\_\_\_\_\_ Arrange to call the employer at a convenient time for the interview results.

## **AFTERWARDS**

- \_\_\_\_\_ Do an interview evaluation. Make each interview a learning experience. How could you improve your next interview?
- \_\_\_\_\_ Practice makes perfect. What points could you stress more strongly?
- \_\_\_\_\_ Send a thank you letter within 24 hours of the interview.

## **AFTER THE INTERVIEW**

### **INTERVIEW FOLLOW-UP**

Follow-up is the last step in the successful job hunt. It is your way of letting employers know that you are interested in the job as well as showing them that you have initiative to bring closure to activities in which you are involved.

A thank you letter for a campus interview is a positive way to show interest in a company. Express appreciation for their time and state briefly your continuing interest in the organization. You have little to lose at this point by refreshing their memory, and you might receive a favorable response.

A thank you letter is usually personal, explaining your interest in the position, referring to a topic which was discussed, or providing more indicators of how well you'll fit in. More information about your qualifications, an example of your work, and alternative solutions to a problem which you learned during the interview would all be appropriate. This letter serves to remind them of you at the time of the employment decision or invitation for further interviews.

### **WHEN SHOULD YOU SEND IT?**

Ideally, you want employers to receive the thank you letter when they are comparing applications; usually from two days to a week after your interview.

### **IS TIMING IMPORTANT?**

Yes, most job processes, including selections and applicant review, are random. The most qualified applicant is frequently buried beneath those who were a bit more aggressive and marketed themselves more effectively. Hence, the more leads you pursue, the greater your chances of success. The final element in selection often tends to be the personality mix between you, your boss and the work group.

### **WHY IS THE PERSONALITY MIX SO IMPORTANT?**

For the employer, personal compatibility is the difference between a team member and a headache. For you, it is probably the single most important element of a pleasant and successful first job. You may be rejected for a job for which you are highly qualified because the employer must use his judgment in arranging for the best personality mix among employees.

**A good item to remember is that many weeks, and perhaps months, may pass from an initial interview until final word is received on a job. BE PATIENT.**

## THE SECOND INTERVIEW

You passed the first interview. The person interviewing you thought you might be a good match for the job and the organization. That opinion needs examination and confirmation. This is the basis for a second interview invitation.

Private business has in recent years used a follow-up interview known as the Site Visit to complete the college recruiting contact which has first been established by a campus interview. Obviously, those students who are of the greatest interest to the employer are invited for a further interview at a home office, district or other plant location. However, a site visit is not a guarantee of a job offer.

The Site Visit is a business experience and students taking such interview trips should regard it as such. You should accept visit offers only if you have a reasonable interest in the employer as a future place to work. Your time is valuable and a company's expenditure of money and time on visits is sizable. Therefore, they should be regarded as genuine attempts on your part and that of the company to determine mutual interest in employment in a career capacity. You should check with your professors if absence from class is necessitated by job interviews.

## JOB OFFERS AND ACCEPTANCES

When you receive an offer of employment you should reply promptly. Acknowledge receipt of the offer whether or not you intend to accept the position or make an immediate decision on the matter. There are three suggested courses of action that may be taken after an offer is received.

- Accept the offer and inquire when you may expect to receive a written confirmation specifying the job title, location, salary and benefits. Immediately discontinue future interviewing

- Tactfully reject the offer.

- Ask for additional time to consider the offer. Ask for no more than a couple of days to consider the offer before accepting or rejecting it.

- Be respectful of the employer's time, but don't feel forced to accept an offer on the spot. If you need time to consider the offer further or compare it to other offers you have received, don't be afraid to ask for that additional time.

If you want to negotiate on salary, this must be handled verbally. The only appropriate time to discuss any salary matter is after an offer has been made. You should ask the employer when a response to the offer is expected. Your response to the offer should be verbal, with a follow-up acceptance.

Job offers and acceptances are one area in which you can greatly assist your Placement Office. Many companies do provide this office a list of the offers they make to our students. **However, if the letter you received does not indicate that a copy has been sent to the Placement Office, PLEASE GIVE US A COPY for your file.** This is important for several reasons: first, we use this information in compiling a statistical record of the numbers of amounts of offers by each academic field; second, it keeps us aware of your employment status. We are very interested in knowing when you accept a job.



We would like a copy of that correspondence as well, so we can place your file on an inactive status. If you have other interviews still scheduled after accepting a position, please remember to cancel them all. And, if you have outstanding offers from other companies, please notify them that you have accepted a position and are no longer interested in opportunities with their company.

# **GRADUATE AND PROFESSIONAL** **EDUCATION**

Your decision to enter a graduate/professional school and the choice of a degree program is an important one. You should give this option serious consideration and not make a rash decision. You should consider further education if you want to enter a field that requires specialized training or if you want to broaden your knowledge and do research in a particular subject area.

## **SELECTING A SCHOOL**

Determining the specific type of program you want is just the first step in deciding on a graduate/professional school. Students should compare schools to determine the one capable of helping them achieve their goals.

**Accreditation** - If a school is accredited it means it meets or exceeds basic standards in curriculum, qualifications of faculty, and admission selectivity.

**Resources** - The availability and accessibility of facilities and services should be a factor in making a decision to attend a certain school. Some of the most important resources are library, computer facilities, labs and lab equipment, student/faculty ratio, and placement assistance.

**Personal Criteria** - You must also determine if the institution is compatible with your personal qualities, interests, and needs. For example, will your personality fit in with this type of campus life, having accommodations, class sizes, geographic location, and social and cultural life.

## **APPLICATION TIMETABLE**

The Peterson's Guide to Graduate Programs in the Humanities and Social Sciences recommends the following timetable. This timetable represents the ideal for most students:

### **Junior Year, Fall and Spring**

- take required graduate admission test
- write for application materials
- visit institution of interest, if possible
- write application essay
- check on application deadlines and rolling admissions policies

-for medical, dental osteopathy, podiatry, or law schools, you may need to register for the national application, or data assemble most programs use

### **Junior Year, Summer**

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- write for application materials
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- for medical, dental osteopathy, podiatry, or law schools, you may need to register for the national application, or data assembly most programs use.

### **Senior Year, Fall**

- obtain letters of recommendations
- take graduate admission test if you haven't already
- send in completed applications
- register for Graduate and Professional School Financial Aid Service (GAPSFAS) if required

### **Senior, Year, Spring**

- check with all institutions before the deadline to make sure your file is complete
- visit institutions that accept you
- send deposit to institution of choice
- notify other colleges and universities that accepted you of your decision so that they may admit students on their waiting list
- send thank you notes to people who write your recommendation letters informing them of your success

## **FINANCIAL AID**

The range of financial assistance available at the graduate level is very broad. There are three basic types of aid: grants, work programs, and loans. Funding is available at various sources: the federal and state governments, educational institutions, foundations, corporations, and private organizations as professional associations.

**Grants and Fellowships** - are awards that do not require service in return. Often they provide the cost of tuition and fees plus living expenses.

**Work Program** -such as teaching, research and administrative assistantships require recipients to perform a service to the institution in exchange for a salary or stipend. The responsibilities of assistantships vary from institution to institution and from department to department.

**Loans** - should be considered only if other resources are not available.

## ADMISSION TESTS

Many graduate/professional schools require that applicants submit scores on one or more standardized test. Peterson's guide defines the most common test as:

**Graduate Records Examinations** - The **GRE** General Test contains seven 30 minute sections designed to measure verbal, quantitative, and analytical abilities. The Subject Test measure knowledge of specific subject matter basic to graduate study.

**Miller Analogies Test** - The **MAT** requires the solutions of 100 intellectual problems stated in the form of analogies. Fifty minutes are allowed to complete the test.

**Dental Admission Testing Program** - The **DAT** program testing consists of four examinations covering natural sciences reading comprehension, quantitative ability and perceptual ability. The entire test requires 1/2 day.

**Graduate Management Admissions Test** - **GMAT** is designed to measure general verbal and mathematical skills. It consists of eight separate sections with a total testing time of 4 hours.

**Law School Admissions Test** - The **LSAT** consist of six 35 minute sections. The LSAT is designed to measure reading, reasoning, understanding, analyzing, and criticizing skills.

**Medical College Admissions Test** - The **MCAT** is an objective measure of specified science knowledge and its application in solving related problems and of other learning and reasoning skills considered important for the study and practice of medicine.

**National Teacher Education Programs Test** - The NTE Core Battery includes three 2-hour test of communication skills, general knowledge, and professional knowledge. The Specialty Area Test measures understanding of the content and methods applicable to twenty-five subject areas.

Other tests include: **The Optometry College Admissions Test (OCAT), the Pharmacy College Admissions Test (PACT), and the Test of English as a Foreign Language (TOEFL) exams.**