

WC Career Journal

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During their time at Western, students move along a continuum of career development, hopefully ending, or beginning, with jobs or advanced study in their chosen field. Points along the way should include choosing the right major, getting involved in discipline-specific clubs or professional associations, pursuing co-ops and internships, finding related opportunities for service learning, building a resume, and implementing an effective job search or application process.

On top of academic work, social activities, and other commitments like employment or family, this grocery list of career tasks may seem overwhelming. It needn't. First, at Western, many people and offices stand by, as resources, to help students achieve these goals. Ask a career counselor, an academic advisor, or a professor to help you

Quick Tips to Interviewing Techniques

By **Glennie Fitzgerald Sewell**
Career Services Graduate Assistant

What can you expect of an interviewer? What can an interviewer expect of you? This article is geared generally towards the *planned* interview.

To start, don't forget to dress the part. Dressing for an interview is not too different from putting on a costume and playing a character for theatre play or movie. You wouldn't think to dress or act in any matter other than what is

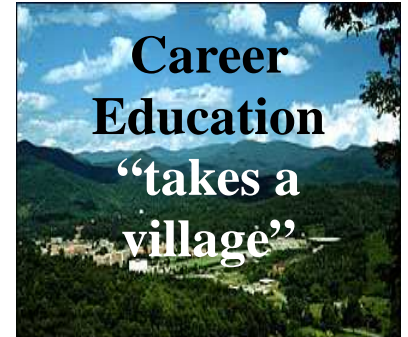
synthesize your academic life with your other interests in college and they'll recognize that term as being central to our new Quality Enhancement Plan, or QEP. The QEP intends to organize already existing resources in such a way that students can make the right choices earlier on, "check off" key tasks, identify creative and goal-oriented minors or concentrations, and get results.

If students are both thoughtful and *intentional* about career development by synthesizing academic work, activities and campus involvement, service, and employment, then the quality and success of their time spent in college will be all but insured. Be assured that the Office of Career Services and Cooperative Education stands by to help students make this plan, and we work every day with faculty and allied offices to coordinate and enhance it.

required for the part. In this case, the part generally calls for a well-fitted suit with jacket, dress shirt or blouse and tie (though ties are considered optional for females in many cases). This style may be dated, but it may prove better to have a dress jacket to remove, than not at all.

To the right are examples of questions asked by many employers. They are described in more detail in our 50th ed. *Job Choices* magazine, but are simplified here:

"Ask a career counselor, an academic advisor, or a professor to help you synthesize your academic life and your other interests in college and they'll recognize that term as being central to our new Quality Enhancement Plan, or QEP."



By **Michael Despeaux**
Coordinator / Career Counselor

IN THIS ISSUE

Career Education — Page 1
Quick Tips on Interviewing Techniques — Page 1, 3

Services Offered — Page 2
Numerous opportunities exist for WCU students through Career Services and Co-op Education.

Spring Calendar of Events
— Page 4

Improve your job-seeking qualities with a bevy of workshops and events this spring.

1. Tell me about yourself.
2. Why did you select your major and does it fit with your career goals?
3. What do you think of as your proudest accomplishment and why?
4. What do you consider your greatest strength?
5. What do you consider your greatest weakness?
6. Where do you see yourself in the next 5 or 10 years?
7. Why are you interested in working with our company?
8. Why should we hire you?
9. What three words best describe you?
10. Tell me about a time where

See *Quick Tips*, page 3

Career Services programs for success



Students and Alumni: take advantage of our many services offered.

- √ **JobCat and MonsterTRAK** are internet - based recruiting systems on our website that include jobs as well as opportunities to post a resume and sign up for interviews
- √ **Career Counseling** - If you have a career concern that you would like to discuss, call for an appointment with a career counselor
- √ **Career Testing** - If you are having difficulty making a decision about a major or a career, we offer career testing and interpretation
- √ **Cooperative Education** - Co-op is a program that allows you to work in your career / major field and receive directly related experience and credit WHILE you are still in school
- √ **Career Days and Recruitment Events** - Career Services offers between 10 and 11 recruitment events every year including Corporate, Public Service and Government Career Expo, Allied Health and Nurses' Career Day, Summer Jobs & Internships Fair, Criminal Justice Career Day, Education Recruitment Day and multiple etiquette development events.
- √ **Resume Critiquing Service** - Email your resume (cover letter too!) to mdespeaux or mashe@wcu.edu, or bring it in for an appointment.
- √ **Student Employment** - Need some cash? The student employment office can help you find a part-time job. We offer listings for on-campus as well as off-campus employment. See them at <http://careers.wcu.edu>
- √ **Career Library** - Our Career Library offers books, directories, and videos to aid in your career decision, including DISCOVER, a computer-aided guidance program. Also available at <http://careers.wcu.edu>
- √ **Interviewing Skills Assistance** - You can participate in a mock interview and improve your interview skills.

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Want to get on the career path?

Use JobCat.

1. Log into JobCat at careers.wcu.edu
2. Complete a personal profile
3. Upload a resume
4. Submit your online application by the deadline.

JobCat is updated with new jobs almost every day, so check for updates regularly!

Career Services / Cooperative Education



Quick Tips, Continued from page 1

you recognized a potential problem as an opportunity.

11. Give me an example of a situation where your ethics were challenged. How did you handle it?
12. Tell me about a time when you were participating in a team project and somebody dropped the ball. What did you do to help the team finish the project on time?
13. Describe a specific problem you solved for an employer or professor. How did you approach the problem? What was the outcome?
14. Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn?
15. Describe a situation in which you got people who didn't like each other to work together. How did you do it? What was the outcome?

Useful Interview Checklist:

Asking intelligent questions and engaging in effective conversation based on the knowledge of the employer's organization is good practice for a prospective employee. Be aware of the products and services offered by the company for which you wish to interview.

Practice interviews are offered by WCU Career Services to help hone a prospective candidate's communication skills. Please ask about the *Perfect Interview* software which Career Services uses to help with this aspect of interview training.

Bring plenty of updated and polished resumes, writing utensils and references—the latter to be provided upon request. *Dress professionally* for your encounter, making sure that your outfit is well-pressed, tailored and clean. Don't forget a pair of well-polished shoes to complete an impressive interview wardrobe.

A Quick Reminder List of Inappropriate Employee Questions:

Remember that specific state and local laws are set in place to prevent employers from asking inappropriate questions. There are three things that can be done if you are presented with an *illegal* question:

- (1) Answer the question – just understand that you are providing information that is not job-related, and that you could give an answer that is considered 'wrong' or 'undesirable,' seriously curtailing your chances of getting the job.
- (2) At the risk of sounding uncooperative and confrontational, you can refuse to answer the question. Be very careful to word your response carefully.
- (3) Look at the intent of the question, responding to it only if it can be applied to the job.

Illegal Inquiry areas include:

- (A) National origin/citizenship; (B) Age;
- (C) Marital/Family status; (D) Affiliations – clubs & social organizations; (E) Personal – height, weight, sexual orientation, etc; (F) Disabilities – mental, emotional, physical; (G) Arrest record (except convictions); and (H) Military service.

**"Life flows
in the
direction
your
attention
goes."**



DID YOU KNOW...

According to a USA Today report, "college students are experiencing the best job market in four years, as a stronger economy leads employers to ramp up hiring." This increase in hiring has occurred for the "fourth year in a row," according to the report. This idea is supported in a report published by the Asheville Chamber of Commerce in 2006:
<http://www.ashevillechamber.org>

Photo of Asheville, NC, courtesy of
<http://www.city-data.com>

CALENDAR OF EVENTS – SPRING 2007

FEB. 7th

Construction Management Career Day

Wed, February 7, 9:00am - 12:00PM, Ramsey Center.

Meet with experts in multiple segments of the construction and construction related industry. You do not have to pre-register to attend the career fair portion of the event. Interviews may be available with some attending organizations from 1pm – 5pm following the career fair.

FEB. 20th

Physical Therapy & Speech Language Pathology Career Fair

Mon, February 20, UC Grandroom 4:00PM - 6:00PM

Physical Therapy Career Fair is a great opportunity for students and alumni seeking employment in these fields. See JobCat for a list of employers who will be coming to this event. *

MAR 13th

Summer Jobs and Internships Fair

Tuesday, March 13, 11:00am - 2:00PM on the U.C. Grandroom

Not graduating until August and/or looking for summer employment on or near the WCU campus? This is the event for you! Businesses, campus and University departments set up booths to recruit summer jobs and internship. Students are not required to sign up for this event, but are encouraged to bring copies of their resumes.

If you need assistance with developing a resume, please visit the Career Resource Center (2nd floor of Killian Annex) or schedule an appointment with a career counselor – 828.227.7133.

MAR 13th

Spring Career Etiquette Reception

Tues, March 13, 6:00PM - 7:30PM in the UC Multipurpose Room

Students are welcome to participate in this special reception where you can meet potential employers! This event is intended to teach students proper etiquette during a reception. If you are interested in participating, please contact Career Services at 828.227.7133.

MAR 14th

Corporate, Government & Non-Profits Career Expo

Wed, March 14, 1:00–4:00 pm, UC Grandroom

Employers represented for corporate type positions will be mainly in the business, marketing, management, accounting, computer programming, engineering, engineering technology & finance fields. Organizations seeking public service and government positions will also be invited. Please join us at this career fair to meet with experts in these fields to receive timely information on careers, occupational trends, openings. You do not have thiring qualifications and advice on job o pre-register to attend the Expo. Interviews may be available with some attending organizations and students can sign up in advance through JobCat. Deadline to be pre-selected for interviews is Thursday, March 8. Some open interview schedules may be available and open for sign up until March 12. Please check in Job-Cat for upcoming on-campus interviews for March 14 & 15.



Julie Fox (m), a construction management major, won Career Services' Fall 2006 iPod. She registered for the prize at the Fall Construction Management Fair.

MAR. 15th

Criminal Justice Career Day

Thur, March 15, 1:00–4:00 pm, UC Grandroom :

Students wishing to meet with career consultants in the field of Criminal Justice are welcome in the U.C. Grandroom.

MAR. 27th

Education Recruitment Day

Tuesday, March 27, 9:00am-12:00pm Ramsey

Education Recruitment Day is a great opportunity for students, alumni and general public interested in opportunities within schools and school systems.

Business attire is required. Students and alumni are encouraged to bring several copies of your latest resume to distribute. We also suggest uploading a resume into JobCat. If you need assistance with developing a resume, please visit the Career Resource Center (2nd floor of Killian Annex) or schedule an appointment with a career counselor – 828.227.7133.

*** For all Expos, Fairs and Career Days: ***

Business casual to professional attire is required. Students and alumni are encouraged to bring several copies of their latest resume. Career Services also suggests that applications be uploaded into JobCat. Students in need of assistance in developing a resume, please visit the Career Resource Center (2nd floor of Killian Annex) or schedule and appointment with a career counselor: 227-7133.

Lists of attending organizations will be available at <http://careers.wcu.edu> and on JobCat. Lists will be updated as registration is received.

For more information, see <http://careers.wcu.edu>