



CAREERweek

April 10-13, 2006

crusader

Welcome to CAREERweek

Monday April 10th

Etiquette Dinner & Style Show

Brandt Center 6:00 p.m.- How to have a successful interview during a formal dinner. Appropriate business attire will be modeled for the style show.

Tuesday April 11th

Career Fair Sneak Peek

Admin. Building 11:45 a.m.

Question and answer sessions with recruiters.

Reality 101 Luncheon

Student Center 5-7:30 p.m.

Assistance with résumés and mock interviews.

Career Close-ups

Wordsworth Meeting Room

12-1:30 p.m. Hear from previous students and what they wish they would have known before graduating.



Wednesday April 12th

Career Fair

Johnson Sports Center 10 a.m.-

2:30 p.m. More than 90 organizations and 40% of NNU students attend. Students from 12 other colleges have been invited. Check out full / part-time employment and internship opportunities.

Thursday April 13th

Interviewing

Career Center 9-3:30 p.m. Check out and meet with prospective employers.

Crusader Staff

Tannis Wasson- Editor-in-Chief

Katie Powell- Assistant Editor and Seeing Double Editor

Jana Moseley- Spiritual Life and Opinion Editor
Chris Spicer- Campus Life and Captain Obvious Editor

Chad Bryan- Features and A&E

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Andrea Hall- Reporter

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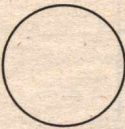
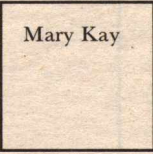
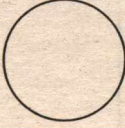
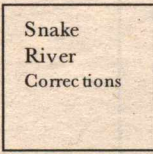
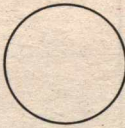
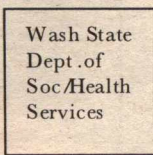
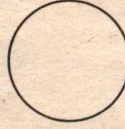
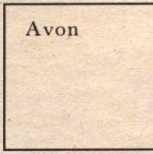
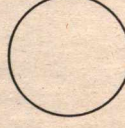
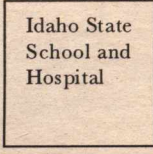
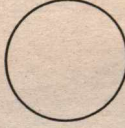
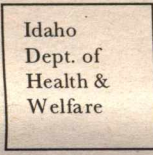
Lindsey Rohner- Designer

Brent Loosli- Designer

Special Thanks to Dianna Gunderson, to the rest in the Career Center, and thanks to everyone involved in career week.

A Map to the Career Fair

Registration & Information

     	Waddell & Reed	Idaho State Tax Commission	Great West Casualty	Pageant Productions	Trinity Pines	Boise Rescue Mission	NNU School of Business	Alsip Funeral Chapel	     
	U.S. Army	Walgreens	Idaho Central Credit Union	Idaho Press Tribune	SL Start	Havenwood Caregiver Services	Lewis-Clark Service Corp	KNIN - TV	
	Warm Beach Camp	U.S. Army ROTC	Idaho State University - Graduate	U.S. Senator Larry Craig	American Red Cross	West Valley Medical Center	KBXL - KSPD	Medical Staffing Network	
	Idaho Air Guard	Sherwin Williams	Idaho State Dept. of Commerce & Labor	C.H. Robertson Worldwide Inc.	Weststaff	NNU Graduate Online	DIRECTV	KBCI - TV	
	Idaho CIS	NW Mutual Financial Network	Idaho Division of Aeronautics	Bureau of Reclamation	UPS	Advocates for Inclusion	Hands of Hope	Walter Knox Memorial	
	Ada County Sheriff	Idaho State Police	Gonzaga School of Law	Smoky Mountain Pizza & Pasta	World Relief	Girl Scouts	Journal Broadcast Group	KTRV Fox 12	
	Chaplaincy Ministries	FedEx	Adecco	Rite Aid Corp.	St. Al's, RMC	Gem State Dev. Center	St. Luke's, RMC	Progressive Behavior Services	
Wash State Dept. of Soc/Health Services	Nazarene Publishing House	Nampa Police Dept.	Wells Fargo	Albertsons	Mercy Medical Center	Advent Group Ministries	KTVB - TV		
	Costco	FBI		Target		The Buckle, Inc.			

Organizations Attending NNU Career Fair 2006

Ada County Sheriff's Office
 Adecco
 Advent Group Ministries
 Advocates for Inclusion
 Albertson's
 Alsip Funeral Chapel
 American Red Cross
 Avon
 Boise Rescue Mission
 Bureau of Reclamation
 CH Robinson Worldwide, Inc.
 Chaplaincy Ministries
 Costco Wholesale
 DIRECTV
 Federal Bureau of Investigation
 Fed Ex
 Gem State Developmental Center
 Girl Scouts of Silver Sage Council
 Gonzaga University School of Law
 Great West Casualty Company
 Hands of Hope Northwest, Inc.
 Havenwood Caregiver Services
 Idaho Air National Guard

Idaho Career Information System
 Idaho Central Credit Union
 Idaho Division of Aeronautics
 Idaho Press Tribune
 Idaho State Dept. of Commerce & Labor
 Idaho State Dept. of Health & Welfare
 Idaho State Police
 Idaho State School and Hospital
 Idaho State Tax Commission
 Idaho State University - Grad
 Journal Broadcast Group
 KBCI-TV Boise
 KBXL-KSPD
 KNIN Television
 KTRV Fox 12
 KTVB-TV Channel 7
 Lewis-Clark Service Corps - Americorps
 Mary Kay Skin Care & Cosmetics
 Medical Staffing Network
 Mercy Medical Center
 Nampa Fire Department
 Nampa Police Department
 Nazarene Publishing House
 NNU Graduate Theological Online Education
 Northwestern Mutual Financial Network

Pageant Productions, LLC
 Progressive Behavior Services
 Rite Aid Corporation
 Sherwin-Williams Company
 SL Start & Associates
 Smoky Mountain Pizza And Pasta
 Snake River Correctional Institution
 St. Alphonsus RMC
 St. Luke's RMC
 Target
 The Buckle
 Trinity Pines Camp & Conference Center
 United Parcel Service
 U.S. Army Reserve Recruiter
 U.S. Army ROTC
 U.S. Senator Larry Craig
 Waddell & Reed
 Walgreens Recruitment
 Walter Knox Memorial Hospital
 Warm Beach Camp
 Weststaff
 Wells Fargo Phone Bank
 West Valley Medical Center
 World Relief

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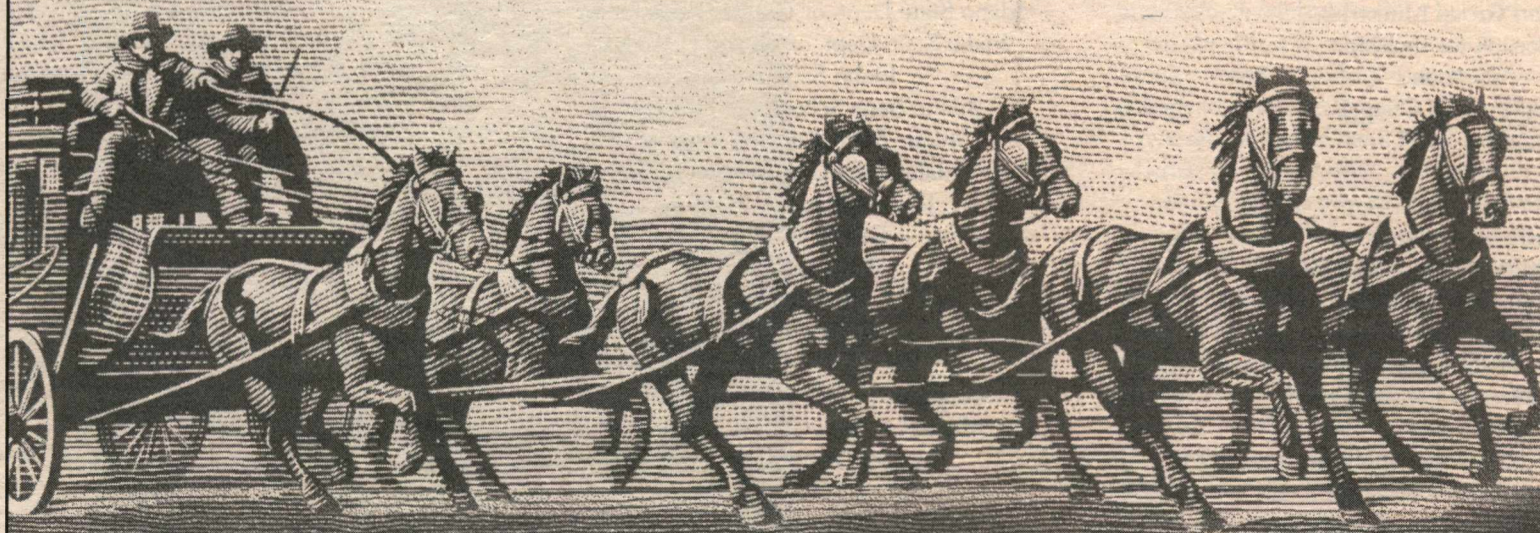
NNU CAREER FAIR

Wednesday, April 12th, 2006

10:00am – 2:30pm

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What Not to Wear

by Tannis Wasson

As college students we all know how to dress for class and the weekends, the attire is nearly all the same, either some really comfy pajamas or jeans and some sort of a top. But often that wardrobe, as great as it may be, does not translate to getting a real job, or even a job at Pizza Hut. What many need is an after graduation fashion intervention, the problem is that often such an intervention is cost prohibitive.

For many the idea of spending money on a wardrobe of clothing that is as yet completely useless is ridiculous, but one day, the day that looms nearer each morning we drag ourselves out of bed, we will all need to look professional and with our budgets that will not be easy. However, there are some things that each of us can do that will help us along the path towards looking put together.

First set a budget. I know this sounds trivial, but sometimes this can be the most important step. Then evaluate your wardrobe, often there are pieces that either are professional, or with the right suit can really look professional. Then go shopping, and really have an idea about where you want to shop and what you want to shop for. If you are looking for slacks then stick to slacks and do not let the clearance rack suck you in. Think about the color and cut you want, and think about not only what will go with your wardrobe but also what looks good on you. Do not pay attention to the size ladies, it is just a number and often going up a size will make you more comfortable and really make you look good; remember, no employer wants to see your midriff or your thong hanging out the back of your pants.

Next, remember to think outside the box, neutrals are no longer limited to just black and white, often brown, gray, navy blue, and khaki are considered neutral too. Once you have found the foundation of the your wardrobe then look for special pieces, for men this can be a beautiful and expressive tie and women can find shoes, a handbag, or a shirt to go under the jacket, but do not forget to buy classic and subdued pieces too, if it is classic and timeless and the quality is good then it will still be classic and timeless in 15 years. A business wardrobe is something that should be looked at as an investment. If you buy quality pieces that you really love, and things that look good on you, they can last for years with proper care.

Now you are ready to interview, but remember that you should always go to an interview in full business attire, along with the first day, after that you can dress to meet the office standards. Remember that you are making a first impression and an interview may not be the place to model your Sponge Bob tie, or your matching fur shoes and handbag. Personality matters but stay neutral in the wardrobe department.

In terms of what to look for, Business Professional is often referring to a suit; this means slacks, a jacket (usually matched), a button front shirt, and a tie, paired with nice socks, nice shoes and a brief case.



In men's wear, often the sales associate can help to put together a classic suit that is completely matched. In the women's department usually the outfits are paired together with the jacket, the pants, the skirt, and several other mix and match options. If the outfit offers pants and a skirt buy both for greater versatility. Business Casual is often much the same, but the jacket can be left at home and the shoes can be less dressy, and it is often fine to mix in funky accessories that you love.

Shopping for a great wardrobe is tiring, but never settle. If you do not love it, if it does not fit, or if you do not look good have the courage to walk away, even if the prices are bargain basement. There is nothing more important in you wardrobe than you, if you feel good you exude confidence, so be sure to really choose things that give you the confidence you need to walk in and get the job you are dreaming of. Never settle. Shine.

Etiquette for You

by Tannis Wasson

Imagine, with me, your future. You could be the CEO of a major corporation, performing your own compositions for large audiences, or writing for Time magazine. Alternatively, perhaps you are spreading the joy of Christ in a remote part of the world. In any sense, you are doing that about which you are passionate. Then you wake up and realize that that dream is, for some, three years away. Still, some seniors are ready to head out into the real world, but have no idea what to do when it comes to finding that perfect job. This is why the annual NNU career week is helpful. It does not matter if you are shy or just do not have the proper interview clothing. NNU's career week can help you by pointing you in the right direction.

This year, NNU gears up for the annual event as soon as spring break ends and it is time to focus on school again. On April 10th, NNU kicks off the week by hosting the "Dress for Success" Etiquette Dinner. There, both students and faculty will model in a fashion show, showing what is appropriate for interviews and lunch or dinner meetings, as well as how to act at such meetings. Enjoy some great Dex food during the formal dinner in the Brandt Center at 6 PM. There you can find out about more events that that will take place that week, such as the career fair and various workshops during the week.

It is only a matter of patience until those dreams of success come true. In the mean time, prepare yourself for the future and success by going to the Etiquette Dinner.

For more information, check out www.nnu.edu/careerweek/ or call Dianna Gunderson in the career center at 8402.



Invites you to join us
Wednesday, April 12th
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Dressing For You in the Business World

By: Tannis Wasson

There are some simple ways once you have acquired the perfect wardrobe to make it perfect for you.

Trouser Fit: Pleated pants are elegant, slim, and easy, as long as you stand up. But sit down, and the pleats break into a jumble of creases and folds. The more you bend or the more pronounced the curves of your body the less flattering the pants become. If you plan to move around then look for pants with a flat front and a lower rise waist, this type of trouser is the most conducive to curves and movement, and we all know that loose fitting is not always in accordance with comfort.

Alterations: If the pants are too tight in the crotch then you need a larger rise, the opposite is true if the pants are too loose in the crotch. Men's pants are easier to alter due to the size of the seaming found in their pants, so ladies, go up a size and get them tailored down.

Sleeve Length: In men's sleeves regardless of where in the world you are the length is always five inches from the tip of the thumb. Women's sleeves, however, depend on where in the world she is. In America sleeves tend to be longer, and fashion shows and pictures from them show the length of the sleeve as tailored to the model, so look there to get an idea of the look you like. In Europe the wrist bone is seen as sexy on women, and designers often cut the sleeves shorter for this purpose.

Alterations: If there is plenty of fabric left in the sleeve and the jacket is made out of wool, or another similar fabric then it is easy enough to just let out. Silks, satin, and velvet are a trickier matter though; often they retain their old crease lines and so must be altered from the shoulder instead.

Trouser Length: Narrow trousers need to be shorter to avoid tacky pile-up on top of your shoes, the narrower they are the shorter the pants should be too. If the break of the pants is bunched then they make the line of the pants look shorter. But generally you should do whatever makes the pants, and your legs look the longest. Men generally follow the rules of their tailor or their profession, but women's pants must be adjusted based on shoes. Flats require a shorter pant whereas heels require a longer length.

Alterations: Adding a cuff is as easy as removing them assuming you have not altered them already. There are two types of cuffs that you can choose, the one and one quarter inch cuff or the two inch cuff. Always choose the one and a quarter inch cuff as the two inch cuff will make your legs look shorter.

Pockets: Pockets always need to be placed so that they work for you, if they don't then get them altered; they are for you and not the garment. They ought to be functional, they give your hands a place to rest or just be inactive, and they hold things. Even mock pockets have their place; flap pockets on an angle can make your hips look more slender along with a smaller waist.

Alterations: A neater look can be achieved by merely leaving in the basting stitches, but there is also elegance to be found in a jacket that has obviously been worn, so use the pockets and wear the clothes, they are for you.

Shoulders: Okay, so pads have not been in since the 90's but they have their place in that they even out uneven shoulders, and they help the garment to hold its shape on the hanger. Tighter sleeves were first used by Coco Chanel and they actually offer more movement than a wider sleeve, which looks better if you are not going to move.

Alterations: Assuming your shoulder pads are cotton then they are easy to reduce, the lining is just ripped open and the layers peeled out until you are satisfied, but if the pads are foam Then they must be surgically removed and replaced with thin cotton ones.

Adding your personality is easy now that you have the clothes and they have been appropriately tailored to fit your body properly.

Professional Dressing for the Work Place

...Wardrobe...Accessories...Hair...

Make-Up provided by Dillard's

Wardrobe and Fit:

- 1) Style of clothes to fit your body shape: genetics, age appropriate, proper fitting, under garments.
- 2) Practical purchasing—ask the following questions:
 - Do I have anything to wear with this?
 - Will I need shoes, jewelry, accessories?
 - Can I wear this to multiple functions?
 - Is it cost effective? Or just a label?
 - Will it wash and wear easily? Does it wrinkle?
- 3) Keep your receipts—don't remove tags until you actually wear the garment.
- 4) Purchase in mixable pieces—Start with basic colors and pieces such as pants, jackets, skirts, sweaters, shoes, and belts in neutral colors: black, navy, beige, white, red, gray, or royal. Add trend/seasonal colors with blouses, scarves, vests, knit tees, hats, handbags, etc. Be careful with trend fabrics—linens, silks, ramie cottons. These fabrics are high in maintenance.
- 5) Shop the sales for basic wardrobe pieces—end of season sales are best.

Accessories:

- 1) Jewelry—simple, classic—not the focus of your look. Buttons will give an idea of how to match jewelry.
- 2) Belts should match shoes.
- 3) Handbags should match shoes.
- 4) Hosiery—match the pant as a continuation to the shoe. Dress and skirt hosiery can match those pieces if it is a neutral color (black, navy, beige, etc.). Trend color dressing should have neutral colored hosiery. No black hose with white shoes.
- 5) Scarves—fun, inexpensive, and will change the entire look/feel to an outfit.
- 6) Hats—when appropriate—can be fun to wear—if you dare.
- 7) Shoes—first giveaway to an unfinished look. Polish, retip, resole, and store in boxes or hang bag to keep in good condition. Shoe trees will help



preserve and shape shoes for longer wear. Better made shoes will last years—watch for trend heels.

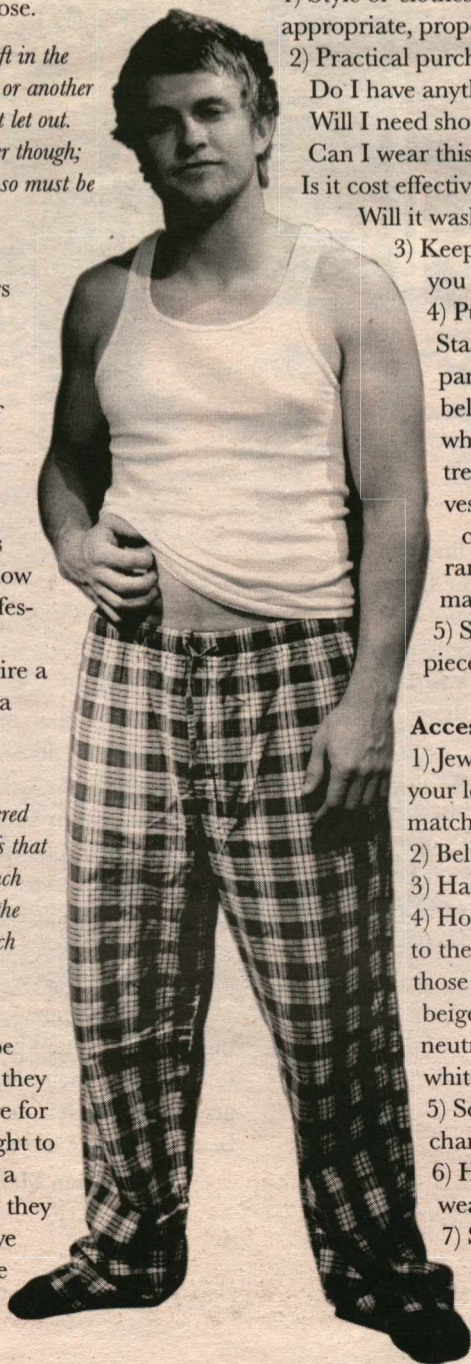
Hair/Style/Color:

- 1) Keep up the cut—keep up the color. Remember your dedication to the style may not be enough to keep it looking good. When coloring, know when you are over your head and seek professional help...
- 2) A good cut does not need to be expensive. But a great hair stylist is priceless.
- 3) Change your style to give you a lift, new look and out of a "rut".

Make-Up/Nails:

- 1) Decide how much time/effort you have to devote—then seek a professional make-over. They are complimentary and you will learn long term skin care with make-up hints for your look and the consultant will know what you want.
- 2) Nails—keep filed, buffed, neutral polish if they are short, soft colors for the workplace.
- 3) Body piercing should not be visible during working hours with the exception of ears and this too, should be a professional look.
- 4) Tattoos—should also not be visible during working hours.
- 5) Healthy skin, hair, and nails, need a balanced diet and lots of water.

Hints for successful dressing can be found in catalogs, store displays, and trained sales associates. Ask for help when shopping...that is their profession.



Behind the Scenes

by Derek Derooy

Ever been caught running the light at 7th and 16th? If so, you may have noticed one of NNU's finest alumni asking for your license and registration. Officer Tyler Gray, class of 2005, now serves in the Patrol Division of the Nampa Police Department. Tyler handles what he calls "routine patrol work" from day to day. Run-of-the-mill stuff, homicide cases, and checking homes with abused children. This, of course, is just an everyday perk of pulling over drunk drivers.

"It (being a policeman) had always been a dream of mine." This dream became a sure-fire career at Tyler's high school one year, when the Career Fair came through. Tyler was hooked for good on a life in police work. But how does one go about becoming a cop at a school with no Law Enforcement major? Here's how--don't worry about majoring in Law Enforcement. "I myself hold a B.S. in Business



Administration." Wait a minute...how does that prepare you for using a Colt revolver and tracking drugs with the help of a German Shepherd? "Every one of the classes I took at NNC helped me prepare for a life in the service. The math and physics taught to me are used for forensics in all kinds of cases, the English and Business classes in filing paperwork with proper form and grammar."

The worst part of the job, according to Tyler, is working with and around the offenders. "A lot of cops get calloused to the things these people do, and they forget what other good people are. You have to leave your work at the office to not become one of the people you arrest." It makes it all worth it, though, to help another soul. Getting abused children out of their homes and giving aid to those with car problems make the job a positive experience, one that Tyler wishes more students would consider.

-Tyler Gray NPD

Girl Scouts

by Carmen Johnson-Pahlas

Girl Scouts is more than just cookies and camping. Just ask Carmen Johnson-Pahlas, the Fund Development Specialist for the Girl Scouts Silversage Council. Her job is to basically raise money for all the events and troops that the council supports. Since this council serves southern Idaho, eastern Oregon, and northern Nevada, Pahlas has quite a few troops and events to keep track of. She is currently working on the Women of Today and Tomorrow luncheon that is happening this March.

Pahlas graduated from NNU in 2005 with a public communications degree. After her graduation, she began, like all college graduates, to search for a job. "I attended all sorts of job fairs, including one at NNU and one at the Boise Fairgrounds," says

Pahlas. Unfortunately these job fairs did not help her to find her current job. She looked at working for the Idaho T-Mobile call center, but was told they did not have any positions available. Later, a friend recommended Pahlas to the Girl Scout council, and she interviewed for and was hired for her current job. She has been there for almost one year, and is very happy with it.

When asked if she had any advice for students or graduates seeking a job, Pahlas offered this: "Always send a thank-you note after a job interview. It's one of the nice touches that helped me get my job; we don't do things like that enough." Sending a thank-you not only says you appreciate the chance at the job, but it also will help your future employers remember you.

For All You Nurses

by Derek Derooy

The NNU nursing program, one of the most heralded of NNU's programs and certainly one of its most popular, pumps out many graduates each year. These graduates head off to one of the most draining and grueling jobs out there, taking care of sick people.

Jonathan McFayden, a member of NNU's 2005 graduating class who holds a B.S. in Nursing, came to NNU because of the nursing program. He'd heard wonderful things about the school as a whole, such as the wonderful professors and the atmosphere of the people on campus, and is very grateful for the skills he was given.

McFayden serves as a registered nurse (R.N.) for West Valley Medical Center in Caldwell. As an R.N., McFayden feels he is the "front-line defense of the hospital."

McFayden lends support of all kinds, whether it is physical, emotional, or spiritual. In addition to bringing patients anything they may require, they consult often with the physicians on their patients' conditions and circumstances. The most rewarding part of McFayden's job is just being with the patients and helping them. "Many people (in the hospital) are at the lowest part of their lives." Watching them recuperate and heal, watching them walk out of their own physical prison gives McFayden a sense of accomplishment.

A fine nurse and person, McFayden believes that the most important part of his college career was learning to work hard. Being used to working at a high level accustoms you for the rest of your life and makes you a better employee more than any college accomplishment.

-Jonathan McFayden

"Being used to working at a high level accustoms you for the rest of your life"

-Jonathan McFayden

Getting Ahead in Politics

by Chris Spicer

On Wednesday, April 12th, over 90 organizations will fill the gym with hopes of interesting college students in a career they have to offer. While attending the career fair last year, one certain job opening caught the eye of alumnus Kendra Waitley. Waitley went to Washington, D.C. to start her second internship for Senator Larry Craig the summer after graduating, where she was officially offered the job she first discovered at the career fair.

"I guess I just always thought it was important to maintain the relationships I had made during my internship,"

She accredits the second internship and job offer to her first internship in high school. "I guess I just always thought it was important to maintain the relationships I had made during my internship," said Waitley, "So whenever I was downtown or near the office I would always make it a point to stop by. I would call every now and then just to say hi. Basically, I would say networking is the main thing I did."

Networking played a big role in helping Waitley obtain the job in Washington. Through family connections and employee connections, she was able to have the first internship, and eventually start her second internship after graduating from NNU. "There is more emphasis than one might think on word of mouth as opposed to what is simply on your resume," affirmed Waitley.

Because of Waitley's internships, she was more than prepared for her job as Staff Assistant. "I do not think there is a better way to prepare and familiarize yourself with the expectations or the atmosphere of a company than an internship," stated Waitley, "It gives a person the chance to get an in depth look at the company and how things work, without having the pressure of starting a new job. It is kind of like a trial run."

Although Waitley has learned a lot about politics and the government, she thinks that the people she has met will be the most important thing she will remember. "We have this saying in our office: 'Once a member of Team Craig, always a member of Team Craig'. No matter where you go you will always have those connections," said Waitley.

What Waitley has learned about networking and the job world is something that everyone can benefit from: "Never pass up the opportunity to meet new people, always be friendly and outgoing, and it is very important to have a firm hand shake!"

-Kendra Waitley

Any Major Need Apply

by Tannis Wasson

How many of us think that we could never get the job because it does not have anything to do with our major? Everyone at NNU will graduate with a degree, but many of us will not have a career in our chosen field. Today the degree matters less than the training, meaning your degree may be English, but that could lead to being the spokesperson for the President or rewording the labels on Advil to be clearer. It may not seem ideal but often people end up doing these things and really enjoying them.

All this to say that just because your degree says business that does not mean that you cannot be a head hunter or a representative for an Internet Technology company. Oftentimes you may be the best qualified. Even if you think the job is obviously not for you, talk to the employer, you may be just what they are looking for. An employer will look less at your degree and more at your qualifications, which is why NNU is such a great place to be educated. NNU focuses on a broad base and those with a liberal arts degree are often quite marketable in the post-graduation world.

If there is any doubt one only need ask the Dean of the School of Business, who graduated with a bachelor's degree in English. If you are still worried, check out the career center. Dianna Gunderson can help allay your fears because it is her job to help students see a clear path to the future. Another option, to make one's self more marketable is to choose a minor or take classes as electives. Many students take classes that have nothing to do with their major, but they may be helpful in the future because the student can use that class as experience or training when filling out the resumé.

Many students do not realize that today's world is full of possibilities. Many of those who graduate from NNU will come to realize that their major was something they loved doing, but so is their job, even if that job is not in the same area of study. Others will go on to law school, graduate school, or medical school and study in areas that they may not have majored in. In fact, in law school, their majors might not be applicable, but they will earn secondary degrees and realize that their majors do not define their ability to find a job. If you want the job and you think you can do the job then set aside your degree and go get 'em tiger.

CAREERweek
April 10-13, 2006

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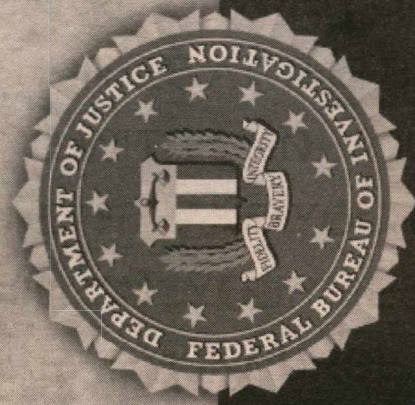
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Freshmen

- explore career opportunities
- start networking now
- talk to potential employers
- gather information from local and regional employers
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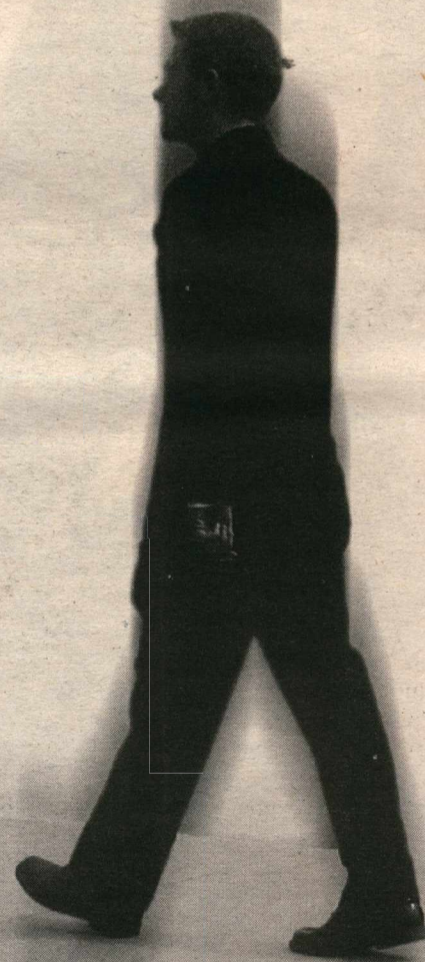
- establish positive relationships
- explore career opportunities in your major field of study
- information about summer and part-time job opportunities
- make a good first impression
- free food and cool door prizes

Junior

- network, remember it is about who you know that counts
- distribute résumés to potential part-time and full-time employers
- gather information about internship opportunities for the future
- make a good first impression
- free food and cool door prizes

Senior

- network, build on past contacts
- distribute résumés to potential employers at the career fair
- be prepared for mini-interviews
- make a good first impression
- set up job interviews
- free food and cool door prizes



Monday April 10-Etiquette Dinner & Style Show

Tuesday April 11-Career Fair Sneak Peek, Reality 101 Luncheon, Career Close-ups

Wednesday April 12-Career Fair

Thursday April 13- Interviewing

for more info please visit
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In the Recruiter's eyes

by Katie Powell

A lot of times we walk into an interview or a work place not knowing how to act and what to say. Sometimes it is not always what we say, it is what we look like.

The first characteristic that people may notice when they are introduced to others are their appearances. It may be what they are wearing, how they did their hair, or if they look clean. Whatever it is that you first notice about people is what others notice about you, but more importantly, what someone conducting an interview may notice about you.

John Raymond, a manager assistant operator for several power plants and a recruiter for the work place, has conducted many interviews and surveyed several people who may be able to fulfill a job requirement.

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John Raymond, a manager assistant operator for several power plants and a recruiter for the work place, has conducted many interviews and surveyed several people who may be able to fulfill a job requirement.

"We look a lot at personal appearance. If someone looks like they are taking care of themselves, it shows me that they not only take pride in themselves, but more than likely, they will take pride in their work." There are several other things that recruiters look for that follow the first impression. They want to see experience, the ability to communicate verbally and on paper, a person's career goals for the next five to ten years, and what the person enjoys doing outside the work place.

Therefore, the next time you are walking into a business looking for a job, and you have no idea what to do, remember these steps, and everything else will fall into place.

It's All About the Interview

by Jana Moseley

So, if you finally have an interview for the job of your dreams or you really just need a job, you do not want to mess up the interview. Basically, you have a limited amount of time to convince someone that you are the best candidate for the position. It is a competitive workplace, so how can you make yourself stand out from all the rest? Here are a few tips to help you on that big day!

1. Be Prepared! Okay, so this seems pretty obvious, but do not underestimate the value of being prepared. If you show up ready for anything, it will allow you to be more relaxed during the interview. What are some ways to prepare? It is a good idea to do a little bit of research on the company you are applying to work for as well as the position you desire. This will help you in discussing how you can use your skills to better the company, etc. It will probably also provide you with a few questions to ask at the end, letting them know you truly want the job.

2. Be on time! Do a test run to make sure that a) you know where you are going and b) you know about how long it will take you to get there. There is nothing less impressive than walking in late and insisting you are normally a very punctual person. They will not buy it.

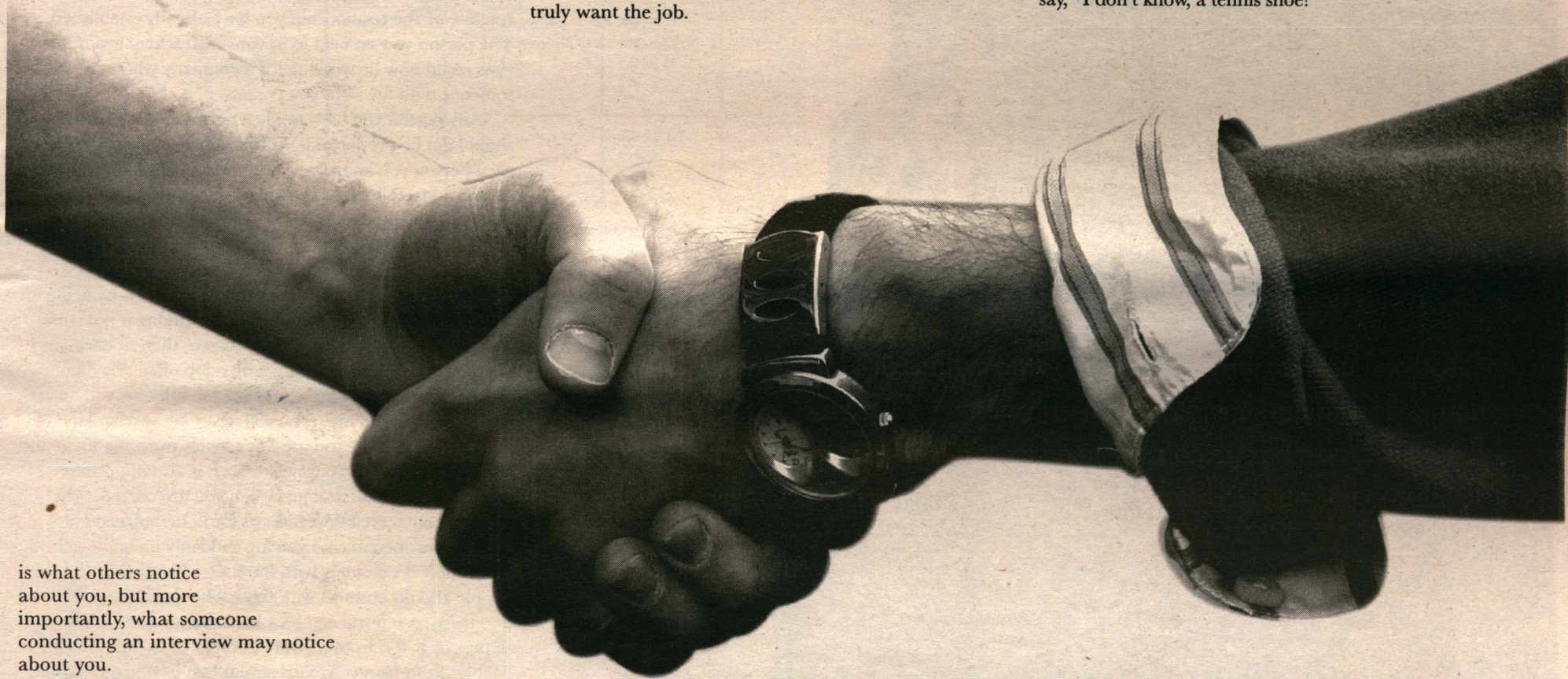
3. Practice! Believe it or not, it helps to have a few pre-planned answers to those typical interview questions, such questions as the following: Why should we hire you? Why do you want to work here? What are your weaknesses? Why did you leave your last job? What is a situation in which you think you showed outstanding achievement? This is the part of the interview where you are attempting to brag about yourself without bragging about yourself. Plan out some answers to these ahead of time, that way they don't have to hear, "I'm really outgoing and hard-working!" for the tenth time that day.


Also, when talking about your weaknesses, you want to also state how you are working on overcoming these weaknesses. Don't leave it at, "I'm usually always ten minutes late to everything!" Throw in something like, "I have a tendency to run late, so I set all my clocks 20 minutes ahead!"v

4. Expect the Unexpected! I've been in a few interviews in which they have thrown in a random question such as: Who is your favorite country singer? If you could have lunch with anyone in the world, who would it be? And even, if you were a type of shoe, what would you be? (The answers, in case you're wondering are: Tim McGraw, Johnny Depp, and a pointy-toed high heel.) Obviously, there is no right or wrong answer to these questions, but they are looking for a little bit of your personality to shine through here. Have fun with it! What you do not want to do is mumble for a few minutes then say, "I don't know, a tennis shoe?"

5. Give examples! It's a good idea to have two or three stories in which you demonstrate certain qualities that make you good for the job. Such desirable qualities like initiative, teamwork, and the ever popular leadership skills.

Follow up! Before you leave, make it clear how appreciative you are for the interviewer's time and consideration. If possible, send out a thank-you email or note and letting them know you can't wait to hear back from the company.





Networking

by Chris Spicer

Everyone has heard the phrase, "It's not what you know, it's who you know," but what exactly does that mean? It is referring to the most important aspect of searching for a job: networking. The friends, family, acquaintances, and contacts a person has are all a part of his or her network. It is good to have contacts, but keeping in touch with those contacts is what enhances a network.

According to the Federal Bureau of Labor, 70 percent of all jobs are found through networking. That only leaves 30 percent to be divided between those who found jobs through search firms, want ads, creating their own jobs, and blindly sending out resumés. To get your hands on a job through networking, you have to understand how to build and maintain a network, and how to use that network to succeed.

Many people find a job search disheartening. They send resumés out to businesses, they reply to want ads, but the job market just does not seem to open up to them. Networking is intimidating because people do not think they know anyone of importance.

The Esquire Group, a national legal search and consulting firm, state that most people personally know at least 250 people, and have even more acquaintances. These people are automatically a part of your network because of the relationship you have already established. The person you sat next to in your high school geography class could now be working for a company who may need someone with the skills you possess.

Any person you have made a personal contact with should not be overlooked. In fact, it helps to keep track of each person you know by listing them in a rolodex, or some sort of address book or organizer. Every person that you meet is a potential member of your network. Expressing genuine interest and sharing thoughts and ideas openly with these people will produce new contacts.

The best way to use a network to succeed is by being an active member of your network. Networking is not a one way street. You cannot collect contacts, then sit back, and wait for them to come to you with a job offer. Staying in touch with contacts and expressing job interests will open up more opportunities. You will never know what kind of jobs are out there if you are not actively pursuing them and working to improve your network. It is also important to network at all times, not just when you are unemployed. Making contacts can open doors for better jobs and also leave doors open in case you are suddenly unemployed.

People do business with those they like and trust. People also do business with those who their friends like and trust. A referral can be a hard thing for an employer to pass by if it is from a loyal customer or friend. Mark Mehler from CareerXroads agrees that having a referral can greatly increase the odds of landing a job. He says that a referred candidate has a 35 to 1 chance of getting hired, whereas the typical candidate has a 500 to 1 chance.

For those who are still daunted, there are ways to ease into networking. Volunteering can help people meet others and establish contacts. Attending college reunions are good for rebuilding friendships and reconnecting with people who may have succeeded since graduation. The Career Center is another good way to begin networking. Its staff can help you establish networking contacts through the ASK (Alumni Sharing Knowledge) program. The Career Center is open daily from 8:30 AM to 5:00 PM. With all of these opportunities in mind, remember that relationships will be the greatest contributors to landing that perfect career.

Jobsearch.about.com Esquiregroup.com

Strategicbusinessnetwork.com

Business Credit, Feb2006, Vol. 108 Issue 2, p54-54, 2/3p

Hot Tips for Writing a Resumé

by Chad Bryan

If you ever plan on getting a job (if you haven't yet), you're probably going to have to turn in a resumé somewhere down the line so here are a few handy tips to clear up some common misconceptions about what this thing called a resumé is all about. A resumé is a self-promotional document that presents you in the best possible light for the purpose of getting you invited to a job interview. It's not a job application, it's not a confessional, and it's not just about past jobs. It's about you and how you performed and what you experienced and accomplished in those past jobs—especially those accomplishments that are most relevant to the work you want to do next. A good resumé should give the receiver a good idea how you might perform in your desired future job.

Your resumé should be relevant to the job you're applying for and should include a job target or objective that can be briefly stated at the beginning of your resumé. You want to show a sense of direction. A clearly stated goal doesn't have to confine you into a corner if it's well stated.

Once you've stated your objective, you'll want to include your educational background and any specific training (if any) you've had that could support your objective. Even if you haven't graduated, you'll want to include when you anticipate graduating and what degree you'll be receiving.

Next you'll want to get into your job history. Listing your job history chronologically is mostly preferred and including how long you were there, positions held, and even things that you learned that may apply to your position. You may want to include volunteer work.

Not having held a paid position before should not keep you from writing a resumé. You might also want to let them know what you were doing if there is a gap of time among your experience.

One thing that you can avoid that I've learned when writing resúmes is that you might want to avoid the "job hopper" image. You can do this without leaving things out but by just making these periods of time which you may have had several jobs more concise. For example, rather than listing them individually, you could say something like "2000-2002 Waiter/Busboy; Red Robin, McDonalds, & Starbucks." Then go on to list details about your experience. Or if you held a job just for the summer, rather than listing dates and cluttering the page, you can simply put "Summer 2005" or "Spring 2003." Being concise but accurate is what you're going for here.

A tip I learned from a previous employer when filling out progress forms which I have begun to include when writing resúmes is using "PAR" statements. PAR stands for Problem-Action-Results. So you could state a problem that existed in your workplace, then describe what you did about it, and then point out the good results that your action brought about.

Lastly, listing things like race, religion, hobbies, or interests should be left out unless they are relevant to the position you are applying for or it clearly reveals a characteristic that supports your job objective. Having a good, professional resumé that helps a future employer find something out about you is a great thing to have when going out into the job world. So, good luck and present yourselves well NNU!

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Why your best self-employment opportunity might involve some teamwork.



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