



OFFICE NOTES

Barb Mikel,
GCSANC Association Manager

A Vacation in San Diego in February With Family

GCSAA Convention and Show is scheduled for San Diego this year. Why not make it a family affair? San Diego is beautiful that time of the year and there are lots of attractions for the family. We won't get another opportunity to have the GCSAA Convention in the California area until 2007. I am looking forward to this year's event! If you have never attended a GCSAA Convention, take advantage to view your professional association at its best. See you there!

We are ending our first year of publication of ThruTheGreen with Hill Design, Tricia Hill, publisher. This dramatic improvement of our newsletter has drawn compliments from all corners and has come without additional membership revenue.

If you want to be a part of the "next step," contact the office for ad space information for 2004. Thank you to the 2003 Newsletter Committee (*P.J. Spellman II, Andy Slack, Ken Williams, Bob Costa, Tricia Hill & Barb Mikel*) for a job well done!

It is time for you to renew your membership. The dues statements are being mailed this month. Your membership runs from January to December. The bylaws specifically require dues to be paid with any late assessments by January 2004. If you pay by December 31, 2003 you're ok. Anything after that date requires another \$20.00.

Once again this year, only the dues notice and one final notice will be mailed. We save considerable time and money (*postage and printing costs*) by only sending two notices.

Accompanying your dues statement is an Employment Update Questionnaire. This is the time to make changes to telephone numbers, emails, mailing addresses place of employment. Membership classification is included for your information. If you need to upgrade or reclassify, please contact the office. There is no charge to change classifications but we do need a signed application for our records.

Information provided by the questionnaire will be used update the Membership Directory. We want to include all the membership with current information. Your prompt response is greatly appreciated. Deadline for submission of membership information is January 31, 2003. If you don't provide changes to your membership information WE MUST assume what we currently have it correct. Any member who hasn't processed the membership renewal by January 31, 2004 will be excluded from the new directory. I must have your check for dues renewal and any outstanding balances owed to the Association by that date. If there is a question regarding balance due, you must contact the office prior to January 15, 2004.

Thanks for your prompt help!

For more info. E-mail Barb Mikel at: gcsanc@e-easi.net

Ten Tips To Remember During Your Next Job Interview

By Emmy Moore Minister

- 1 Do your homework prior to the interview.** Find out who will be present during the formal interview process. Will it be a one-on-one or a panel of individuals? If you have this information ahead of time, you can better visualize the setting, and it will create a more comfortable environment for you as a candidate.
- 2 As for your attire, step-it-up a notch.** Dress professional, clean and neat. A fresh shirt and pair of pants, with neatly polished shoes. Bring a pen, business cards, and a briefcase or notebook with you. Plan to take some brief notes during your interview.
- 3 Bring extra copies of your resume and reference sheet with you to the interview.** They may tell you it won't be necessary, but bring extra copies anyway. Sometimes unexpected folks end up being included on the interview panel at the last minute. Don't just look prepared, be prepared. It will pay off later.
- 4 Upon arrival make sure you catch the name and title of all who are present.** Take a moment to jot that information down for future reference. You will be well prepared in referring to them by their correct name and title later in the interview.
- 5 Come to your interview prepared** to describe yourself in three words or three basic themes. *Example: I am highly experienced, fiscally responsible, and a team builder or, I set high standards for myself and my crew, I am an innovator who is always open to new ideas, and have a great sense for detail.*
- 6 Be prepared in the interview to explain how you "overcame a challenge" in your career...** how you turned a negative situation in to a positive.

This question, if answered correctly, displays creativity, flexibility and perseverance, all qualities that an employer would love to find in a new employee.

- 7 During the interview listen closely to what is being said.** After the primary segment of the interview is over, take a moment to ask a question or two. This displays a genuine interest in those whom you are meeting with and it is a chance to clarify any questions you may have floating around in your mind.
- 8 During your interview do not speak negatively about your existing employer or any former employers, regardless of how bad things may have been.** "Bite your tongue until it bleeds" but do not, under any circumstance, speak negatively about anyone. It's a turn-off, and it can get in the way of you being hired.
- 9 Before you leave the interview make sure to ask when they hope to make their decision on filling the position...** or find out what is the next step. Often times there may be a second interview. Make sure you formally express that you really want the job. People like to hire candidates that are interested and who genuinely express their interest and enthusiasm for the job.
- 10 The minute you get home write a thank-you note to the entire interview panel and mail it immediately.** This shows timely follow through, a trait most employers are looking for when hiring someone new.



LOOKING FOR A DREAM JOB?
GCSANC JOB BOARD can help!

Please e-mail your current email address to gcsanc@e-easi.net indicating you wish to receive future job notices via email. Please fax your current fax number to **530-626-5132**, indicate that you wish to receive future job notices via fax.