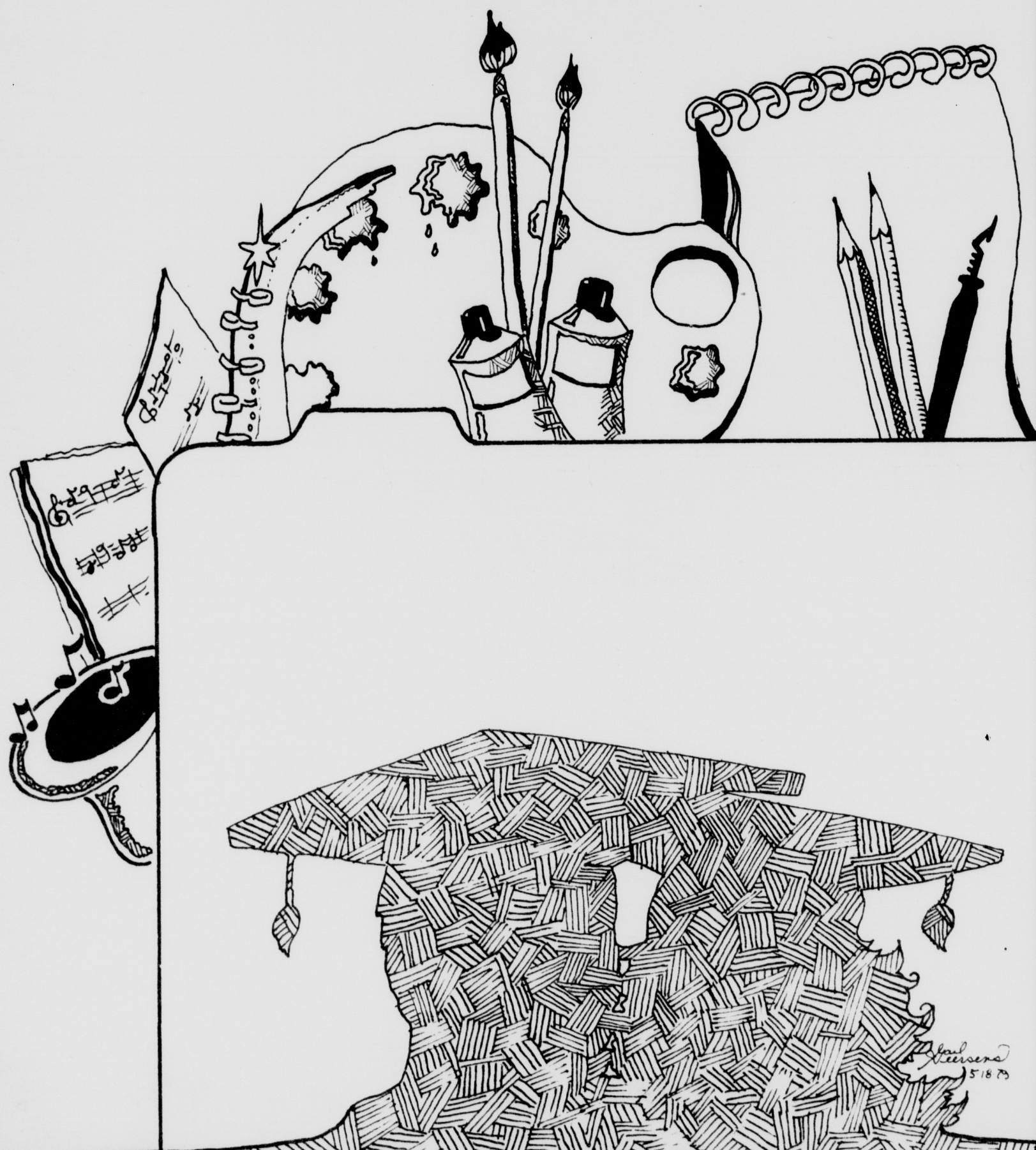


CAREER GUIDE 1979

Supplement to The State News, May 25, 1979



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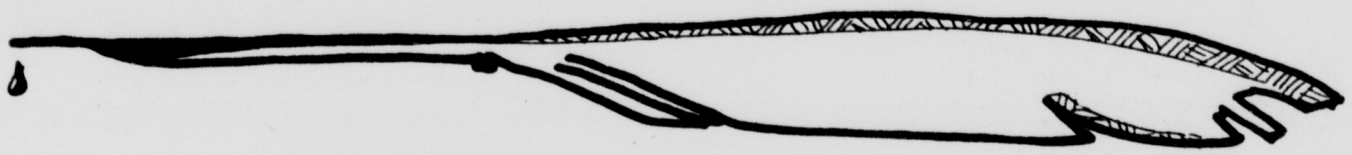
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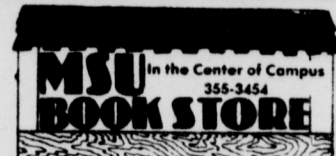
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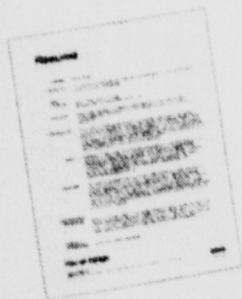
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Be prepared, interviewers insist

By ROLAND WILKERSON

You're in the middle of a job interview, it's your first one, and you're not sure how to make a good impression on the interviewer. The interviewer asks if the company's structure satisfies your long range employment expectations. Quick, what's your answer?

Ed Fitzpatrick, a former interviewer for Marietta, Martin and AVCO-Electronics, now assistant director of Student Placement at MSU, said the number one problem students encounter in an interview is their lack of preparation.

"Prospective employers expect the students they are interviewing to know something about the company before they come to talk with them," Fitzpatrick said.

Interviewers have a copy of the student's employment credentials, which seniors fill out at the beginning of the year, so they do have an idea of the student's progress at college. They will generally start the interview with small talk to put the student at ease, then move into the actual interview.

Questions related to the student's ability to relocate, as well as the student's interests, and advancement expectations will generally be asked.

An interview is designed not only for the interviewer, but for the student.

"Interviewing is a two-way road," Fitzpatrick said. "It is also important for the student to ask questions so they are able to determine whether their needs will be met by a particular employer."

The results of an interview are usually handled three different ways.

An interviewer will sometimes give the student a job application and tell him or her to send it in. After receiving it, the company will let the student know whether they have been accepted or not.

A second and more common method of interview follow-up involves the company sending the student a letter indicating either they would like to have a second interview or their services will not be needed.

Some companies send the

student a letter only if they will want to talk again.

"Seniors looking for jobs should not limit their efforts to the Placement Center," Fitzpatrick said. "They should wage an all-out campaign which includes sending out resumes to companies which don't come to

MSU."

A few basic tips for interviewing include a firm handshake for both men and women, regardless of the sex of the interviewer and a neat appearance. Don't volunteer negative information, dwell on the positive. Also, don't ask about

salary or sick pay. If the student does well on the first interview, there will be plenty of time to talk money with the company later.

An excellent guide for interviewing entitled "Placement Manual," is available at the Placement Center.

Resumes should sell

By MIKE BAIRD

Students trying to put together an effective resume should remember that the purpose is to sell themselves and their abilities, an assistant director of Placement Services advises.

"It's a commercial," Edwin Fitzpatrick said.

Fitzpatrick, who regularly critiques the resumes of MSU students, said a resume should call attention to a person's strengths, thereby showing employers why they should consider hiring the person.

For persons with a lot of work experience, this entails emphasizing job experiences and accomplishments, while recent graduates seeking their first full-time job should emphasize course work relevant to the job being sought.

However, any work experience, even distantly related to the job a student is seeking, should be included, he said.

When discussing either an academic record or work experience with an employer, it is important for applicants not to sell themselves short, Fitzpatrick said.

"Some of them completely undersell (the importance of) their jobs," Fitzpatrick said. "If the student puts it down, so will the employer."

Besides listing obvious experiences, such as internships in the area of a person's prospective career choice, supervisory experience and other worthwhile accomplishments are also worth mentioning, he said.

Students should remember to emphasize the positive side of their education at MSU, Fitzpatrick added. Course work relevant to the job they are seeking, overall grade point

average (if respectable) and grade average in a student's major are among the items that can be listed to underscore the value of their college degree.

One of the biggest problems students have with a resume is listing exactly what job they are seeking, he continued.

Students must give much thought to and decide about what types of employment they will want or accept, in order to inform potential employers, Fitzpatrick said.

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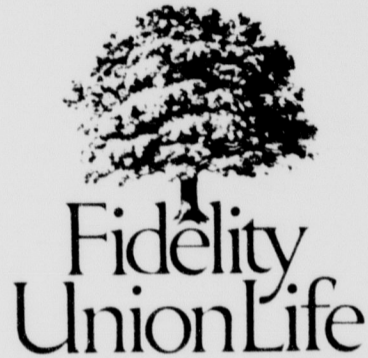
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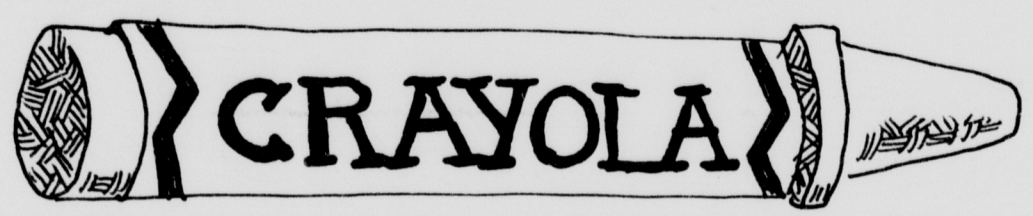
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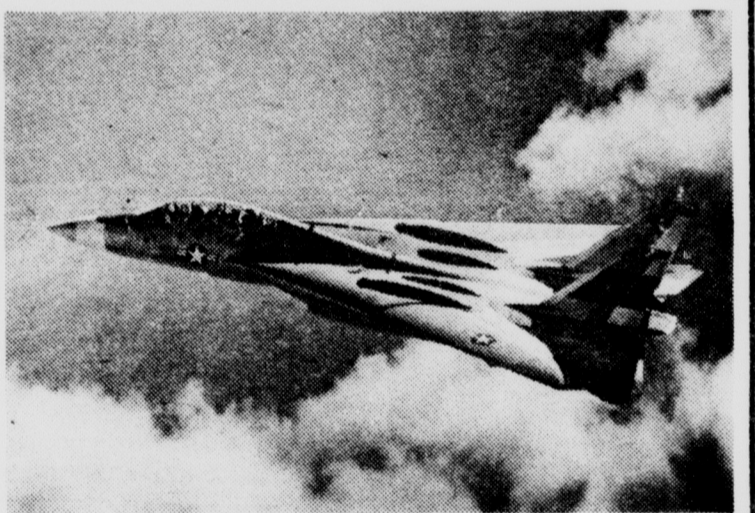
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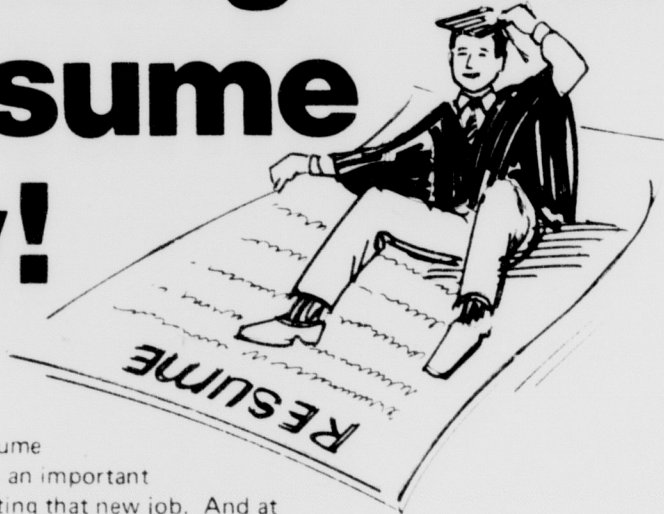
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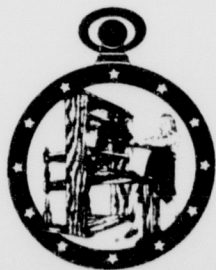
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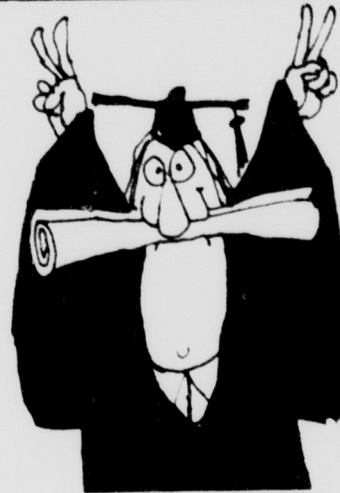
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