

Confidence, assertiveness, honesty win new jobs

By SHERRY KAHAN

One of the worst feelings after being turned down for a job is the sense of rejection.

What the applicant needs to do to land the job is be assertive, skillfully fill out the application and be effective during the interview, according to job placement specialists featured at a recent YWCA of Western Wayne County sponsored job seminar.

"Assertiveness is standing up for oneself in a way that doesn't violate the basic rights of others," explained Verity Powell, on maternity leave from her career counseling job at the University of Michigan-Dearborn.

"You can't come across as someone everyone walks over and expect to be hired. You must know your strong points and be able to talk about your self positively."

Also emphasizing the value of assertiveness was Leslie Sabbath, assistant director of counseling at UM-D.

Discussing application and interview skills were Albert Martin, placement representative for Ford Motor Co., and Doris Madar, who heads employment training at the J.L. Hudson Co. Westland store.

MRS. POWELL described the difference between assertiveness (standing for oneself but not violating others' rights), aggression (standing up for oneself but violating another's rights, like through humiliation) and non-assertiveness (failure to stand up and allowing your rights to be violated).

"Do you stand there in line seething when someone suddenly cuts in, or do you speak up?" she asked.

She said the physical consequences of non-assertiveness can be headaches, stomach problems and ulcers.

"Studies show a correlation between alcoholism and being non-assertive," she said. "Alcoholics try to escape because they can't deal with people."

MS. SABBATH, and Mrs. Powell teach assertiveness classes around the area. Ms. Sabbath said people don't realize the interview is the decision making process for both employer and applicant.

"An applicant can be specific about what kind of person she is," she said. She can look at her resume and explain what her strengths are. An assertive person could name her own strengths without feeling boastful or uncomfortable about expressing her good qualities.

"The more you practice assertiveness, the more confident you become in your ability to handle new and different situations. I think this makes an impression on an employer."

Mrs. Powell added that there is an element of risk in asserting yourself on a job or in personal relationships. "You have to decide when taking that risk is important to you," she said.

One of the women attending the assertiveness workshop told the speakers she asked about salary four times during an interview and never got an answer or the job.

"By asking more than once she crossed the line into being aggressive," said Mrs. Powell. "It would

have been better to wait until she had a job offer and then push salary."

Despite the current stress on sticking up for oneself, several women in the audience said employers still expect women employees to be non-assertive.

IN TRAINING CLASSES, Ms. Sabbath has talked to people who've been successful with assertiveness. One woman had trouble with a fellow worker who started rumors about her.

"She didn't approach the person who started the rumors," Ms. Sabbath said. "But it really bothered her. However, by the time her assertive training ended, she decided to talk to the woman. In class we approached ways she could handle the conversation. We discussed strategies as well as consequences."

"She came back to class very pleased she was able to express herself, and had at least spoken to the woman."

"Being assertive doesn't guarantee your needs will be met. The only thing it guarantees is that you will be able to express your feelings and thoughts. It brings about effective communication between people."

TO MARTIN AND MS. MADAR, the way a person fills out the job application is most important.

"We have only the person's looks and his application to judge him by," said Ms. Madar, who has worked for Hudson's for 20 years—12 at the Westland store.

Be confident, sit straight, follow instructions and you may wind up on a payroll.

Martin's recommendations on how best to fill out an application form were:

- Write neatly.
- Make sure all the entries are completed in a concise manner.

- Be as clear and thorough as possible in putting down information.
- Fill it in as honestly as you can remember.

- Follow directions. It tells something about you if you put your first name first when you were asked for your last name first. If it says print or type, be sure you do so. Some applications ask for the use of black ink. In case it is copied, yet applicants often write in script and use blue ink.
- Avoid turning in an application form stained by ink or food.

Martin, who's filled jobs for Ford's general service division for five years, said applicants should mention their volunteer work in resumes.

"Information on church or community work gives the employer an idea of the kind of person you are," he explained. "A lot of people eliminate

this information as not being work-related. But we feel it gives an indication of the conscientiousness of an employee."

MS. MADAR OFFERED the following tips for interviews:

- Don't slouch or the interviewer will think you're not very enthusiastic. Don't tap your fingers.
- Maintain eye contact. Don't look at the floor or ceiling and don't act afraid of the interviewer.
- Dress properly.

- Be aware that you are being judged from the moment you obtain an application until the interview is over.
- Lots of older women are petrified to go on an interview," noted Ms. Madar. "But they shouldn't be. After all the interviewer is going to ask them about the subject they know best themselves. They will be asked about their hobbies and volunteer work so the interviewer can find out what kind of a person they are."

"We have to discover whether applicants are responsible and dependable."



Verity Powell (left) and Leslie Sabbath indicate that people like themselves who advocate assertiveness can still smile about it.



"Do you have a question?" asks Doris Madar, employment director at Hudson's in Westland. She told her audience at the jobs conference at the YWCA of Western Wayne County that they are judged by their appearance and their application when they apply for a job. (Staff photos by Sherry Kahan)

LWV sponsors lunch meeting

On April 12 at the Wabec Country Club, Long Lake Road east of Middlebelt in Bloomfield Hills, Girard Miller, Farmington Hills finance director will address the West Bloomfield-FARMINGTON Area League of Women Voters.

The discussion will be part of the LWV's annual business meeting and luncheon, which is open to the public.

The luncheon will cost \$8.35 and reservations should be made to Mary Lazaraton by April 7.

Miller will discuss local government revenue sources and expenditures. Before taking care of Farmington Hills' \$40 million annual financial

activity, Miller was a gerontology trainee in Princeton, N.J. His position was part of a Department of Housing and Urban Development project.

He graduated in 1973 with a master's degree in public administration from Syracuse University. He is working on a master's in economics at Wayne State University.

He graduated magna cum laude with a bachelor's degree in political economy from the University of Washington.

For further information about the luncheon meeting, call Mrs. Lazaraton at 661-6518.

OU continuing ed lines up courses

Spring brochures are available detailing non-degree courses to be offered evenings by the Division of Continuing Education at Oakland University, Rochester, beginning the week of April 17.

Brochures may be obtained by calling the Continuing Education office, 377-3120. Many of the courses are

attuned to spring interests: guidelines for purchasing a home, restoring old homes for profit and fun, geography for travelers, to eat or not to eat, a course in identifying and preparing wild edible plants, and a course in weather-reading.

Two new mime courses also are scheduled, one in clown characterization and one in masks.

CLEAR THE air in your bathroom instantly by striking a match or two. The sulphur will freshen the air. Selling something. Try an Observer & Eccentric Classified ad for quick results.

Carpet Special

Any living room & Hall 1995

Family Room	17.50
Add'l Rooms	5.00
Chair	9.95
Couch	17.50

477-2006

Steve's Maintenance

This Coupon good for 1 free game of bowling

Choice League Spots

Available For
Summer & Fall 1978-79
Days & Evenings

NOVI BOWL

On Novi Road between 8 & 9 Mile
Call Now! 348-9120

Daytime Spots open at:
DRAKESHIRE LANES, 35000 Grand River,
Farmington, 478-2230

- 40 LANES
- COCKTAIL LOUNGES
- BILLIARDS
- NURSERY

AT THE FABULOUS NEW

YOUR Optometrists CORNER

By DR. D.W. SCHIFF and DR. H.J. KUTINSKY

Dr. Kutsinsky

PROFESSIONAL EYE CARE AT REASONABLE PRICES!

All Lenses 100% Guaranteed For One Year.

We participate in Ford, GM and Chrysler Vision Care Programs

- Eye Examinations
- Prescriptions Filled
- Glaucoma Testing
- Lenses Replaced
- Fine Selection of Quality American Made Frames
- Contact Lenses
- Frames Repaired
- Satisfaction Guaranteed!

DR. SAUL LINICK, Optometrist
Call Now for an Appointment
PHONE: 427-0230

LIVONIA/PONTIAC CONSUMERS CO-OP OPTICAL
15420 FARMINGTON, LIVONIA
427-0230

\$5.00 up

DEADLINE NEAR!

Let Us Prepare Your **INCOME TAX**

Call us now for an appointment
477-2313

pbs
INCOME TAX

29611 Grand River Farmington's First Tax Firm

DR. D.W. SCHIFF
DR. H.J. KUTINSKY
Optometrists
33474 W. Seven Mile
Farmington Center
478-2021

What's a wedding got that the WRIF Morning Show hasn't?



Honored Guests?
WRIF Has Them!
Bette Midler
Edwin Newman
Mark "The Bird" Fidrych
Jackson Browne

Old Friends?
WRIF Has Them!
Soupy Sales
GOD (also known as George Burns)
Mel Brooks
Miley the Clown
Jerry Mathers & Tony Dow
(bring back memories?)

No wedding guestbook we ever saw has names like those in it. And these are just some of the interesting, big name entertainment personalities we talk to on the WRIF MORNING SHOW daily. Morning Man, Mike Collins, calls them. They call Morning Man Mike Collins. Whatever, it's give and take, like a happy marriage should be. Okay, back to the wedding:



Music?
WRIF Has It, And Then Some!
What a nice way to wake up in the morning... with "Detroit's Best Music" to get you going.

Food, Drink & Merriment?
Come on, what do you want from one radio station? It's tough enough just getting a cup of coffee in the morning.

Whenever and Wherever It's Happening, WRIF's MIKE COLLINS Talks To The People Who Are Making It Happen. Every Morning—From 6 to 10.



© 1978 American Broadcasting Companies, Inc.