

GET A JOB

But read this first

By Maria Chestney
staff writer

Telling soon-to-be college graduates that they have another long research project to do is like telling exhausted hikers that they have yet another hill to climb.

The news won't be met with much enthusiasm.

Especially if you explain that the project means many hours spent poring through publications and in practice sessions.

But this project is probably the most important one college students ever undertake. The end result of the research and work won't be a grade, it will be a job.

"Some people consider job hunting itself a full-time job," said Donna Nordman, job placement specialist at Schoolcraft College.

"Looking for a job takes a lot of energy. It has to be done in a methodical manner. It cannot be done haphazardly. Students need a strategy."

Noreen Ruels, educational counselor at Oakland Community College, urges college students to think about job hunting from "day one" of their college career.

"Don't wait until the last semester in school," she advises.

At this time of the year on campuses across the country, students are asking themselves the Big Question: "Where will I get a job?"

Not just any old job, but the job that the years spent in college classes has prepared them for.

College career planning offices and college and local libraries are filled with ways to find answers to that question. But perhaps all the periodicals, videotapes, computer printouts, occupational surveys and research can be boiled down to three basic points:

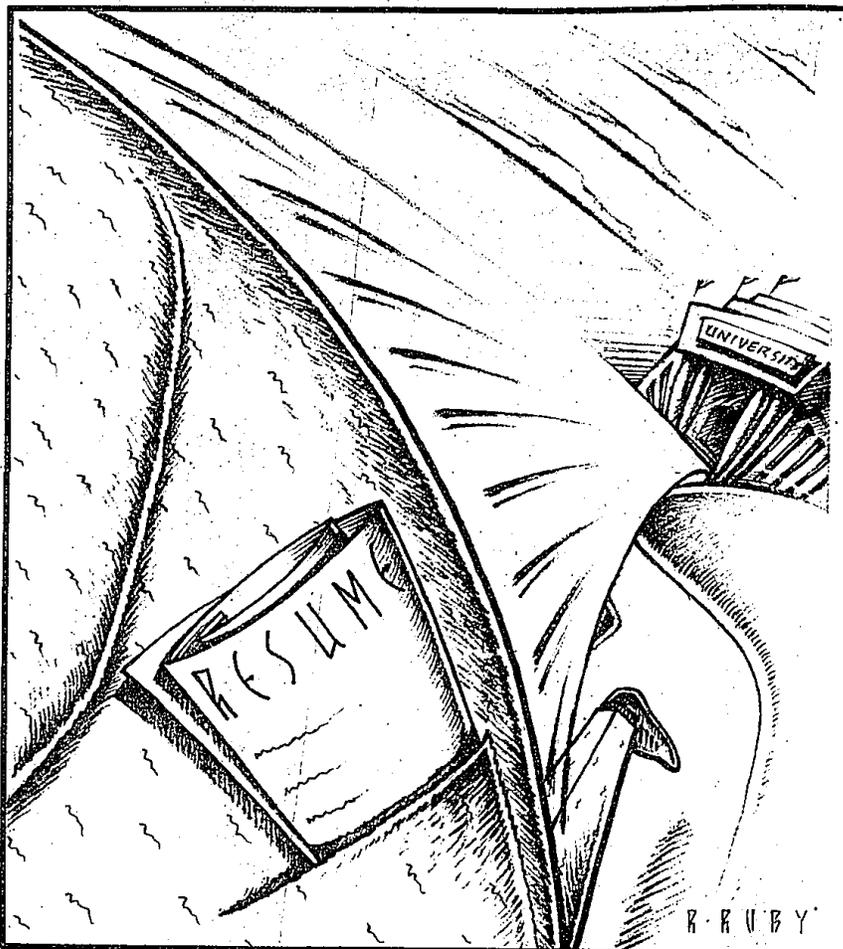
- Know yourself.
- Know the companies you might like to work for.
- Know how to sell yourself on a resume and in an interview.

COLLEGE students don't suddenly "become someone" when they get their degree. They began "becoming someone" the day they were born. Each student has his own strengths, weaknesses, goals and needs. College only gives students the means to build on those strengths and meet those goals.

"Students should know themselves very well and be familiar with what they have to offer," Nordman said. This is perhaps the easiest part of the research project, for students only have one resource to consult themselves. And the research has been going on as far back as they can remember, back to Cub Scout meetings, science and art fairs at school, back to their first job. By the time they are college seniors, students should know what they like — and what they don't like — to do.

THEN COMES the most tedious, time-consuming part of the project, the researching of industries and employers.

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2. Entries should be mailed to the address listed in the accompanying entry blank, deposited in the entry boxes in the lobby of any AMC Theatre or deposited at any Observer & Eccentric Newspaper office.
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4. Entry deadline is midnight Friday, March 27.
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Here's a dress rehearsal for that interview

By Joan K. Ditch
staff writer

We form impressions of people within 30 seconds after meeting them.

In a job interview, you must make the first 30 seconds count.

What you wear depends on the kind of job you're seeking, the company you'll join, and the interviewer you'll talk to.

As a recent college graduate looking for a management-training position, you must make your appearance compensate for your lack of experience. Youth and inexperience are not a handicap, but corporations will favor young people who carry themselves with confidence.

EACH JOB situation has appropriate dress styles. In sales, a warm, open personality is called for. The warm colors, such as orange and yellow, could be worn as accessories for both men and women. A navy or gray suit could be accessorized with a yellow shirt for the male with a navy and white striped tie. For the female, appropriate dress could be a yellow or apricot blouse with a blazer skirt.

These would give an air of friendliness, but yet remain totally professional. A suit is always appropriate for an interview with a corporation.

If you're interviewing for a job in fashion, say as a coordinator, then of course you would dress with a touch of creative flair. A navy blazer with off-white skirt and blouse, perhaps a small navy and red dotted silk scarf tucked in the breast pocket of the blazer, worn with off-white hose and red pumps would give just the right touch of seriousness combined with surprise.

As an accountant candidate with EDS, a navy suit with powder blue shirt or white and navy, burgundy women are able to make the same combinations. Just the tie changes form.

For the young man or woman embarking on that first round of interviews, here are some easy rules to follow for making the most of your youthful look:



MEN — Blue or black pinstriped, three-piece suit.

Solid white shirt for highest authority or the shirt should be subtle stripe or diagonal stripe in navy. Red tie, black or dark brown lace-up shoes.

Overcoats should be dark tan or camel, medium collars, double-breasted to add size and strength, if you need it.

WOMEN — Navy, burgundy, black suit.

Blouse to complement coloring, white, khaki or apricot if they are complementary.

Shoes: A medium-heeled pump, closed toe and heel.

Makeup, less than usual. Avoid bright nail polish.

Do not wear pants suits or separates.

INTERVIEWING TIPS — Greet the interviewer by name as you enter the office. If necessary, check the pronunciation with the receptionist. Unless you are looking for a job in sales, shake hands only if the interviewer makes the first move. If you are looking for a sales position, assertiveness and aggressiveness are part of the job, so you will be expected to offer your hand immediately.

Wait to sit down until a chair is offered and never sit down before your interviewer has been seated.

Don't smoke, regardless of what your interviewer does.

Do your homework and know as much about the company you want to work for as possible so that you can ask an intelligent question or two. Be definite about the job you're after.