



UNB

CONTINUING
EDUCATION

JOB HUNTING?

JOB HUNTING STRATEGIES (CYED 4230) is especially designed for students who will shortly be job hunting. It could make the difference between landing the job of your choice or not.

Experts say that 75% of all vacancies are never advertised. Participants would learn methods to help them identify these jobs. Areas covered would include: methods used by successful job hunters; success rates for different job hunting methods; factors employers consider when hiring; how employers read resumés and how to get yours read; targeting employers; the referral interview; interviewing for employment; and planning your time during the job hunt.

TIME: Friday, February 17,
7:00 p.m. - 10:00 p.m.
Saturday, February 18,
9:00 a.m. - 4:30 p.m.

PLACE: Room 102, MacLaggan Hall

INSTRUCTOR: Larry Finkelman

FEE: \$39.00
(Full-time students - \$25.00)

REGISTRATION: Department of Extension
Room 121 - MacLaggan Hall
(Monday - Thursday) 8:30 a.m. - 9:00 p.m.
(Friday) 8:30 a.m. - 5:00 p.m.

Career Line

By WILLA STEVENSON
Brunswickan Staff

With the end of term fast approaching and graduation looming up ahead for many of us, the imminence of those terrible ordeals called INTERVIEWS becomes uncomfortably clear.

Everyone has been through an interview of one sort or another, but a surprising minority are aware that a clear-cut, direct strategy for correct presentation exists, whose proper usage can put all job-hunters on the road to success.

"Basically, it's a matter of putting your best foot forward and setting the odds immediately in your favour," says Charles Ramsey, Director of Planning and Program Coordination for the New Brunswick Department of Community Colleges. "With simple but careful preparation, any student is capable of achieving a solid, impressive interview presentation which will stand them in good stead throughout their career. It's a matter of attention to detail and a little bit of shrewdness thrown in," he says, which many graduates seem unaware of.

Having previously held the position of Director of Administrative Services for the Department of Social Services, Mr. Ramsey has sat in the interviewer's chair for too long not to have noticed the existence of a clear pattern of similarities in successful applicants and their "impression management" during the course of an interview. "There is a concrete process which, when discovered and used, is extremely effective;" a process which I have broken down into 5 steps for quick and easy reference.

Step 1: Your interview follows directly on the heels and in the tone of the application form you have submitted to the organization in question. Make it neat, presentable, and written in relation to the job for which you are applying.

Step 2: Though many people tend to downplay the importance of this step DRESS is of immeasurable importance. Your appearance is the first thing an interviewer will take notice of and, more importantly, react to - and you do not want that reaction to be negative. Geoffrey Lalonde, in his book "Four Minutes to the Job You Want", stresses the importance of adhering to the "interview uniform," which consists of the following (for men):

- a) a solid, dark blue suit (no patterns or pin stripes).
- b) a solid, white shirt (no designs, lines, patterns).
- c) a solid, dark blue tie (no polka dots, crests etc).

The same "uniform" applies to women, with a solid, dark blue tailored shirt and blazer-cut jacket; a solid pale yellow, pale blue or white blouse; and a solid dark blue scarf.

Blue "conveys more sincerity and evokes more feelings of trust" in what your interview presentation says about you than any other colour you possibly wear. And because dark blue is just off the colour black, it lends authority and strength to your presence, contributing to a favourable first impression without the danger of a negative reaction to patterns or stripes in your suit, tie, or shirt. Because 85 per cent of a person's sensory intake is visual, your "uniform", grooming and posture are all critical to the decision-making process of your prospective employer, who "subconsciously makes the hiring decision in the FIRST FOUR MINUTES. Everything that takes place after that time simply confirms the interviewer's initial prejudice."

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NEXT WEEK: STEPS 3, 4, and 5 in the INTERVIEW PRESENTATION