

Words to the Wise Senior

Senior must sell himself

(Editor's Note: this column to inform graduating seniors of occupational opportunities is printed weekly in The Daily Tar Heel.)

by Jim Minor
Staff Writer

The interview is one of the most important factors in an employer's choice among applicants and in an applicant's choice among types of jobs.

It is at the interview that the candidate sells himself, expresses his interest in the organization, discovers whether he fits the organization and whether the organization fits him.

Two things, neat personal appearance and thorough preparation, should be the interviewee's most important concerns, according to most interviewers.

He or she should always be well groomed. Clothes should fit the occasion and particular job. Casual clothes might be suitable for a job with a summer stock troupe, for example, but not for a position as a sales representative.

The interview notices appearance before anything else. A lack of neatness can ruin the interview before it even starts.

The job hunter should prepare himself in such a way that he knows himself and the company to which he is applying.

The University Placement Service has a

number of publications which can help in researching a company.

The interview is ideally a two-way exchange between the employer and the job-seeker. The employer needs to know what the interviewee has that he wants.

If the job-hunter has examined the needs of the organization, he will be prepared to tell the interviewer how interests, experience (summer or part-time jobs, travel), skills (mastery of a language, machine or technique) and educational background can help fill his needs.

Reading up on the organization will also help the applicant know what it has that he wants. He will be prepared to ask questions that will give him the information he needs in order to determine whether the organization is for him.

It should be remembered that, even in the tightest job markets, there is always the option of turning down a job offer.

Regarding the interview as an exchange rather than a one-way grilling can remove a great deal of the tension that many job-seekers take with them unnecessarily to the interview.

While "exchange" is the ideal form for the job interview, the format varies considerably from employer to employer. Some may give a 15-minute talk on their

organization and then open it to questions.

Some may start with a series of questions about the interviewee's background and goals. Others may simply say, "Come in. What can I do for you?"

It is the latter interview that is the most challenging. It puts the interviewee in the position of having to introduce himself and tell the employer why he is there.

In this situation, it is best for him to tell what has caused his interest in the company, what he thinks he would like to do and what points he would like to have clarified.

He should always know what the next step will be after the interview. Many employers welcome a letter from the applicant confirming his interest. Some will reply whether or not the person has been hired, but others correspond only if there is a positive answer. If the employer does not volunteer this information, he should be asked.

One last word - an up-to-date resume should be taken to the interview unless it is being held in the Placement Service, where the resume is automatically provided to visiting employers.

The writing of resumes will be the next topic in this area.

Campus activities calendar

Business manager needed for WCAR. Contact Murray Pool at the DTH.

PROTEST OPPRESSION OF SOVIET JEWRY rally at Duke University Chapel Sunday at 8 p.m. For rides from Chapel Hill, be at the Hillel Foundation at 7:15 p.m.

NATIONAL ORGANIZATION FOR WOMEN meeting Sunday at 8 p.m. at 214D Branson St. All interested persons invited. For more information call Miriam, 929-2451 after 5:30 p.m.

AED Pre-medical honor society will meet at 7 p.m. Monday in Room 106 of the Basic Sciences Bldg. Dr. James Bryan will present a medical case history from G.P. to specialist. All interested students are urged to attend.

Reader's Theatre presents its final show of the season Saturday at 9 and 10:30 p.m. in the Coffeehouse in the basement of the Union. Readings will be from a children's fairytale: "Snippen's Dilemma."

Bahai' film, "It's Just the Beginning," will be shown in the Union at 8 p.m. Monday and at 213 Purefoy Rd., at 8 p.m. Tuesday. Everyone welcome.

There will be a meeting of the UNC Rugby Club at 4 p.m. today on Pritchard St. New club officers will be elected.

Today's free flick, "Gaslight," and Saturday's free flick, "Madwoman of Chailot."

will be shown at 4, 6:30, and 9 p.m. in the Great Hall. Super Sunday "Midnight Cowboy" will be shown at 6:30 and 9 p.m. in the Great Hall.

Tryouts for the Granville production of "Salome" will be held today at 7 p.m. in Room 103 Graham Memorial. Auditions are open to the public. Scripts will be available then.

The University United Methodist Church will hold its annual Christmas Bazaar Saturday, noon-5 p.m. at the church. A nursery will be provided.

The Carolina Union Coffeehouse will proudly present Dianne Gooch and Scott Mabry tonight at 9 p.m. The Coffeehouse is located in the basement of the Union. Admission is \$.25. Refreshments are free.

FOUND: Car key in H parking lot behind the cemetery. Call 966-3322.

Will the person who took the suede coat from the Carolina Union Cafeteria coat room please return it or call 942-8194. No questions asked.

FOUND: Wire-rims between Union and Davis Hall. Return to 555 Morrison or call 933-4657.

FOUND: Golden retriever, 6 months old, wearing a red collar with ID tag. Comes to name "Zeno." Call 967-7682 or 966-2444.

dissertation file and notes taken from Wilson Library carrel. Call 942-7081 anytime.

LOST: Black wallet near Phillips. Contains charge cards and ID. Contact Ramesh, Carr Dorm, 933-7512.

LOST: Organ music, last seen in 111 Murphy. Call Andrew Eddy, 929-1876 or 968-9062 after 6 p.m.

LOST: Green geology notebook. Call Gary Miller, 942-7926.

LOST: Two B.A. 163 project papers on fictitious company named "Impact, Inc." Left in 103 Greenlaw Tuesday. Contact Warren Rivers or Tom Mitchell, 421 Northhampton Plaza, 942-7815. Reward.

LOST: And apparently adopted, six month old female beagle, black and white with black and brown markings on face. Tan collar. Means much to owner. Call Lou Bonds, 933-1011.

LOST: Slide rule in brown leather case with strap between Phillips and Granville, call 933-2694.

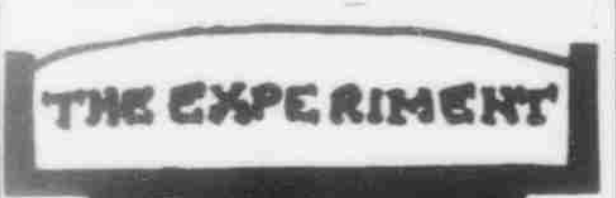
LOST: Econ 31 notebook around Union. Call Ann, 933-9325. Reward.

Lost any glasses, wallets, watches, notebooks, etc? A.P.O. has many lost items. Check by basement of Smith Bldg. or call 933-3996.

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- Judith Crist, New York Magazine

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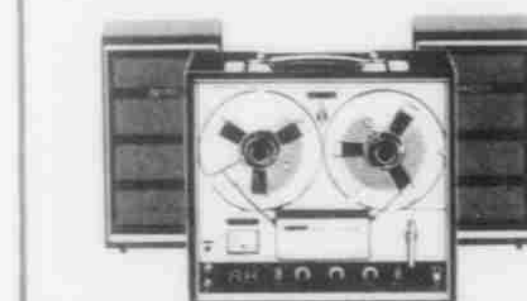
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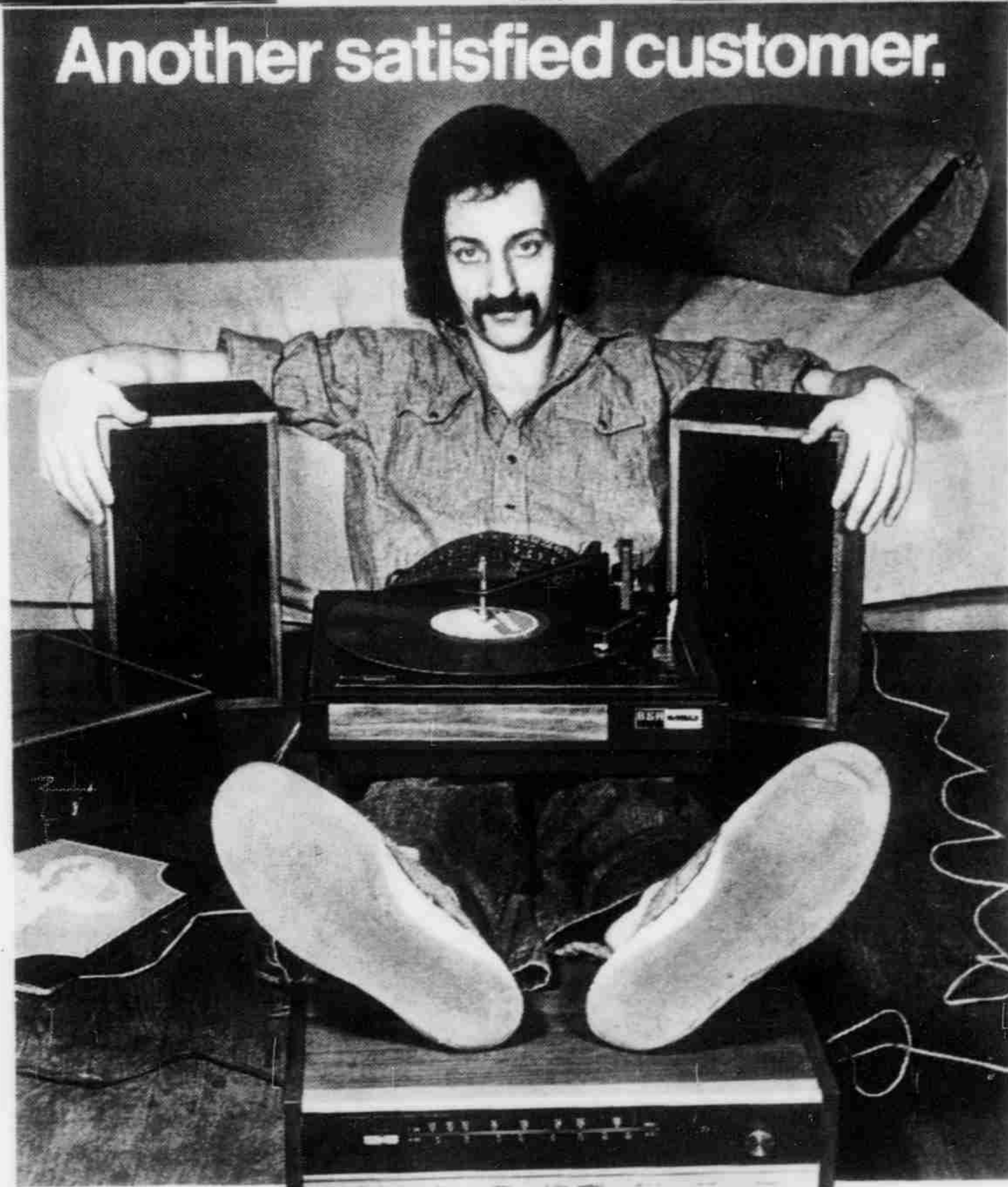
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