

UCPPS offers tips on etiquette for interviews

By VICKI HYMAN

Staff Writer

The job interview. If those two words can strike fear into the hearts of even the most confident and seasoned applicants, imagine what it does to those just starting out in the workforce — those who are not quite ready to leave the secure confines of the classroom for the "real world." But with the right appearance, attitude and preparation, the interview could be your chance to show a prospective employer that you have what it takes to succeed.

"Regardless of the environment, whether you're interviewing for a factory job or for CEO of a major company, always dress conservatively and professionally. That means for men, clean-shaven and wearing their best suits; for women, also business suits. You go in dressed, giving your absolute best presentation," said Louis Signorelli, placement manager for Robert Half of Raleigh Inc., a Durham employment agency.

College students are particularly susceptible to the mistake of underdressing. The best rule of thumb to follow is to dress as if you were already employed in the position you hope to be offered. Anything you can do to help the interviewer see you fit the job will be advantageous.

Sherry Gilbert, president in charge of corporate personnel for the employment agency of Tri-Star Personnel, said, "I suggest that they can never overdress. Be sure to dress conservatively, and you can never go wrong with a suit. Make sure that your nails are clean, your shoes are polished — these little things count."

The right mental attitude is necessary for a successful interview. You must have respect for the interviewer without the fear of his or her power, self-confidence in your abilities, an air of cooperativeness, friendliness and sincerity. Above all, you should show a genuine interest in the company.

According to Vicki Lotz, counselor for liberal arts majors for the UNC University Career Planning and Placement Services (UCPPS), a job applicant should "explore not only the company but the industry in which they are interested. That would be true no matter if it is a business or industry or service or even a non-profit organization. They should know how to apply the skills they have learned in the past four or five years to the job they want, how to relate them to their goals."

As for the actual interview, it is important give a positive first impression with an air of self-confidence. Remember that the interviewer is not

out to get you and is interested in what you say. Signorelli said, "Try to maintain as much of a conversational rhythm as possible. Try not to get into a question and answer session. If he keeps asking you questions and you just answer them, odds are you aren't making a very good impression."

In addition, remember there are certain questions that an interviewer cannot ask you. The Equal Employment Opportunity Commission forbids any pre-employment questions concerning an applicant's color, race, national origin or religion. These limitations placed on interviewers are not only to help women and minorities but to eliminate discrimination against men and women of all ages.

The best way to prepare for the interview is through practice, and the UCPPS can help. Lotz said, "To research employers, students can use 208 Hanes, and to research career areas, they can use the resource material in 211 Hanes. Students should

also take advantage of a videotape to practice on, which is a service of this office. In that situation, a student is asked questions that would be asked in the interview. The videotape is then played back for the student and the counselor to critique."

Lotz said, "After the interview, a student should write a follow-up let-

ter, thanking the interviewer for his time. It should be a business letter, as all correspondence should be in business form."

Following these guidelines will help give a prospective employer the best possible impression, and it could be the final push that gets the student the job in the end.

Health

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And the entry-level salaries are getting better and better because of the demand."

Like many of the allied health fields, nursing jobs are begging, according to June Milby, director of public affairs for the UNC School of Nursing. There are now more than 180,000 vacancies in hospitals, physician offices, businesses and nursing homes.

Although the critical shortage nationwide has led to improved salaries and benefits for nursing jobs,

enrollment in nursing programs continues to decline. The trend clearly is toward the four-year Bachelor of Science in Nursing degree offered at UNC rather than two-year associate degree offered at community and junior colleges or the diploma programs available at many hospitals.

Enrollment in the undergraduate program at UNC this fall is only 175 students, down from 330 in 1983-84. But interest in the advanced degree programs in nursing are becoming more popular.

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