

Volume 5— Fall 2008, Issue 2 - Week of September 8, 2008

What To Do At The Interview

We all get horribly nervous about interviews. It's the nature of them. We worry about what we're going to wear, what time to show up, if we'll get lost, what the room will look like, if they'll smell, if we'll smell. However, many people do not take the time to worry about *what they're going to say*. Interviews are the same everywhere; they are for the employer to get to know as much about you as possible within a specified time limit. They are also the same everywhere for job applicants; to communicate as much about them as possible. We've compiled a list of tips with help from our [Career Development Guide](#) in order to give you a detailed look at how to hit an interview out of the ballpark.

- Know the time and location. This will prevent you from being late or getting lost. Know the contact number in the unlikely event that you will be late.
- Treat everyone in the office how you want to be treated. People talk, and it will look bad on you if you've treated the receptionist rudely.
- Keep a friendly demeanor. Shake hands, smile, and maintain eye contact.
- Be polite when addressing others and make note of how others pronounce their name.
- Sit still in seat and never slouch. Sitting or leaning back or to the side conveys a sense that you are not taking the interview seriously.
- Be thorough; give them your answer. Be concise; be sure to give *only* your answer, and not drabble on.
- If you don't understand a question, ask for clarification. They won't hit you.
- Be honest. There is no worse practice than dishonesty in the professional world. If it is ever discovered, the consequences could be horrible. Keep yourself from facing the possibility.



Job of the Week

Job ID: 5068

Job Title: Accountant

Type: Full Time

Organization: IBM Corp.

Job Description: IBM has a continuing need for a select number of highly qualified, enthusiastic accounting/financial professional at various locations throughout the U.S. These include Headquarters' locations, centralized accounting centers and specialized subsidiaries such as IBM Global financing, etc. A career in IBM Accounting will provide the opportunity to exercise your business...

~Log on to [JasonQuest](#) to find out more information!~

Spotlight

::VOLUNTEER FAIR::

The Volunteer Fair is coming this September 16 from 11am-3pm in the Commons Great Hall. If



you've ever been interested in getting involved with service or volunteering your time towards a good cause, this is the place to be! Pencil it in to your calendar, because this will be an event you do not want to miss!

Announcements

- **Volunteer Fair in the Commons Great Hall: September 16, 11-3pm**
- **Interviewing Workshop in the Nautilus Chamber: September 25, 11am**
- **Network Night in the Conference Center: September 29, 530pm**
- **Career Fair in the Conference Center: September 30, 230-6pm**