

Bethel's Career Compass



Location:

Huffman Administration Bldg.
Room A316
574.807.7096

Hours:

Monday—Friday
8 am—5 pm

Staff:

Sherry Weldy—Career Development Coordinator
Hermalena Powell—Career Development Specialist
Linda Elek—Retention Specialist
Banitha Vinscon—Career Services Secretary

February
2011



Visit us online: CareerServices@BethelCollege.edu • www.BethelCollege.edu >Campus Services >Career & Internships

Would you hire you?

Ten Tips on Preparing for a Job Interview

Here are 10 important tips to help your next interview lead to your next job:



Ryan McVay/Getty

1. **Do your homework.** Research the company beforehand so that you can showcase that knowledge during the interview. This will boost your credibility with the interviewer and will help you to formulate intelligent questions to ask him or her.
2. **Know where you're going.** Make sure to find out where the office is and how to get there. Do you have the name and phone number of the person you'll be meeting with? Save your self time and unnecessary stress by knowing these things before heading to the interview.
3. **Look the part.** Your clothing should be neat, pressed, and professional looking. Make sure to have a fresh haircut and clean, manicured nails.
4. **Rehearse beforehand.** Prior to your interview, prepare answers to common questions the interviewer is likely to ask. Conduct a mock interview with a trusted friend as practice.
5. **Secure your references.** Find at least three people—former supervisors, colleagues, or instructors—who are willing to serve as your professional references. Be sure to secure their permission beforehand, and be certain that they will speak highly of you if contacted by a potential employer.
6. **Arrive early.** Be sure to arrive at least 15 minutes before the interview.
7. **Bring necessary documentation.** Make a checklist of documents that you will need for the interview, and make sure that you have them in your briefcase before



8. **Sell Yourself.** The interview is your chance to shine, so now is not the time to be humble.
9. **Don't neglect to ask questions.** Based on your earlier research, ask how the responsibilities of the open position relate to the company's goals and plans for the future.
10. **Follow up.** After the interview, don't forget to send a handwritten note or friendly email thanking the interviewer for his or her time and consideration.

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When Bad Job Interviews Are Good Fun

By Rick Duncan, snagajob.com

Bad job interview stories are fun to share over S'mores and campfires. Of course, you need a six-month grace period to get over the embarrassment, change your name and get a new haircut.



Even SnagABlogger – yes, that's me – remembers being an earnest, bright-eyed 17-year-old and applying for a job at a hardware store. Under the watchful eye of a manager, I was asked to complete a series of timed, written exercises. Before the first question, directions in bold stated, **“PLEASE READ ALL QUESTIONS BEFORE ANSWERING.”**

Of course, I thought these directions were just for amateurs. I confidently smiled at the interviewer, and began scribbling madly, not sure how I would finish 20 questions in a mere five minutes. Finally, when I got to Question # 20, I dropped my pencil. The question stated:

“We hope you followed the directions and read all the questions before writing anything down. Now, only answer question No. 14 and leave all others blank.”

I flipped the pencil over, but there was no eraser. Duh.

As the interviewer smirked and said something about how following instructions was so important in his line of work, I slunk in my seat and left the room unemployed and embarrassed.

There's actually a popular list of embarrassing shenanigans floating through the Internet thanks to some HR professionals.

Here a few of the highlights:

- “Applicant challenged interviewer to arm wrestle.”
- “Interrupted to phone his therapist for advice on answering specific interview questions.”
- “An applicant came in wearing only one shoe. She explained that the other shoe was stolen off her foot on the bus.”
- “... she threw-up on my desk, and immediately started asking questions about the job, like nothing had happened.”

As long as you learn from your mistakes, don't sweat the gaffes that can occur in these high pressure situations. But if you forget to wear pants to more than two interviews, you might want to consider requesting a phone interview.

Ministry Lunch and Learn Series

Friday, February 18 • 11:30 am – 12:30 pm

Are you minoring in ministry? Majoring in ministry? Have you ever scratched your head and wondered, "I want to be in ministry, but I don't even know what steps to take to START a career path?"

Then this interactive event is for you! Join our panel of professionals in ministry as they share their tips, insights and experiences on the scope of what you CAN do with that ministry degree. All students are welcome to attend!!! Seating will be on a first come-first serve basis.

The Office of Career Services invites you to **BRING YOUR QUESTIONS**, grab your lunch and come to the **President's Room** in the Dining Commons.



Your Life is Calling —

Open house and Conversation about careers in **Communication** are possible, and what the jobs are really like.

Plan on attending this "career conversation" on **Tuesday, March 15** from **11:30 am – 1:30 pm** in the **President's Room**. Bring your lunch and talk informally with representatives from media, non-profit, publishing and more.

Career Fair Opportunities

Valparaiso University Career & Internship Fair

Wednesday, February 9, 2011
10 am – 2 pm
Harre Union Ballroom, Valparaiso, IN

Purdue University Summer Camp Job Fair

Friday, February 18, 2011
11 am – 3 pm
PMU South Ballroom



Collegiate Career Expo 2011

Thursday, February 24, 2011
10 am—3pm
Indiana Convention Center
100 S. Capital Avenue
Indianapolis, IN



Purdue University North Central

Wednesday, March 30, 2011
10 am – 2 pm
Library-Student-Faculty Bldg., Rm 144, Westville, IN

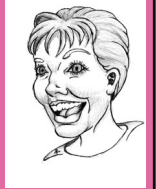
2011 Career and Internship Fair

Friday, April 1, 2011
10 am – 2 pm
IU South Bend Student Activities Center



SHERRY'S CORNER

Sherry Weldy, Bethel's Career Development Coordinator, a.k.a. **"the crazy chapel announcement lady"** shares trivia, tips and tantalizing tidbits for student jobseekers!



Let's talk **questions that trip up job seekers**, because you definitely don't want to impress them with your astounding dialog of "uhhhhhhhhhhhhhhhhhhh." with some prior practice and realization of what they are **REALLY** asking, your interview can be a success!

- **Tell me about yourself.** They don't want to know your favorite color or who you are currently dating. The employer really wants to know why you should be considered for the job. "I am a hard worker, dedicated to helping others in a team environment and I work independently as well, needing little supervision."
- **What are your biggest accomplishments?** Be specific and keep it job related. "While I feel my biggest accomplishments are ahead of me, I find that my biggest accomplishment so far was being part of a team of graphic design artists in converting the newspaper from manual paste-up to electronic pagination."
- **Why should we hire you as opposed to another candidate?** Now is the time to show how your accomplishments, your talent and skill fit with the company's needs. "As I understand it, you are looking for a self-starter to lead the pressroom staff. My background includes working with all aspects of printing and layout, so I would be able to troubleshoot potential printing problems before they happen."
- **What do you know about our organization?** Breathe! You did your homework. Tell them what you know!
- **What did you like/dislike about your last job?** Even if you hated your last job, find some positive things to say. This question may be used to screen potential problem employees.
- **What is your major weakness?** This is not the time to flippantly announce that you do not have any weaknesses. Remember, employers are not looking for the PERFECT employee, just ones that are honest and competent. Be positive. Turn your shortfalls into strengths. "I often worry too much over my work. Sometimes I work late to make sure the job is done well."
- **What are your career goals?** An employer wants to know if you are motivated; are you a "go-getter"? Exhibit your ambitions to learn more and improve your performance. Show the employer how your goals and the company's are compatible.
- **What are your expectations of your future employer?** Basically they want assurance that you will not need your hand held constantly to get the job done. Here is your chance to show that once you have the proper training, you can take the bull by the horns and run with a project.

