



W UNITED TRIBES TECHNICAL COLLEGE
WEEKLY NEWSLETTER **R**

VOL. 8, NO. 30

April 6, 1999

Attention Graduates !!!

*Robert Knudson Photography will be here to
take graduates pictures on April 15 from
9:00 - 11:30 am*

at the Skill Centers, Room 107

*Contact you advisor for info
on Graduation Announcements.*

*The sooner this is done the
sooner invites will be ready*

Job Fair '99

with the University of Mary, Bismarck State College,
United Tribes Technical College, and Job Service North Dakota

Thursday, April 8, 1999

Schedule: 10:00 am to 1:00 pm - College Students

1:00 pm to 4:00 pm - General Public

Grand Ballroom, Radisson Inn-Bismarck, 800 South 3rd Street





Weekly

Menu

DINNER

April 6 - 9

- Tue.- Bean Soup, Fry Bread, Salad Bar, Assorted Fresh Fruit, 2% or Skim Milk
- Wed- Turkey Club Sandwich, Soup, Salad Bar, Assorted Fresh Fruit, 2% or Skim Milk
- Thu.- Variety Pizzas, Salad Bar, Dessert, 2% or Skim Milk
- Fri.- Tuna Salad Sandwich, Soup, Salad Bar, Dessert, 2% or Skim Milk

April 12

- Mon- Honey Roasted Turkey Sandwich, Soup, Salad Bar, 2% or Skim Milk

SUPPER

- Tue.- Pork Chops, Rice, Vegetable, Salad Bar, Dessert, 2% or Skim Milk
- Wed- Meatballs over Noodles, Vegetable, Salad Bar, Dessert, 2% or Skim Milk
- Thu.- Grilled Steak, Baked Potato, Garlic Toast, Tossed Salad, Fresh Fruit, 2% or Skim Milk
- Fri.- Lasagna, Garlic Toast, Vegetable, Salad Bar, Dessert, 2% or Skim Milk
- Mon- Baked Ham, Baked Potato Wedges, Vegetable, Salad bar, 2% or Skim Milk

**Chemical Health Center
Indian Brotherhood
The Twelve Steps
Toward Sobriety**

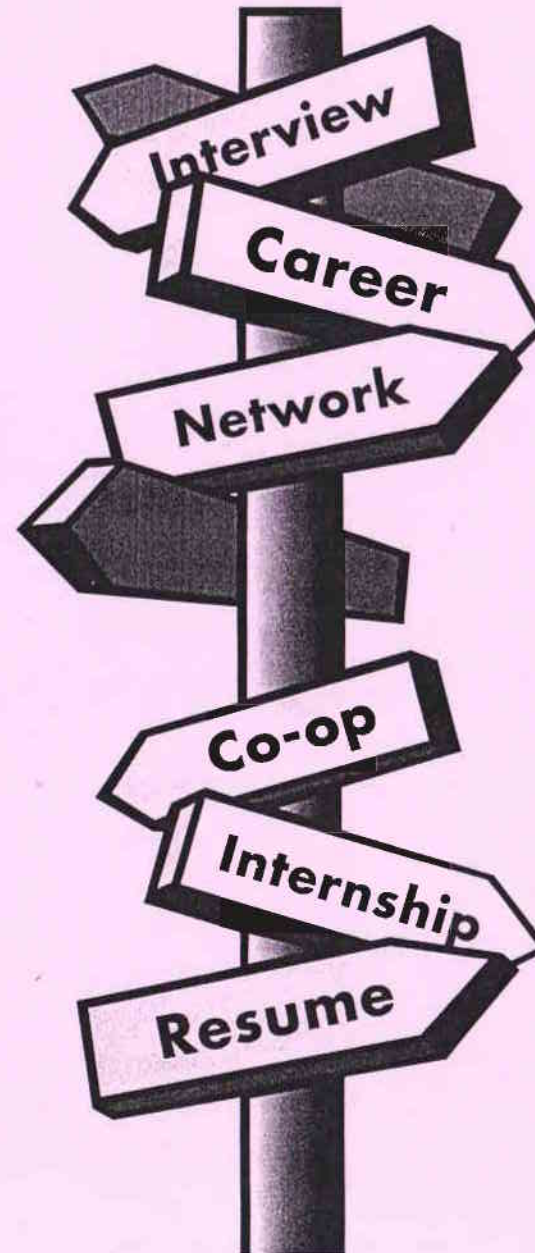
1. I admit that because of my dependence on alcohol that I have been unable to care for myself and my family.
2. I believe now that a greater spirit can help me regain my responsibilities and model the life of my forefathers.
3. I rely totally on the ability of the Great Spirit to watch over me.
4. I strive every day to get to know myself and my position within the nature of things.
5. I admit to the Great Spirit and to my Indian brothers and sisters the weaknesses of my life.
6. I pray daily to the Great Spirit to help me.
7. I pray daily to the Great Spirit to help me correct my weaknesses.
8. I make an effort to remember all those that I have caused harm to and with the help of the Great Spirit achieve the strength to try to make amends.
9. I do make amends to all those Indian brothers and sisters that I have caused harm to whenever possible through the guidance of the Great Spirit.
10. I do admit when I done wrong to myself, those around me and the Great Spirit.
11. I seek through Purification, Prayer, and Meditation to communicate with the Great Spirit as a child to a father in the Indian Way.
12. Having addressed these steps, I carry this Brotherhood and Steps of Sobriety to all of my Indian brothers and sisters with alcohol problems and together we share all these principles in all of our daily lives.

Questions commonly asked at career fairs

Here are examples of questions that students could ask company representatives:

1. What types of career opportunities does your organization offer?
2. What majors does your organization typically hire? What kinds of positions do you offer in my major?
3. What are the job responsibilities for that type of position?
4. What are the most important qualities or characteristics you look for in hiring for that position?
5. What are the most important skills necessary to do the job?
6. What recommendations would you make for someone who would like to enter that field?
7. Are you aware of related occupations that I would be qualified for with the background/major that I have or am planning to pursue?
8. How did you get into the organization/career field? What is your background? How does it relate to the position?
9. What are typical first-year assignments?
10. Could I set up a time to visit you at your workplace to talk more about what you do?
11. Do you know someone in your organization who does _____?
12. Do you have co-op, internship or summer job opportunities for someone in my major?
13. Do you know of other contacts who might be helpful to me?
14. May I contact you if I need more information?

Career Fair Tips



A career fair gathers employers together in one location so you, as a potential candidate, can meet personnel from many companies to determine their employment needs and how you are qualified to meet those needs.

Making the most of a career fair

Be focused

Ask yourself what you want from the career fair:

- information about occupations/majors
- contacts for permanent, co-op/internships, or summer jobs
- job leads
- other

Be prepared

Know what organizations will be there. Plan and practice an introduction. Ask intelligent, meaningful questions—see back page for examples. Imagine yourself as the employer. What would you be looking for in a candidate?

Seeking employment opportunities—network

Advertise yourself—develop a one or two minute “commercial” that sells your skills and experiences. Rehearse:

- greeting, name, major, graduation date
- reason for attending career fair
- evidence of your knowledge about the industry, company and products
- summary of your skills and experiences

Make a good impression

- dress as you would for a formal interview.

Women

professional looking suit, tailored dress or pantsuit
polished and comfortable shoes

Men

suit or jacket, shirt and tie
polished and comfortable shoes

- Use a firm handshake, exercise good eye contact, smile.
- Address the representative as Mr., Ms., or Dr. (check name tag); introduce yourself by name, major, graduation date and begin your commercial.
- Present your resume and indicate to the recruiter your purpose for attending the career fair.
- Demonstrate your knowledge of the field/organization.
- Relate your skills, interests and experiences to specific needs of the employer.

- Highlight your previous or current work experiences that show your ability to perform related tasks and indicate your potential to acquire skills.
- Refer to leadership roles or volunteer experiences coordinating committee activities, etc.
- Be responsive to questions posed by company representatives.
- Listen carefully, your conversation may yield vital information or leads that might affect the interview or lead to potential employment opportunities.
- Keep your hands free to take notes and shake hands.
- Ask for a business card and company information.

Follow up

- Keep notes on your conversations and how you said you would follow up by writing or calling.
- If no business card is available, ask if the recruiter can be reached at the telephone number or address on literature. Information at the fair may be more current than materials found in the library or Career and Placement offices.
- Compose and type thank you letters immediately—within two days if possible.
- If contacting by letter, refer to date and location of the career fair, mention any unique or highly specific points discussed so the employer will remember you.
- Any important information should be restated and emphasized.
- Reiterate your qualifications and include any information you neglected to mention.
- Proofread your letter and let someone else look it over.
- You may want to include a copy of your resume.

Evaluate your experience to understand how the next experience can be improved

- Did you contact the company?
- Did you have difficulty answering any questions?
- Did you relate your academic studies to career goals?
- Did you mention volunteer experiences?

Answering these questions and others can help prepare you for your next fair or meeting with any business professional as you develop your networking process.