

Preparedness key to answering interview questions

CHANGING TIMES

Before you go to your next job interview, don't memorize stock answers to questions you expect to be asked. Employers, nowadays, want you to show you'll make a difference to the bottom line.

The questions you're likely to hear today are aimed at getting answers to three concerns all employers have before an offer is made. According to Changing Times magazine, you should keep in mind these three concerns to organize your thinking:

• **Can You Do the Job?** To find out, an interviewer spotting a line in your resume dealing with your accomplishments might ask, "How much did you save the company

when you tightened procedures in the warehouse?"

Get the actual figures of growth and memorize them so you can quickly answer this question. Also be able to explain your procedures — a logical follow-up question.

• **Will You Fit In?** Here you're really being asked your style of managing. Say, "It's open door," and use that as a preamble to more discussion.

A variation on this suggests that you are overqualified for the job you seek. Your answer: Strong people fit in best in strong companies. With that, stress your goal of long-term employment.

• **What Do You Want To Be**

Paid? You'll be asked what you now earn, so tell the truth because you're dead meat if caught in an exaggeration. But you want them to name a figure first because you don't want to come in with a salary that's less than they'd be willing to offer.

Ask how much they pay for similar jobs. If they don't answer but press you, say you'd like as much as your background permits and that you know they will be fair.

Sometimes there are hidden agendas. James Challenger, president of the Chicago outplacement firm Challenger, Gray & Christmas, says those who survive the Q&A part do so by avoiding the traps the follow-

ing questions are designed to spring:

• **Tell Us About Your Professional Experience.** Your goal is not to talk so much that you narrowly define yourself. Challenger recommends keeping your replies general and very brief, letting the interviewer lead the conversation.

• **What Are You Looking For?** People are too specific when they are asked what they want in a job. Stick to general skills so you're selling benefits a company may want.

• **What Are Your Faults?** This is a variation on the old what's-your-worst-weakness gambit and is still asked of job applicants, especially by interviewers looking for reasons to

eliminate people. People get too honest and end up offering a litany of reasons why they shouldn't be hired.

Most interviewers know enough not to ask illegal questions. Areas off limits include discussions of your religion, political affiliation, ancestry, national origin, birthplace and the naturalization status of your parents, spouse or children. You don't have to answer questions about your native language or the language you speak at home, your age, date of birth or the ages of your children (but you can be asked whether you're over 18 years of age). Your marital status, maiden name, number of dependents or your spouse's

occupation are taboo, too.

If the interviewer does tread on forbidden ground, you have three choices. The first is to answer as mull the situation over later. Or you could say you don't believe these questions are relevant to your ability to do a job or ask the interviewer to explain their relevance, giving him or her a chance to back off. Or you could ask for the interviewer's business card and indicate you are filing a complaint with the Equal Employment Opportunity Commission.

As an applicant, you can measure the success of an interview by being able to say afterward, "I understand them and they understand me."



McDONALD'S[®] INTRAMURAL HIGHLIGHTS



At University Drive

S. Texas Ave.

Now at Manor East Mall

FOOTNOTES

- All University Softball Playoffs start tonight. All team captains please check your schedules across from racquetball court #2.
- Good Luck on your finals, and have a great summer from Recreational Sports.

SPORTS CLUBS

- The Trap and Skeet Team finished third in the nation at a tournament in Omaha, Nebraska last week.
- The Archery Team will compete at nationals on May 16 at the University of Miami-Ohio.

BEAT THE HEAT THIS SUMMER

	SUMMER SESSION I		SUMMER SESSION II	
Slowpitch Softball	June 5	June 9	July 10	July 14
Volleyball Triples	June 5	June 9	July 10	July 14
Basketball Triples	June 5	June 9	July 10	July 14
Tennis Singles	June 5	June 9	July 10	July 14
Tennis Doubles	-----	-----	July 10	July 14
Racquetball Doubles	June 5	June 9	-----	-----
Racquetball Singles	-----	-----	July 10	July 14
Golf Singles	June 5	June 9	-----	-----
Golf Doubles	-----	-----	July 10	July 14
Horseshoe Doubles	June 5	June 9	-----	-----
Horseshoe Singles	-----	-----	July 10	July 14
Exercise Classes	June 5	June 16	July 10	July 14

GOLF DRIVING RANGE HOURS

The Driving Range, located at the Intramural Sports Center, is now open for operation Mon-Thu, 3 PM - 6 PM; Fri, 12 PM - 6 PM; Sat, 10 AM - 6 PM; and Sun, 12 noon - 6 PM.

RAINING?? Call 845-2625 to see if your game has been rained out.

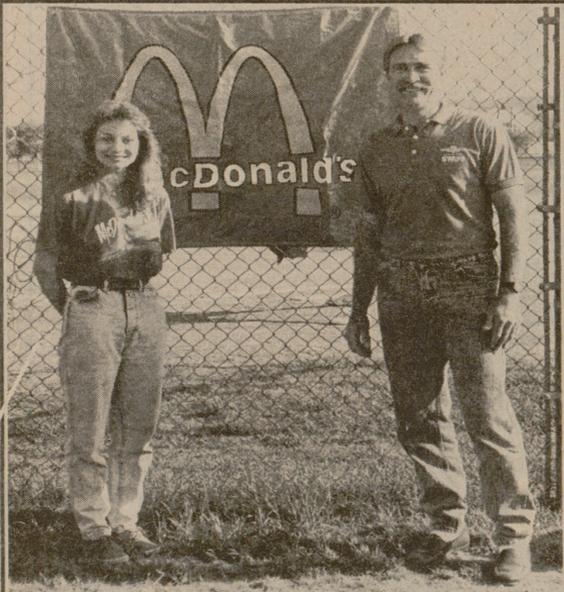
ALL UNIVERSITY CHAMPIONS

PENBERTHY SOFTBALL TOURNAMENT

- | | | | |
|-----------|-------------|-----------|-------------|
| Men's A/B | Cabriolets | Men's B/C | Groove Dogs |
| Men's C/D | Good Action | CoRec B/C | Fred Birds |

HOMERUN HITTING CONTEST

- | | | | |
|----------------|-------------|------------------|-------------|
| Men's Division | David Kowis | Women's Division | Mary Dozier |
|----------------|-------------|------------------|-------------|



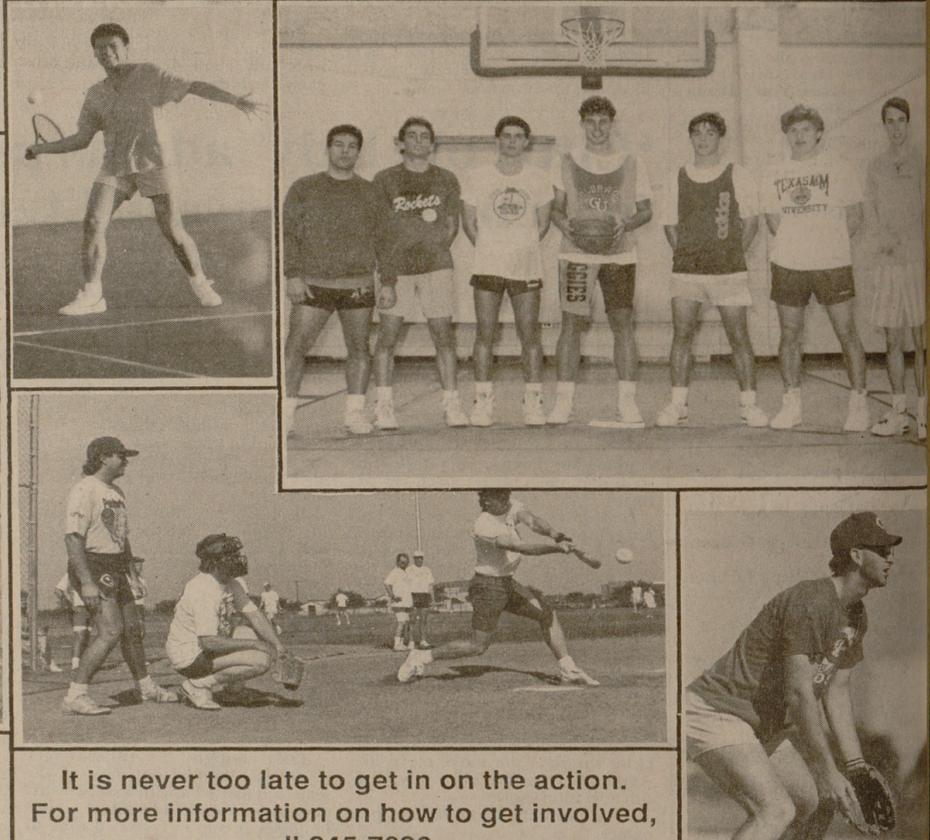
General Motors Auto Expo Winners

Regina L. Cleave of Killeen, Texas won a \$500 check from General Motors and Francisco J. Sanchez Jr. won another \$500 check from GMAC in the Auto Expo sponsored by the Sports Officials Association April 25 and 26 at Rudder Fountain.

Locker Clearance

Individuals who have recreational lockers rented should renew their locker rental or clear it out by June 6. All lockers not renewed will be cleared. For more information, contact Rick Hall at 845-7826.

THANKS AGS FOR MAKING THE SPRING OF 89 A SUCCESS!



It is never too late to get in on the action. For more information on how to get involved, call 845-7826.

FACILITY HOURS EFFECTIVE MAY 15

Read Building and G. Rollie White		Golf Range	
Mon - Fri	6:00 AM - 8:00 AM 12 Noon - 1:00 PM 5:00 PM - 11:00 PM	Mon - Thurs	3:00 PM - 8:00 PM
Sat - Sun	8:00 AM - 10:00 PM	Fri	2:00 PM - 8:00 PM
		Sat	12 Noon - 8:00 PM
		Sun	2:00 PM - 8:00 PM

Deware Weightroom

Mon - Fri	11:00 AM - 10:00 PM	Mon - Fri	5:00 PM - 8:00 PM
Sat - Sun	12 Noon - 7:00 PM	Sat - Sun	12 Noon - 7:00 PM

*Deware Courts

*DeWare Courts will be closed May 13 - June 4 and will reopen on June 5.

The office hours for the Recreational Sports Office May 15 - June 2 will be 8:00 AM - 5:00 PM Monday - Friday. Regular office hours will resume on June 5.



ACKNOWLEDGEMENTS: McDonald's Intramural Highlights is sponsored in the Battalion by your local McDonald's Restaurant at University Drive, Manor East Mall, Hwy 21, Texas Ave. at SW Parkway and Post Oak Mall. Stories are by Steve Harding, graphics are by Paul Irwin and photos are by Mark Figart and Lynda Bottos.