Time to Shine

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Time to Shine

by Beth Beecher, H.Jl., 3

Whether you’re looking for that glamorous career position or a temporary job for the summer, you’ll want to dress and act your best for a personal interview.

According to Mrs. Irene Buchanan, Home Economics placement director, you should dress so that your interviewer can visualize you on the job. In the city, a suit is always in good taste and a hat and gloves are a necessity. For interviews here on the campus, however, hats and gloves are not expected.

How do you measure up at a personal interview? Are you making your best impression on the company representative? Here’s a check list for interviewees:

1. Are you on time? Your interviewer’s time is valuable too, and he probably wouldn’t like an employee to come to work late. Be on time or slightly ahead of time for your interview.

2. Are you dressed appropriately? Bobby sox and sneakers are fine for the campus, but seldom seen in the carpeted offices of the business world. Always wear hose.

3. How do your shoes look? Dressy flats or unornamented heels are best. Avoid fancy sandals or shoes which are too tight or uncomfortable. Scuffed or unpolished shoes can ruin an otherwise well-groomed look.

4. Are your hands well groomed? Sparkling or bazaar nail polish is not considered business-like. Nail polish is optional, but your nails should be well manicured.

5. How about bracelets or earrings? Jewelry which is modest and in keeping with your costume can add to your attractiveness. Avoid dangly earrings or gaudy, distracting jewelry.

6. Do you know something about the company with whom you’re interviewing? It is disillusioning to the interviewer when you confuse the products of his company with those of its competitor. Be enthusiastic about the company, or the representative will wonder why you’re interviewing. He’ll think that either your parents or your instructors made you look for a job. Smile and be alert to what the company representative is saying.

7. Are you alert to what’s going on in the world beyond our campus? You may be asked questions about current affairs of the country or the world. Have a worthwhile opinion about current affairs. If you’re aware of the nation’s status you’ll be better able to profit the company.

8. Can you express yourself well? Show that you have absorbed some knowledge at Iowa State by thinking and talking easily on your feet. Answer questions fully and accurately.

9. Are you honest about giving the best possible picture of your abilities? Show that you have focused electives and extra curricular activities around your curriculum so that you can be more competent for the job. Don’t build yourself up too high or apologize for your shortcomings. Maintain a balance between modesty and boastfulness by being specific and relating your assets to the position for which you’re applying.

10. Do you have in mind the position for which you’re interviewing? A fashion position requires an outfit which is the height of fashion. A test kitchen position requires neatness and cleanliness in every phase of grooming. Take along a portfolio of work which is indicative of the kind of job you can do. Also, obtain an information sheet at the Placement Office and fill it out. The company representative at the interview will skim it quickly and find out a great deal about you.

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1. Express feelings, ideas and opinions in class discussions.
2. Meet and communicate with the great variety of individuals on this campus, both faculty and student.
3. Profit from the instructors who think and cause you to think.
4. Show appreciation for instructors who allow leeway in assignments, such as giving general areas and allowing you to choose specifics. It is discouraging to teachers who try to stimulate creativity for students to insist on knowing every detail of what the teacher “expects” in the assignment.
5. Accept sincere encouragement and criticism and offer both to other students and instructors.
6. Express your feelings and artistic sense in all classes—clothing, foods, work with children, household appliances or arrangement and design.

As a Home Economics graduate of Iowa State, you’ll have a vast store of abilities, technical knowledge and an “analytical mind.” To put these skills to use most effectively and to contribute something unique to society, you must also be able to think for yourself.

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Jeanne Paris, director of Home Economics at Swift and Co., said at one of the business seminars that most women dress very well for interviews, but it’s sometimes a shock to see the same girls two weeks later. Remember that after the interview you’re still meeting people and making impressions.

Questions about interviewing may be answered by Mrs. Buchanan at the Home Economics Placement Office, Room 120, MacKay Hall. Approximately 30 company representatives hold job interviews between the first of November and the middle of April. Most interviews take place between the end of January and the middle of April.