

**Career Services
Center**
Where Today's
Braves Look to
the Future

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Career Center Info:

Location

University Center, Suite 210,
521-6270, cs@uncp.edu,
www.uncp.edu/cs

Hours M-F, 8:00 am - 5:00 pm

Appointments may be made for Career Consulting, DISCOVER, Resume Critiques, Mock Interviews, etc.

Staff

Dr. Denisha Sanders
Director

Lori Bumgarner, M.Ed.
Assistant Director

Brenda C. Jacobs
Student Services Assistant

Brooke Caylor
Graduate Assistant

Brave Opportunities

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How to Ace a Telephone Job Interview

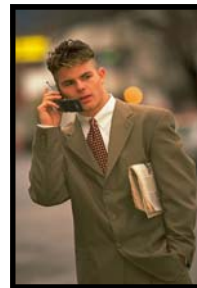
A job interview by telephone can be an exercise in frustration, full of awkward silences. Or, it can be a chance to set yourself apart from the competition. In either case, it's all in how you prepare.

Here are three tips to help you prepare for and ace your next telephone interview.

1. Do your homework

You can make a tremendous first impression by researching your potential employer online or in your local library. Your goal is twofold: know the company and its products (so you can talk intelligently) and know the company's problems and competitors (so you can offer solutions).

Things to look for on a corporate Web site include annual reports, mission statements and service descriptions. And be sure to check out the job postings,



which can shed light on a company's future direction. You should also use your research to devise 2-3 solutions to problems your potential employer might face. Examples: new technology from competitors, low-priced imports, etc. Consider writing your solutions down and e-mailing or faxing them to the employer before your phone

interview -- this will REALLY give you something to talk about.

2. Show your stuff

Since you won't be face to face with your interviewers, it's important for you to prove you can do the job during your conversation. Years ago, I did a telephone interview for a position as a high school German teacher and had to speak that language for 20 minutes. (I'm now a resumé writer, which tells you something about my German ability.)

What can you prove by phone? Try to anticipate the questions you'll be asked that demonstrate you can do the job. Then, prepare accordingly.

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Roadtrip!!!

What happens when you put three college students in a big green RV and send them out across the country to search for the truth about careers and success? You get career insights from some of the most interesting people in the country such as the CEO of Samuel Adams Brewery, the writer of Six Feet Under, Playboy magazine founder Hugh Hefner,

and many more. That's what three college graduates from Pepperdine University did and then turned it into a PBS documentary series.

Now, these same three college grads are making it possible for students at UNCP to do the same thing through a program called Roadtrip Nation (RTN). The UNCP Career Center

has partnered with RTN so that our students can apply to be part of this season's documentary series.

If a cross-country trip is not your thing, but you still want a chance to meet some influential people, RTN will help fund a smaller-scale local roadtrip adventure. RTN has grants available for stu-

(Continued on page 2)

Major of the Month: Philosophy and Religion

More than any other of the disciplines of the liberal arts, philosophy and religion deal with questions about the meaning of human life. Philosophy and religion may evaluate the purpose and meaning of other academic disciplines, even as they consider broader and deeper meanings--indeed even the ultimate meaning--of human life. As such, philosophy and religion might claim to be the most liberating of all the liberal arts ("liberal" here meaning advancing liberty!).

Religion can be understood as the human attempt to discern overall or ultimate meaning in life. Given the expansiveness of the religious quest, it is fitting that the academic discipline of religious studies claims no one method of its own but rather utilizes diverse disciplines such as literary studies, history, psychology, sociology, and philosophy.

As for philosophy, any belief, practice, or institution making value claims is fair game for its scrutiny. Philosophy analyzes and questions concepts of truth, beauty, and goodness--including ultimate value, as it draws on great thinkers who have

pondered these issues over the millennia. This entails discerning and examining the *worldviews* of different cul-



tures at different times, which like the air we breathe normally remain unnoticed.

The philosophy and religion major is not only for those planning to go on to graduate study in these areas, nor is a religion major just for those contemplating a religious vocation. Employ-

ers of college graduates today say that the primary asset they seek is the ability to write and speak clearly. A philosophy and religion major is ideal for those interested in pursuing careers in business, management in the non-profit or public sectors, or law.

Characteristics associated with success in this major include an interest in reading and literature, and in human issues such as morality and faith.

You should:

- have good analytical and organizational skills
- be a logical thinker
- have a strong sense of curiosity about different cultures (past and present)
- have a lively imagination
- be able to communicate clearly and with conviction.

Sources: *The University of North Carolina at Pembroke Department of Philosophy and Religion web site* (www.uncp.edu/philosophy_religion).

DISCOVER Online. To learn about thousands of occupations and majors, you can access *DISCOVER* via our web site at www.uncp.edu/cs.

(Telephone Job Interview, continued from page 1)

3. Mind your mannerisms

When you talk on the phone, smile. Believe it or not, smiling as you talk makes your voice sound much more friendly and enthusiastic. For practice, put on a big smile and go re-record the message on your answering machine. Then listen to the difference.

Finally, stay focused during your telephone interview. It's easy to get distracted by happy chat or background noises. There'll be plenty of time to discuss sports and weather after you've been hired.

Article by Kevin Donlin of *Guaranteed Résumés*, a Minneapolis-based résumé service. Since 1995, *Guaranteed Résumés* has provided résumés, Internet résumés, cover letters and job searches for clients in 44 states and 23 countries. For more information, point your browser to <http://www.gresumes.com>.

(Roadtrip!!! continued from page 1)

dents who want to travel any distance, long or short, to interview people in the fields they hope to go into some day. The people working in your chosen field can provide personal insights and opinions that you cannot get from any books or other sources. This type of career information is invaluable.

For more information on the *Behind the Wheel* cross-country roadtrip documentary application process, contact the UNCP Career Center. Applications for *Behind the Wheel* are due March 1st and are available online at www.roadtripnation.com and outside the UNCP Career Center. Information on roadtrip grants is also available at www.roadtripnation.com and in the UNCP Career Center.

RTN will be visiting UNCP this fall so keep your eyes peeled for the big green RV on campus!!!

Lori Bumgarner



TEACHER EDUCATION FAIR

Wednesday, March 22
11:00 a.m., UC Lounge
Approximately 25 School
Districts will be participating!

Brave Ideas

"I Can't believe you did that!" and Other Career Mishaps

One candidate was so nervous for his interview, he sent his brother in his place. When the real candidate showed up for the first day of work, he was found out and fired!

Upcoming Events

03/02 On-campus Recruiter Information Session: Library of Congress, 10:30-11:30 in the UC Mall and 3:30-5:30 in UC Room 210

03/15 Workshop: Major Decision, Choosing a Major/Career, 3:30 UC Room 210

03/15 On-campus Recruiter Interviews: Walgreens. Contact Career Services to schedule an interview.

03/22 Fair: Teacher Education Fair, 11:00 am, UC Lounge

03/29 Workshop: Getting Into Grad School, 3:30 pm, UC Room 210

Employable Dynamite

Make yourself EMPLOYABLE with:

- ✓ sweet resumes
- ✓ dynamite interviewing skills
- ✓ flippin' job search techniques

You're wildest dreams will come true!

Career Services



www.uncp.edu/cs

This Month's Job Search Tip

Have a generic job application form filled out and take it with you to career fairs. This way, if you are asked to fill out an application on the spot you can use the generic one as a "cheat sheet." It will have all of your info on it (previous addresses, employers' phone numbers, etc).

Little Known Facts

Approximately 80% of those currently employed found their jobs through networking. Some great groups to network through are: co-workers, family, friends, customers/clients, church members, fellow alumni, professors, and people you meet at parties.



UNCP is now one of 100 partner campuses with **Roadtrip Nation!**

For more info, visit the Roadtrip Nation web site or the UNCP Career Center's library in the UC Room 210.