

# Preparing for that job interview helps

*This is the second article of a two-part series dealing with the job of getting a job.*

After preparing and sending a resume and application to a prospective employer, you will no doubt anxiously await a reply. Should you be lucky enough to be granted an interview, another major task will face you — the actual interview. If you get organized and are well prepared before hand, you will have accomplished half the task.

In preparing yourself before the interview, research the vacancy by finding out as much about the job as possible; ask the employer questions.

Learn about the company, or the ministry if it's a government job. What does the organization chart look like and who are the key people in it. A question often asked in many interviews is "Who is the president or the minister of the organization?" Know the answer to this question.

The more you know about the

job and the organization before hand, the better you are likely to do in the interview.

It is also wise to write down questions you may have relating to the job; however, make sure the questions are intelligent. Forget the trivial ones or the ones which may make you look poor such as "How soon can I get a raise?"

Know your own background and resume and how it is relevant to the job you are seeking. Be prepared to give a verbal explanation of your resume. The interviewer(s) might want to ask more in-depth questions or clarify some facts.

Your manner of dress is important; it can make an impression upon the interview team, so use common sense. Don't over or under dress, and don't wear anything which might distract the interviewers. Finally, get a good night's sleep so you will be well rested and on time.

During the interview, introduce yourself and shake hands with the interviewers. Several *don'ts*

include: don't smoke, chew gum, chomp candy, drink coffee. Playing with pencils, paper clips, etc., may annoy the interviewers or indicate your nervousness. If your hands are shaking, keep them in your lap and try to keep calm.

When answering questions, try

to listen to yourself. Be precise and to the point.

If you don't hear the question or don't understand it, ask for it to be repeated. Guessing the question is a mistake, and faking the answer is fatal. When answering a question, look directly at the questioner first

before looking at other members of the interview panel. A final point — don't ask about vacation, salary, etc...

After the interview is over, shake hands with each panel member "Be" on page 7

## New equipment but same spots

from page 2  
leisure time hooking their favourite fish in their special cove and stream.

Believe me...most of them do not make public their areas and action to come their way.

As years go by, many new types of spoons are made, but our old standbys are still available—especially the red and white daredevil, the ottertail and the Williams wobbler with a bit of fat or a worm attached to the hook.

Today, live minnows are used, and many escape and multiply

causing problems with lakes and streams.

The present-day sports fisherman has access to new development and new types of spoons and lures. One faces the challenge of locating new areas to fish.

Every cove and bay can be a big challenge. Sheltered bays offer good fishing. Trout like to float about in shadows near large boulders or the shadowy shores where bushes cast a shady nook for them.

Marshes and reedy bays offer ideal spots for pike, pickerel, and trout in which to feed and lull about.

Fishing in Lake Superior can be the biggest challenge to a sportsman whether in clam or rough "seas." It provides great opportunities for deep-sea fishing.

Trout are often caught with a stomach full with smelts piled head-to-tails like firewood.

Each year anglers spend more and more time fishing, and spend dollars and more dollars on fishing tackle. There's always another lure to purchase.

But more attention should be given to walking over ice in the Spring thaw. A good rule to follow is to carry a strong pole over the breakthrough to cling to while getting out to firmer footing.

### Social Notes

Mrs. Diane Aedy hosted the St. John Berchmen's Alter Society on Thursday evening when the members held their regular monthly meeting. Mrs. Prina Gerow chaired the meeting extended a welcome to members present and lead in the opening and closing prayers. Laura Legault read the minutes of the last meeting and Pat Beno presented the cash report. Both were approved as read.

Under old business, a discussion was held about the financing for the building of the church steps. It was decided that the representative of our parish council, Diane Aedy, would approach the parish council for assistance. Correspondence included mostly "Thank You" notes. Following adjournment, a luncheon was served and a social hour enjoyed.

A surprise party was held on Saturday honouring Pat Dingwell's birthday at his Selim home by friends. The evening was spent in games and contests. Lunch and cake were served by Paula with a jolly time spent in recalling events of the past.

Alex and Shirley Kristia have returned from spending the winter months in Arizona, USA.

Mrs. Anne Todesco and Mrs. Patsey Campbell motored to Thunder Bay this week.

Olaf and Judi Sundland were Lakehead visitors this week.



**Canadian Youth.  
Free pointers for your future.**

Two books — the "Hot 100" and the "Job Futures Handbook" are now available to help you make the decisions you are faced with right now. They have been designed to meet your needs and give you information that will be helpful in planning your future.

"Hot 100" contains details on 100 Government of Canada programs and services for young people including jobs and training, learning opportunities, travel and culture as well as health, fitness and support services.

The "Job Futures Handbook" is an exciting book that looks into the future potential of more than 200 occupations through until 1995!

As Minister Responsible for Youth, I believe you will find these books useful. Please write to me for your free copies or send the coupon:

Please send me

HOT 100

(bilingual)

JOB FUTURES HANDBOOK

English  French

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

Prov. \_\_\_\_\_

Postal Code \_\_\_\_\_

Mail to: Jean J. Charest  
Minister of State for Youth  
Hot-100/Job Futures  
140 Promenade du Portage  
Ottawa-Hull K1A 0J9



### TOWNSHIP OF TERRACE BAY



#### SPRING CLEAN-UP May 2 to 6

The Township will pick-up various items of debris, trash, and refuse not accepted in regular garbage pick-up, provided materials are suitably contained or bundled. Materials shall be placed adjacent to the edge of the road.

---KEEP TERRACE BAY BEAUTIFUL---

### TOWNSHIP OF TERRACE BAY



#### STREET SWEEPING

The Public Works department is currently sweeping the streets, however, the Street Sweeping Machine is not designed to picking-up mounds of material;

PLEASE DO NOT PILE SAND

PLEASE RAKE ANY SAND FROM LAWN ALONG THE FULL LENGTH OF THE EDGE OF PAVEMENT.

Your co-operation is appreciated.



Government of Canada  
Minister of State for Youth  
Jean J. Charest

Gouvernement du Canada  
Ministre d'État à la Jeunesse  
Jean J. Charest

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