Central Florida Future, January 30, 2001

1-30-2001

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How to work a job fair

Job fairs are exciting and can be fun. The "open air market" atmosphere produces a relaxed environment where you can interact with employers and sharpen your interviewing skills without the anxiety associated with the closed door, one-on-one formal interview. For candidates who know how to work them, job fairs can be extremely beneficial, and in today's super-competitive job market, there is no more efficient way to promote your availability to employers.

Where else can you find such a concentration of potential employers in one place? Where else can you interact with hiring officials and company executives, identify available opportunities, collect company literature and business cards for future networking and possibly get a lead, application or an invitation for an interview? These events are good not only for the job seeker, but also for the employer. Where else can they see such a concentration of potential candidates in one place?

It is essential that you study the job market. Having an understanding of your field of interest can help you in approaching a job fair table even if you know nothing about that employer except the fact that they have a function for which you are qualified and are interested in performing.

As an example, if you are pursuing a career in retail management you should approach all employers at the fair that are in that field. In the 30 or so seconds that you have to make a positive and lasting first impression, approach with a firm handshake and introduce yourself. Demonstrate your enthusiasm through a quick, convincing one-sentence statement about your intent to pursue a career in retail management and your desire to learn more about Company X's management training program.

You have to be able to hit the right button with that person, very quickly, convincing them that you can be useful to that company. Now is when you present your resume with a smooth, confident motion.

Compare this approach to "What do you have to offer me?", which is what most job fair attendees say. Imagine if you will for a moment that you are an employer at a job fair lasting about six hours. Anywhere from 300 to 1,000 job candidates could stop at your display. That's about 50 to 150 per hour! Some candidates will demonstrate their initiative, job experience, training, enthusiasm, confidence and job search preparedness; however, others will present themselves passively and be guaranteed instant failure.

Listen very carefully to what the recruiter says, whether there is hope for further discussion and how you can follow-up. Now is the time to pick up their literature - annual reports, brochures, etc. Being prepared is the key to getting the most out of a job fair.

Let's assume that you know all about dressing for success. Remember you may have only 30 seconds to make your case. Imagine how important that first impression must be to the employer. If we are talking non-technical fields here, the employer has to assess the personalities and obvious strengths of potential candidates.

Your resume will be your strongest and most useful tool at the job fair. Prepare a crisp and eye catching, one-page resume that starts with a well defined career objective. Make sure that you establish a firm linkage between your goals and your experiences. Your resume must reflect your excellent communication skills as well as your attention to details - no typos, misspellings or bad grammar.

It is up to you to get what you want out of a job fair. If you want it to be more than just wandering from table to table with empty handshakes, you better plan a strategy and be prepared.

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Adviser Index

Our advertisers would love to see you at their booth on January 30th!
Campus to corporate transition not easy

If you tend to show up early for class, keep up with your assignments and put forth extra effort when less would do, you’re not just a model student. Chances are, you’ll also make a great employee. Most top-level executives look for qualities like initiative and efficiency in the people they hire and promote.

Because the world of college and the world of work are so different, however, many students have trouble moving from campus success to corporate success. Here are the primary qualities and strategies that can help make you a successful and valued employee:

Keep your personal life in order – Employers are usually sensitive to situations where employees are coping with difficult personal issues such as relationship or marital problems or the illness or loss of a loved one. However they also expect employees to deal with these issues. If you find yourself in such a situation, deal with the issues as best you can or ask for help in addressing them. If you ignore your problems, they’re likely to spill over into your work and detract from your job performance. That’s not to say that an employer should evaluate your personal life, but employers can (and will) evaluate you on the way you perform your job as a result of your thoughts, feelings and attitudes.

Work smarter, harder, faster – Accountability is one of the traits that employers value most in employees. Or, as one executive observes, “you know what needs to be done, and be counted on to do it right and on time, without constant reminders or supervision.”

In the process, think of yourself as a consultant and continually look for ways that you can function more effectively.

Another practical strategy is to let people in management know that you’re interested in doing more to benefit your organization and ask if they would consider mentoring you. Learn the ropes from others who have already climbed them. They may be the same people who sit in on meetings about downsizing someday and they’ll be more likely to go to bat for you than for someone they don’t know well.

Demonstrate and document your value – Always remember that the #1 goal of a company or organization is to stay in business. With that in mind, find ways to reduce costs or generate revenue for your employer. At the same time, proceed cautiously with any time or money-saving suggestions. You don’t want colleagues to think of you as a know-it-all who is intent on changing everything.

It is also important to document the work you do and when asked or whenever appropriate, to let your bosses know of your accomplishments.

You don’t have to get in anyone’s face, but the people you report to should know how well you do your job. This strategy for maintaining a positive, visible presence goes hand in hand with cultivating allies and advocates in the workplace.

Welcome change – You cannot do a job well without adapting to change, whether it takes the form of new technology or added job responsibilities.

While anger and fear are typical responses to change, optimism is the most appropriate one. Ironically, when people are worried about keeping their jobs, they are the most resistant to change. They adopt the exact opposite behavior of what companies are looking for in employees.

Commit to lifelong learning – One of the consequences of change is having to learn new skills to replace less effective work methods. But it also benefits you to continually expand and refine your abilities. Employers are more likely to retain employees who upgrade their skills over those who do not. Only knowledge – and the ability to apply it – provides this kind of leverage.

Look for leadership opportunities – Every employee, regardless of job title, should be willing and able to assume a leadership role, whenever the need arises. It’s an ideal opportunity to demonstrate your ability and value to an organization.

Communicate openly and directly – Written, verbal and electronic skills are essential in every work environment. Knowing how to listen is equally important. The way you communicate is a reflection of how you perceive and perform your job.

As you prepare to enter the work force, think long and hard about how you can get, and do, a great job. Wherever you work, you will need to have exceptional qualities and skills to launch and advance your career.

Source: Jean Katz, Planning Job Choices 1999, National Association of Colleges and Employers
Interview crucial step in hiring process

You may receive a brief informal interview at the job fair, but you could also be scheduled for a more formal interview with a potential employer later. If this is the case, it helps to know what to expect. The typical interview will last 30 minutes, consisting of:

- five minutes - small talk
- fifteen minutes - a mutual discussion of your background and credentials as they relate to the needs of the employer
- five minutes - employer asks you for your questions
- five minutes - conclusion of interview

Interviewing skills are crucial to job seekers because prospective employers base employment decisions largely on information and impressions obtained during interviews. The interview is the most significant criteria in making hiring decisions.

Before the hello – The typical interview starts before you even get into the inner sanctum. The recruiter begins by evaluating the minute you are identified. You are expected to make the recruiter’s hand upon being introduced. Don’t be afraid to extend your hand first to show assertiveness. Plan on arriving at least 15 minutes early, using the extra time to relax.

Small talk – Many recruiters will begin the interview with some small talk. Topics may range from the weather to sports and will rarely focus on anything that brings out your skills. Nonetheless, you are still being evaluated. Recruiters are trained to evaluate candidates on many different points. They may be judging how well you communicate on an informal basis. You must do more than just smile and nod.

Recruiter has the floor – The main part of the interview starts when the recruiter begins discussing the organization. If the recruiter uses vague generalities about the positions and you want more specific information, ask questions. Be sure you have a clear understanding of the job and the company.

As the interview turns to talk about your qualifications, be prepared to deal with aspects of your background that could be construed as negative, such as a low grade point average, no participation in outside activities, or no related work experience. It is up to you to convince the recruiter that although these points appear negative, positive attributes can be found in them. It is also likely you will be asked questions to determine your direction and motivation, for instance, why you chose the major you did or what your career goals are.

Your turn for questions – When the recruiter asks, “Now do you have any questions?” it’s important to have a few ready. Ask intelligent, well-thought-out questions to show the employer you are serious about the organization and that you have done your homework. Questions should always elicit positive responses from the employer.

The end counts – The interview isn’t over until you walk out the door. It is important to always remain enthusiastic and courteous. Often the conclusion of the interview is indicated when the recruiter stands up. However, if you feel the interview has reached its conclusion, you can stand up first. Shake the recruiter’s hand and thank him or her for considering you. Being forthright is a quality that most employers will respect, indicating that you feel you have presented your case and the decision is now up to them.

Expect the unexpected – During the interview, you may be asked some unusual questions. Don’t be too surprised. Many times, questions are asked simply to see how you react.

For example, surprise questions could range from, “Tell me a joke” to “What time period would you like to have lived in?” Your reaction time and the response you give will be evaluated by the employer, but there’s no way you can anticipate questions like these. While these questions are not always used, they are intended to force you to react under some stress and pressure. The best advice is to think and give a natural response.

Sources: “The Interview,” UCF Career Resource Center

From Timn's Train, Set To The World Beyond, FPL'S THE CONNECTION.

With subsidiaries such as FPL Energy, LLC, FPL FiberNet, and Florida Power & Light Company, there’s plenty to keep FPL Group busy. From delivering environmentally-friendly, cost-effective and reliable sources for power generation; to helping a small business find ways to save on its electric bill; to providing wholesale fiber optic network capacity to phone, cable and Internet service providers; to developing, constructing, operating, and managing clean energy independent power projects, FPL Group is the right connection to get the job done — and done well.

FPL Group is also the right connection for college graduates and ambitious professionals who want to make a difference as part of a team that values individuality and personal ambition. The unique talents, backgrounds and perspectives of our more than 10,000 team members makes FPL Group strong yet flexible. As we focus on the exciting challenges ahead we’ll need highly skilled innovators with us.

We are looking for candidates with all Engineering disciplines to fill our Distribution Designer needs as well as Electrical Engineers for our Protection & Control Group. We are also rebuilding our Engineering CoOp Program, which consists of a variety of positions.

Please make sure to check with your placement office to find out when FPL Group will be coming to your campus.

For more information on the opportunities available at FPL Group, visit our website at www.fpl.com

When a company touches as many lives in as many different ways as FPL Group, doing the right things right becomes much more than a hip phrase. At FPL, one of the nation’s most admired energy providers, we connect with our customers by striving to understand their diverse needs and creating solutions that work for them.

We promote a drug-free, non-smoking work place and are an equal opportunity employer.
Career Resource Center is employment center

The UCF Career Resource Center (CRC) offers numerous employment-related services in addition to sponsoring job fairs. Here's an overview:

Career Planning Mini-Courses
Career planning mini-courses are designed to help students get a head start in making the right career choices and to provide valuable information, skills training and resources to enhance career development. Several of these 50-minute courses are offered throughout each semester and are free to UCF students and alumni. A monthly schedule and sign-up sheet are provided at the Student Services Counter in the CRC and can also be accessed through the CRC's web site at www.crc.ucf.edu.

The following courses are offered:
- Orientation to CRC Services, Resume 101, Interviewing Techniques, Job Search Strategy, and Federal Employment

Career Advising
Career Advisors are available by appointment to provide specific information and advice on major/career connections, resume and cover letter critiques, mock interviews, choosing and targeting employers, job search strategies and other career-related issues. Appointments generally last 45 minutes and may be scheduled through the Student Services Counter in the CRC. It is recommended to attend the related mini-class before making an appointment.

For issues that require immediate assistance of that can be handled without an appointment, a C.O.D. or "Counselor on Duty" is on-hand to meet with students on a "walk-in" basis. These sessions typically last only 10-15 minutes and are intended for quick resume critiques, questions regarding the G.O.L.D. system, etc. Please contact the CRC (407-823-2561) to confirm the availability of the "C.O.D.," as there are times when this service is not accessible due to special events or other outreach activities. The CRC's career advising services are available only to UCF students and alumni.

Students who are unsure as to the types of careers best suited for their personalities and skills should visit the Counseling & Testing Center. Career counseling and assessment are available by appointment to currently enrolled UCF students.

Career Information Library
The Career Information Library in the Career Resource Center offers a variety of resources to assist students with career planning and job search activities. The "Business and Industry" section contains information and promotional literature from more than 650 companies. This includes companies currently interviewing on campus as well as other organizations, both local and national, which recruit frequently. Other sections provide information on City, County, State and Federal Government agencies as well as various school districts throughout Florida and the United States. In addition, students interested in furthering their education can find information in graduate, law and professional school programs.

The Career Information Library also contains a video resource section. Many companies provide videos as a way to familiarize potential employees with the history of their organizations, training programs, benefits packages, etc. This section also includes a series of tapes on topics such as job search strategies, writing resumes, interviewing skills and negotiating salaries to help guide students with various aspects of the employment process.

Job Data Bank
The Career Resource Center receives tens of thousands of job advertisements each year from employers through the mail and by fax. These listings are categorized by occupational area and posted for two weeks in the Career Information Library.

Occupational categories for full-time opportunities include: Business & Industry, City, County, State, Federal Government, Education, International, Health Care, Media, Hospitality and others. Separate sections for internships, part-time jobs and summer jobs are also included. Each listing contains the employer's contact information. The Job Data Bank is available during the CRC's normal business hours.

Go for the G.O.L.D. with the Grads On-Line Database!
UCF transcripts and alumni up to one year after graduation can access the Grads On-Line Database free of charge to register for on-campus recruitment and resume referrals. Using the G.O.L.D. system, you can post your resume for use by employers, view current job listings, track your resume referral history and even schedule on-campus interviews from anywhere where you have internet access! To register, visit the CRC's web site and select G.O.L.D. Student Login or Alumni Login. Alumni more than one year after graduation may access the system for a nominal fee; please visit our web site for a current fee schedule.

Are you ready for the next phase?

Whether you're a recent college grad or about to be one, we understand that starting a career can be a rather daunting venture. We've remained a leading global investment management organization for over 50 years because we understand the needs of our people. That is precisely why we offer a training program for people like you. If you're smart, driven and hungry to learn, there's a future with Franklin Templeton.

Our training program will familiarize you with the dynamic world of financial services. We'll expose you to different aspects of the industry by rotating you to a different department every four to six months. After two years, not only will you have found your niche, but you'll be ahead of the game.

We are seeking graduates in Liberal Arts and Business related majors for our training program. Please look for us on campus at the Spring Career Expo on January 30th.

Our employees are our greatest asset; therefore, we offer competitive salaries, educational reimbursement, on-site training and flexible hours. Our superb benefits package includes paid employee coverage for medical, dental, vision and life insurance. We also offer an Employee Stock Investment Plan, 401(k) Profit Sharing Plan with company matching contributions, incentive plans and the purchase of Franklin Templeton Funds with no sales charge. EOE, M/F/DV.

For consideration, please send your resume to 100 Fountain Parkway, St. Petersburg, FL 33716, or fax to 727-299-8740. You may also email us at careers@uotp.com. For more information, visit our web site at www.ucfuture.com.
Dear Student:

The University of Central Florida Career Resource Center is pleased to host the upcoming 2001 Spring Career Expo! On behalf of the staff of the Career Resource Center, I’d like to encourage you to attend this important event. Over 200 employers interested in recruiting UCF students will be available to discuss full-time career opportunities. Many of these employers also sponsor internship opportunities. This is a “must attend” event for college Seniors and graduate students who are graduating between now and December. For other students, this event provides a unique opportunity to discover various career options, to find information about many of the top U.S. corporations, and to network with recruiting professionals.

We’d also like you to stop by the Career Resource Center where we can help you with a full-range of career planning and employment search services. From the first-year student generating career options tailored to their strengths and preferences; to sophomores researching and narrowing their career plans; to juniors seeking career-related experience; to seniors and graduate students preparing for and implementing their employment search; experts can provide targeted strategies for success. Services include:

- Career counseling and advising
- Career Mini-Classes
- Internship and Job Listings
- Job Fairs
- Career Library
- Career Information Resources via the Web
- Free Career Publications & Magazines
- Cover Letter & Resume Critique
- On-Campus Interviews

All of these services are FREE of charge for current UCF students! Visit our web site at http://www.crc.ucf.edu to find out more about our services and to discover links to career-related sites and online job listings. Students should register via the G.O.L.D. (Grads On-line Database) Connection to take full advantage of the internship and job seeking services.

The Career Resource Center is located in the Student Resource Center and is open 8 a.m. to 5 p.m. Monday through Friday, with extended hours to 7 p.m. on Monday and Thursday. We look forward to helping you jump-start your career.

Go Knights!
Melanie L. Parker, Director
Career Resource Center

Visit Motorola’s Booth
Tuesday, January 30, 2001
10:00 a.m. ~ 3:00 p.m.
The UCF Arena

Opportunities for Majors in:
Comp. E, CS, EE, SE

"Please Bring Your Resume"
DO

Be concise.
Your resume should be an outline of your specific career-related experiences, qualifications and education. Use short phrases or bullets to highlight key points; save details for your cover letter and interview. Limit your resume to one or two pages.

Target resume to career field.
If you plan to apply for positions in different career fields, tailor a resume for each with an appropriate objective and skills pertinent to each field. It's not unusual to have two or three resumes on hand, each targeted to a different career field.

Communicate skills and accomplishments.
Instead of simply listing job duties, communicate relevant skills and accomplishments. Emphasize leadership, organizational, communication and teamwork skills. Demonstrate results of your efforts by including figures whenever possible (for example, doubled participation or increased attendance by 100%).

Keep resume current.
As you learn new skills or achieve new accomplishments, add them to your resume. Change or eliminate outdated information. You never know when an opportunity will arise.

Be honest and accurate.
Convey your qualifications in a positive light without embellishment or exaggeration. Employers often advertise a "wish list" of qualifications and don’t necessarily expect applicants to have them all.

Create a professional appearance.
The employer’s first impression of you is based on your resume. Make sure it reflects the professional image you want to convey.

Proofread and edit.
Have someone else review your resume to check for errors or awkward phrasing. Bring your resume to the Career Resource Center for critiquing by a career advisor. A resume is a one- or two-page summary of your skills, accomplishments, experiences and education designed to capture the interest of prospective employers. Because the purpose of a resume is to secure an interview, it can be an employer’s first (and most lasting) impression of you. Consider the following guidelines when preparing your resume.

DON'T

Don’t include irrelevant information.
Leave out irrelevant information such as personal interests, family status, and salary requirements. Include only information pertinent to your job-related qualifications.

Don’t use passive phrases.
Use action and skill verbs such as implemented, established, designed, edited and sold. This helps emphasize your accomplishments rather than passively listing your job duties or responsibilities.

Don’t include high school information.
High school information is ancient history to recruiters. Stick to career- and education-related accomplishments during college.

Don’t label the document 'Resume.'
It should be immediately clear to the reviewer that this is your resume!

Don’t exaggerate.
You may be asked to explain on any information you include in your resume. Be as accurate as possible without selling your skills short.

Don’t overlook extracurricular and volunteer experiences.
Experience gained during volunteer work, participation in campus or community organizations, and leadership experiences are all valid. Valuable transferrable skills can be learned and practiced through volunteer and extracurricular experiences.

Don’t include salary information.
If a company requires a salary history, include it as a separate page or address it in your cover letter. Save discussion for a future interview.

Don’t list references on resume.
References should be listed on a separate page and provided on request. Inform your references each time you submit your contact information to an employer. Make sure your references have current copies of your resume so that they can speak knowledgeably on your behalf.

Different Frequencies.
One Source.

What does it take to create a global powerhouse? A pioneer dedicated to providing the product, systems and service solutions that are revolutionizing the future of communications? A creator of innovative technologies that span from wireless and broadband to government systems and network support? What begins with insight and enthusiasm as dynamic as yours, the drive of professionals who have been part of the Harris team since its founding. Today we celebrate our record growth and leading edge innovation as a direct result of the wide range talent and drive of professionals like you. We do more than just recognize your unique contributions; we reward your individual achievements and provide the aggressive growth potential you deserve. Join us and see for yourself that the only source you need to excel comes in the form of a Harris career.

- Computer Science  - Mechanical Engineering
- Computer Engineering  - Finance
- Electrical Engineering  - Accounting

Harris offers competitive salaries, a generous benefits package and aggressive opportunities for professional and personal growth. For immediate consideration, please contact Harris Corporation, Source Code: ENGRF, 1025 West Nass Blvd., Nellis Stop 19, Melbourne, FL 32919. E-mail: harrisjobs@hrsystems.com Equal Opportunity Employer.

Unlimited Achievement
One Source.

www.harris.com
While the purpose of a resume is to secure an interview, the cover letter can persuade an employer to read your resume in several ways.

Like a career objective on a resume, the cover letter can tell an employer what type of position you are seeking.

The cover letter can also expand on your resume by highlighting the specific skills and experiences the employer is seeking, displaying your knowledge about the career field or company, and demonstrating your writing skills. If your concern is a lack of practical experience on your resume, your cover letter can explain why you are still the right person for the job.

Open your cover letter by stating why you are writing (e.g., to apply for an advertised position or because Mr. John Smith in the company's marketing department referred you to the recruiter). In the next one to two paragraphs, briefly discuss your background and qualifications. Most importantly, relate yourself to the company advertised position or because Mr. Smith is the career field or company, and demonstrate your knowledge by relating your qualifications to their needs.

* Tailor each letter to the individual employer.
* Address the letter to a specific individual within the company, including his/her correct title.
* Research the company and demonstrate your knowledge by relating your qualifications to their needs.
* Close with a request for action (e.g., an interview or personal meeting).
* Proofread and edit.

DON'T

* Don't repeat what is already written in your resume.
* Don't address the letter "Dear Sir or Madam." If it is not possible to determine the name of the person you should be writing to, use a non-gender-specific alternative such as "Dear Human Resources Director" or "Dear Prospective Employer."
* Don't mass-produce letters. Send a personalized letter to each employer.
* Don't handwrite your cover letter.
* Don't use acronyms or jargon unless you are sure the person reviewing your application will understand it.

Running a business appealed to me. But let’s face it, there’s never a venture capitalist around when you need one. So I was open to Enterprise. Here they train me to run a profit center, manage people and handle myself in business settings. It’s like my own startup, backed by a $5 billion company.

Enterprise isn’t funny uniforms. It’s dressing professionally, conducting sales calls, planning logistics. Easy? No. But people who succeed here aren’t afraid to prove themselves, or have fun together. And now that I have the potential to outearn most MBAs, I look forward to doing both.

enterprise.com
Entrepreners, please send resumes to: Christine Todd, Recruiting Supervisor, 130 University Park Dr., Ste. 235, Winter Park, FL 32792.
phone: (407) 670-1733 ext. 201
fax: (407) 670-1744
email: ctodd@erac.com EOE
What do they want?

No matter what qualifications you possess, no matter how stellar your GPA, there are some skills that can make or break your candidacy.

The charts below show how employers rank specific skills and personal characteristics (notice the overlap). Increasingly in today’s workplace, employees work together to complete projects successfully. Many of the skills and characteristics relate to how employees work, indicating the importance employers place on work style.

Your ability to demonstrate to an employer that you have these qualities and skills is just as important as actually possessing them. In some cases, you’ll be able to joint to specific activities or course work. You’ll want to make use of such information on your resume and in the interview. And remember — the interview is a showcase of your interpersonal and oral communication skills, so be prepared!

Desired Skills Employers Seek
(5 = extremely important)

<table>
<thead>
<tr>
<th>Skill</th>
<th>Score</th>
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<tbody>
<tr>
<td>Interpersonal skills</td>
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</tr>
<tr>
<td>Teamwork skills</td>
<td>4.65</td>
</tr>
<tr>
<td>Analytical skills</td>
<td>4.56</td>
</tr>
<tr>
<td>Oral communication skills</td>
<td>4.53</td>
</tr>
<tr>
<td>Flexibility</td>
<td>4.52</td>
</tr>
<tr>
<td>Computer skills</td>
<td>4.32</td>
</tr>
<tr>
<td>Written communication skills</td>
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<td>Leadership skills</td>
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</tr>
<tr>
<td>Internship experience</td>
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</tr>
<tr>
<td>Co-op experience</td>
<td>3.37</td>
</tr>
</tbody>
</table>

Top 10 Personal Characteristics Employers Seek in Job Candidates

1. Honesty/integrity
2. Motivation/initiative
3. Communication skills
4. Self-confidence
5. Flexibility
6. Interpersonal skills
7. Strong work ethic
8. Teamwork skills
9. Leadership skills
10. Enthusiasm

Source: Job Outlook "National Survey of Colleges and Employers, Bethlehem, PA.

3 Concrete Reasons to Build Your Future with CSR Rinker

1. Opportunity. CSR Rinker, a division of CSR America, is Florida’s largest supplier of building and construction materials.

2. Challenge. We are looking for business and engineering graduates who are team players and are interested in joining the fast-paced construction industry.

3. Reward. CSR is a fast growing company that provides extensive training and growth, as well as competitive benefits and salary.

CSR Rinker, with over 90 locations in Florida, provides quality building materials such as ready mix concrete, concrete block, aggregates, cement, drywall, brick, glass block, reinforcing steel, and concrete pipe to Florida’s construction community. Our dedication to customer service, safety, and quality, along with our technical expertise, makes us Florida’s market leader in construction materials.

If you are a business or engineering (civil and industrial) major looking for a career opportunity with growth potential, please contact us for more information about our Management Training Programs.

For more information, view our website at www.csrrinker.com or contact Cynthia Bellini, HR & Training, CSR Rinker 1501 Belvedere Road, West Palm Beach, FL 33406 (800) 926-3768 Ext 8513 cbellini@csr.com

CSR Rinker

The word of the day is collaborate.

At MITRE, it’s all about working together. Solving issues of national importance. Delivering ideas that no one ever thought of before and devising technologies that push boundaries. An independent, non-profit partner of the DoD, FAA and IRS, we’ve become the “go-to group” when the government needs high-level assistance in just about any area of information technology and systems engineering. Your role with us can involve you in projects that will challenge your immensely – and change the way we see the world works.

Please visit our booth at the Career Expo on January 30, 2001 to learn more about MITRE and the opportunities available at our Tampa, FL site. If you can’t make it to the Expo, you can e-mail your resume and cover letter (indicating position of interest) to: GOMITRE@mitre.org

Use neutral paper and courier or helvetica fonts with no boldface, underlining or graphics. Applicants may have to meet eligibility requirements to ensure protection of classified or other regulated information and may be subject to a security clearance. The MITRE Corporation is an equal opportunity/affirmative action employer and is committed to diversity in our workplace.

MITRE
Organizing a Job Search

Can't attend the 1999 Statewide Job Fair or not ready for employment just yet? Planning for your career should still be on your mind. Following is a long-term strategy guide:

The job search can be an overwhelming and time consuming process. What do you need to do and where do you begin? Planning and organization are key elements to a successful job search. It's a good idea to begin about to six months before your target employment date. The Career Resource Center (described on pages 4-5) can help you develop and implement an effective job search campaign.

Self Assessment - Take time to better know yourself. Identify your interests, skills, and work values and evaluate your strengths and weaknesses. Emphasize those which connect most directly with your current goals. Identifying this information will help you articulate your career objective, which will assist you in targeting employers and ultimately marketing yourself in the interview.

Research & Explore Career Options - Become knowledgeable about the job market. Explore occupations related to your skills and education. Know what is required to compete for these positions.

Target Employers - Use a variety of methods to identify potential employers and research their organizations. Utilize employer directories, the Internet, the CRC Career Information Library, professional associations, trade journals, and similar sources to develop a list of employer names and addresses. Find out as much as you can about prospective employers through employees, visits, company literature and reference books. Prioritize your list of employers in order of preference.

Prepare Job Search Material - Develop a dynamic resume and cover letters targeted to the needs of potential employers. Consider developing several versions of your resume, depending upon the positions or organizations you are pursuing.

Conduct Your Job Search Campaign - This part of the process requires daily attention. Develop a schedule and record keeping system. Your records should include prospective contacts, companies contacted, follow-up dates and status of contact. Access all possible job listings and contact employers of interest for potential hiring needs. Be persistent and follow through.

Interview - Organizations usually hire based on face-to-face interviews. Practice your interviewing skills and set a goal of gaining an interview with all organizations on your list even if some do not have current openings. Personal contact improves your chances of being remembered once an opening occurs.

New Job - When all the terms have been agreed upon, request an employment letter/contract stating salary, starting date and benefits. After reviewing and accepting the offer, relax and enjoy your new job!

Review Your Decision - Career development is an ongoing process. Review your job search experience and determine successes and problems. Keep your resume current — you never know when you may need it!

Who hires Technical graduates?

Top 10 employers looking for technical degrees

- Electrical/electronics
- Consulting
- Aerospace
- Computers and business equipment
- Engineering/surveying
- Computer software/data processing
- Automotive/mechanical
- Petroleum
- Building materials and construction
- Chemical/allied products

Who hires Non-Tech graduates?

Top 10 employers looking for non-technical degrees

- Public Accounting
- Merchandising
- Consulting
- Education
- Banking (commercial)
- Insurance
- Communication services
- Computer software/data processing
- Transportation
- Hospitality

Source: NACE Salary Survey. Data are reported on job offers, not acceptances.

Data are for bachelor’s-degree graduates. Employers are ranked by percentage of offers, with those listed first providing the largest percentage.

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Who hires Liberal Arts graduates?

COMMUNICATIONS

1. Merchandising
2. Communication services
3. Advertising
4. Consulting services
5. Transportation

Nearly one in two offers to communications majors came from these five employers. Grads in this discipline were most likely to find sales, management trainee, customer service, and public relations positions.

HISTORY

1. Education
2. Merchandising
3. Consulting services
4. Hospitality
5. Legal services

These employers accounted for more than half of the job offers reported for history majors. In addition to teaching jobs, top jobs for history graduates included sales, management trainee, consultant, and customer service.

ENGLISH

1. Education
2. Publishing
3. Merchandising
4. Communication services
5. Consulting services

Grads in this discipline got more than half of their offers from these five employers. Besides teaching jobs, graduates were most likely to find writing/editing, management trainee, sales, and customer service positions.

POLITICAL SCIENCE/GOVERNMENT

1. Consulting services
2. Merchandising
3. Local/State government
4. Finance
5. Federal government

About half of the offers reported for this discipline came from these employers. Management trainee, sales, consulting, and financial/treasury analysis jobs were among the positions.

PSYCHOLOGY

1. Education
2. Social services
3. Health services
4. Merchandising
5. Insurance

Forty-seven percent of the offers reported for psychology majors came from these employers. Positions included sales, management trainee, counseling, social work, and customer service.

Source: NACE Salary Survey. Data are for bachelor's degree graduates. Employers are ranked by percentage of offers, with those listed first providing the largest percentage.
The global expansion of wireless telecommunications and emerging applications such as broadband access, digital data and video, plus many more have resulted in rapid revenue and profit growth for Sawtek. If you would like additional information about Sawtek, including current employment opportunities, visit our web site at http://www.sawtek.com. Interested applicants may send a resume with cover letter indicating the position of interest to the address below, or by e-mail to mnegrao@sawtek.com, or fax to 407.884.3482.

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