

'UO Resume Book' broadens career outlook

By Joseph Kidd
Emerald Contributor

Next spring many students will face the grand inquisition. Sitting across the desk from the grand inquisitor, they'll feel their pulses throb and their knees shake as they endure the agonies of the post-graduation job hunt.

The UO Resume Book can

help.

The UO Resume Book, formerly the *Employment Register*, is a free service offered by the University's Career Planning and Placement Service which matches students and alumni with employers.

"It provides the opportunity for students or alumni to give us copies of their resumes. We then enter characteristics of them, the kinds of jobs they're

looking for, their experiences and where they would like to work, into our computer," said director Larry Smith. "Then when employers call us or send in job vacancy announcements we provide copies of the resumes to the employers."

"The Resume Book is for people who are looking for full time employment. Customarily, that means people who are in that last year of their program or alumni," he said. "It is certainly one very easy way to augment your job search."

Although the Career Planning and Placement Service began the UO Resume Book only three years ago, the annual number of inquiries is in the hundreds.

"Last year over 200 computer resume searches were provided for employers seeking University graduates," Smith said. "We really got into how to do these searches efficiently and effectively last year, so we're anticipating a much higher demand this year."

There are currently about 230 resumes in the UO Resume Book.

Smith suggested students submit their resumes as early as possible.

"For June graduates, that means their resumes should be in this quarter to make full use of it," he said. "We are expecting more companies coming in the fall looking for June graduates."

A wide variety of companies have used the service in the past. The list ranges from Abco Financial Services to Chambers Communication Corp., from Kraft Foods Inc. to Oakley Publishing Co.

The companies' locations vary as well.

"Many (of the companies) are in Oregon," Smith said. "Most of them are on the West Coast, but some of them provide students the opportunity to see another part of the U.S. early on in their careers, like on the East Coast."

Although the range of employers is broad, the system of matching them to potential employees is based on specific criteria.

Inquiring companies are matched to appropriate "job

candidates" according to the candidate's major, employment goals and desired location, Smith said.

Job candidates choose "objectives" that serve as index points for the computer search. The Career Planning and Placement Service then places the candidates into certain categories according to their goals. When a computer search is conducted, one way a match can be made is according to these categories.

"It's a wide range of categories: arts and architecture, social services, public relations, government and planning, computer science and engineering..." Smith said, listing only a few.

Besides listing preferences, joining the UO Resume Book involves only a few other steps. "Interested students need to submit 10 copies of their resumes and sign an information release statement," Smith said.

Interested students and alumni should contact the Career Planning and Placement Service in Room 244 Hendricks Hall, 686-3235.

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- ⇒ **MS-DOS: Level I (IBM)**
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To register or obtain more information, call

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ASUO, YWCA receive IFC funds

By Jolie Andrade
Emerald Reporter

The Incidental Fee Committee allocated \$1,630 to the YWCA and ASUO at a Tuesday night meeting.

Jesse Fortier, YWCA director, made a special request for \$202 to pay for outstanding phone bills and re-installation costs. The outstanding bills were a result of overextension by the YWCA last year, Fortier said, adding that there was a mix-up with part of the phone bill, which she believes caused the phone company to disconnect its phone

this past summer.

The IFC unanimously granted the request.

However, the meeting was reopened because there was an error in the request made by Fortier. Fortier thought that the \$99 surplus from last year's phone budget could be used this year and, therefore, made the calculations based on that assumption. The surplus is absorbed by ASUO at the end of the academic year.

Jack Maynard, IFC member, made a motion to allocate \$302 instead of the original request for \$202 to cover this error.

The request was granted unanimously.

Tracy Naber, ASUO finance coordinator, made a special request for \$1,328.86 to reimburse ASUO's advertising funds. They used a portion of their funds to pay for the ASUO Legal Services advertisements during their search for a new attorney. The request also included money for printing, postage and a scanner.

The IFC unanimously voted to grant their request.

The Students Campaign for Disarmament were on the agenda to propose a special request, but failed to attend.

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