

# NEWS AND ANNOUNCEMENTS

## Helpful Hints For Interviewing

Happy Birthday to Jessica Grosser, who turned nine years old on December 20. We love you, and Chris, too!  
—Mom and Dad

Look Who's Two!

Happy birthday to the little girl of our dreams. We couldn't be prouder! All our love, Mommy and Daddy.



Elders' Committee invites all elders to contribute their ideas and concerns, and to become involved in future committee activities.

Please mail your suggestions to the Elders' Mealsite or bring it to any birthday dinner.

A special thanks to the people who contributed money and food for the Christmas Food Baskets. Fifteen food baskets were prepared and delivered to fifteen families.  
Sea Way Market—\$200.00  
Veterans—\$100.00

And thanks to the staff members and Council.

## "Tree Of Giving"

The Tree of Giving, sponsored by the tribal Social Services Department and coordinated by Mychal Childers and April Howren, was a huge success for the second year in a row. Over sixty tribal, staff, and community members participated to help some special children have a Merry Christmas. Thanks to all those who participated: Shelley Hanson, Debby Childers, Chris Leno, Bryan Langley, Sam Henny, Karen Erhard, Ron Styles, Linda Olson, Lydia Mathena, Connie Monson, Peggy Biery, Carmen Mercier, Verna Mancha, Dick Ross, Marion Mercier, Cindy Martin-Butler, Sarah Henny, Dr. Gene Martin, Linda Mann, Frank Hostler, Mary Brickell, Rebecca Crocker, Pat Mercier, Denise Haskins, Barbara Mercier, Jerry Brandon, Myra Bielby, Darryl Kipp, Donna Brennehan, Candy Robertson, Mike Mason, Janell Haller, Tammy Cook, Mark Cook, Bruce Thomas, Melanie Smith, Buddy Haskins, Mitch Conley, and Liz Leno.



April Howren and Mychal Childers coordinated the Tree of Giving this year.

The Personnel Office has compiled some tips and helpful hints for those interested in obtaining a job with the Tribe. These are somewhat little things, but they could make a difference in getting an interview or being top candidate for the position you are applying for.

1. When applying for a tribal job opening it is to your advantage to complete a new application for employment; here's why: The Tribe screens its applicants using the qualifications outlined in the job announcement. If the particular job you are applying for requires, for example, one year of work experience, and you mention prior experience in this area, but not how much, you could be screened out of an interview because the interview committee would not know if you meet the one year requirement. We realize how easy this would be to miss, especially if you have been in this community a long time, are well known, and think everybody knows how much experience you have. **KEEP IN MIND IT IS A GOOD IDEA TO RECORD ALL WORK EXPERIENCE BY USING SPECIFIC DATES. AT THE VERY LEAST, RECORD THE YEARS WORKED.**

Diversity is another good reason for filling out a job application for every job you are applying for. For instance, you may have experience in different fields, ( ex: forestry, alcohol and drug), or you may be continuing your education. This updated information may give you an advantage in the job you are applying for.

2. Be thorough and specific. Look at the qualifications in the job announcement as you are completing your application. Use the top right corner of the application to specify which job you are applying for. If this section is left blank, or if it says "any" we can only guess what position you would like to be considered for. Use the "Special Skills..." section as an opportunity to highlight any skills which may qualify you for the job you are applying for, but may not have been a major part of your duties covered in the Duties/Responsibilities section of your employment history.

3. When providing references, submit individuals who can attest to your prior work experience. The questions asked during reference checks are definitely work-related, and many times personal references are unable to answer a good portion of these questions. It is also a good idea to contact your references and let them know you are actively seeking employment and that they may be contacted in the near future. **DON'T FORGET TO PROVIDE ADDRESSES AND TELEPHONE NUMBERS OF YOUR REFERENCES.**

If selected for a job interview, a few tips to remember are:

1. Be available. Unless you are unable to rearrange prior commitments/appointments you may have already made for the day and time you are contacted for an interview, please do not ask to reschedule your interview. Many times the interview day selected is the only day the interview committee can get together, and we can only schedule them for the day given. We make every effort to give advance notice of an interview date/time to allow you the chance of rearranging your schedule.

2. Be on time or early. If some unforeseen circumstance prevents you from making your scheduled interview time, always call. If necessary, the Tribe's toll-free number allows you to call from a pay phone, so you can let us know you will be late. We will work with you to reschedule a different time, and (depending on the severity of the problem) a different date.

3. Dress appropriately. Dress as suitably as you can for the job you are applying for. If you cannot afford to purchase something new, do not feel compelled to do so. However, your attire should be neat and clean. Remember first impressions are a fact of life and make a difference.

4. Be prepared and alert. If you do not include your references in your application, bring them to the interview, as you will be asked to show them. Make sure you have your driver's license with you if the job you are applying for requires one and a safe driving record. Copies are necessary to obtain driver's record checks. Prepare a list of questions to ask about the position you're applying for prior to the interview. This will help if you are nervous during the interview and forget something. Remember, nervousness and interviews go hand in hand, so it is OK to say you are nervous. It is understandable that one may feel discouraged about participating in what may be their third or fourth interview. This is especially true if you are applying in the same line of work, but it is important to remain upbeat and optimistic about your interview. You may be meeting with different interview committees each time you interview, and they may not be aware of the fact you have interviewed more than once. The committee may not be able to distinguish the difference between being bored with the interview process and the job you are currently interviewing for. They are looking for enthusiasm. The competition is great when applying for jobs, but don't give up. **CHANCES ARE, IF YOU ARE NOT SELECTED FOR ONE JOB YOU COULD STILL BE SELECTED FOR ANOTHER. IF YOU GET DISCOURAGED AND GIVE UP, THEN YOU GIVE UP THE CHANCE OF BEING HIRED AT ALL.**

It is the policy of the Tribe to give Indian Preference for all jobs the Tribe has to offer. However, one must first meet the minimum qualifications necessary to adequately perform the duties and responsibilities of the job they are applying for to receive this preference.

We are providing these specific tips because they are common occurrences that we notice when reviewing/screening applications for interviews. As mentioned in the beginning of this article, some points may not seem extremely important, even unnecessary, but these details could make the difference between getting an interview and maybe even being selected for a position with the Tribe.

## Help With Heat Bills Available

The Low Income Energy Assistance program is making appointments to assist households with their heat bill. We anticipate serving 5,000 households in Marion and Polk counties. Households whose income is 125% of the current federal poverty guidelines may apply. Applicants will need to bring proof of their income at the time of their appointment. Income includes gross wages, salaries, self-employment, unemployment compensation, public assistance, Social Security benefits, student income from grants, and interest on savings accounts. However, deductions may also be taken for medical payments, and payments for child care while working.

### INCOME GUIDELINES

SIZE OF HOUSEHOLD	ANNUAL INCOME
1	\$8,713
2	\$11,788
3	\$14,863
4	\$17,938
5	\$21,013
6	\$24,088
7	\$27,163
8	\$30,238

To schedule an appointment, call the office in your area: Woodburn 982-8212, Dallas 623-8429, Salem 588-9016, Stayton 769-3173, Silverton 873-8330, Independence 838-0531. No appointments will be made on a walk-in basis.