

QUESTIONS TO CONSIDER BEFORE AN INTERVIEW

When preparing for an interview, determine your answers to some of these questions an interviewer may ask. These are also good to work into your resumé.

Qualifications

- What qualifications do you have that relate to the position?
- What skills or abilities have you developed recently?
- Where have you shown initiative in a previous project?
- What have been your greatest accomplishments?
- What is important to you in a job?
- What motivates you in your work?
- What qualities do you find important in a team?

Career goals

- What would you like to be doing five years from now? Ten?
- How will you achieve success?
- How will you judge yourself to be a success?
- What type of position are you interested in?
- How will this job fit in your career plans?
- What do you expect from this job?
- When can you start?

Work experience

- What have you learned from your past jobs?
- What are/were your major responsibilities?
- What specific skills used previously relate to this position?
- How does your previous experience relate to this position?
- What did you like most/least about your last job?

Education

- How has your education prepared you for this position?
- What were your favorite classes/activities at school?
- Why did you choose your major?
- How do you plan to continue your education?

How to simplify your transition to a new career

Today's professionals change careers and jobs much more frequently than those of past generations. While a person may have once thought themselves lucky just to have a job and hold on to it as long as they could, workers today tend to be more fickle and jump around until they find the perfect career fit.

The United States Bureau of Labor Statistics says it is difficult to determine just how often a person changes a career. However, one study that looked at young baby boomers found the average number of jobs held by people ages 18 to 46 was 11.3.

Other studies examining American and British employment patterns discovered Americans tend to move around more, having 10.5 jobs in a lifetime compared to Brits' 6.9 jobs.

Although the job search was once considered a one-time event, today looking for a job is a larger part of career development. Staying on top of the job market and finding niches that offer the best opportunities for success is key. Transitioning from one job to another is more com-

monplace and these tips can make the move easier and more successful.

- Have a valid reason to change careers. Boredom alone should not be the driving force behind a change. If advancement opportunities seem nonexistent or if the job you're in simply isn't in tune with your interests, you may have a good reason to switch careers.

- Be willing to learn a new skill. You may need to learn new skills to pursue a new career. If that's the case, you may want to enroll in a continuing education course prior to job-hunting. Even if a job doesn't work out on the first attempt, new skills always look good on a resumé.

- Be a courteous networker. Send handwritten notes to any and all people who helped you find new job opportunities. This reaffirms your relationship and you never know when you might need a reference or support in the future.

- Educate yourself on office politics. It's helpful to know a company's rules in advance. This may be as simple as learning the dress code

for employees and any other rules and regulations of the office. Do employees dine out for lunch, or do they eat primarily at their desks? What is the tendency for coworkers to mingle outside of the office? Learning these policies or habits may help you find a company that's the best fit for you.

- Go with the flow. You may have your own ideas on how to improve performance, but assimilate into the routine first before you start becoming more vocal. There is plenty of time to lend your advice and show the team how they can grow.

- Bring a treat for your new coworkers. Offer the first olive branch by bringing in a snack the office can enjoy or offer to take a few coworkers out for coffee. This can break the ice and facilitate new office friendships.

- Take a lot of notes. A lot of new information will come at you in your first weeks on the job. There will be procedures and technological details. Jot down notes along the way, and do not be afraid to ask questions for further clarification.



COURTESY PHOTOS

Statistics show that more people change jobs now than in previous generations.

- Get cozy with the IT team. Many IT teams are increasingly becoming the backbone of many companies, ensuring everyone is online and working at peak potential. Get to know the IT department so you will not feel sheepish about turning to them when your computer freezes or your files vanish.

It can take several weeks for new employees to successfully transition to a new career. But there are several strategies all can employ to make that transition go as smoothly as possible. —Metro

Interview from 2C

Plan to arrive early.

During the interview

- Relax — think of the interview as a conversation, not an interrogation.
- Be enthusiastic, confident, courteous, and honest.
- Listen to the questions carefully and give clear concise, and thoughtful answers.
- Convey interest in the

organization and knowledge of the position. Then, ask relevant questions about the job or department, such as Where does this job fit into the organizational structure? What qualities do the people possess that have already been successful in this job? What kind of orientation and training are available to new employees?

- Present a list of your references and any letters of

recommendation or reference that you may have to offer.

- End the interview with a firm handshake and thank the interview panel for their time and consideration.

After the interview

- Send a concise thank-you letter within 24 to 48 hours of the interview. Reiterate your interest in the position, mention anything you know reinforces you as a good fit

for the job and give your contact information.

If you are not selected for the job, it is OK to politely ask an interviewer which area(s) you could improve on in the future. And don't give up hope. Every interview is one step closer to getting the right job for you.

—Submitted by *Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians*

Community Job Fair

in the Casino's Event Center
Thursday, March 24th from 10am – 5:30pm

DEPARTMENT OF HUMAN RESOURCES Current Openings at CTCLUSI and All Other Tribal Entities

Three Rivers Casino Resort Florence

- Bartender
- Beverage Server
- Barista
- Food Server Buffet
- Buspersion
- Lead Cook
- Line Cook
- Golf Course Groundskeeper I
- Security Officer I
- Special Events Team Member
- Cage Cashier
- Soft Count Team Member/
Dual Rate Lead
- Table Games Dealer

Three Rivers Casino Resort Coos Bay

No openings at this time

Blue Earth

No openings at this time

Tribal Government Offices

- Dental Assistant
- Tribal Court Case Manager/
Resource Coordinator
- Planning Assistant/
Grant Specialist

THREE RIVERS
CASINO RESORT



APPLY ONLINE - Updated Daily
threeriverscasino.com
ctclusi.org
Or Call Recruitment at 541-902-6504

HELP WANTED



The Florence Area Chamber of Commerce is seeking an enthusiastic, personable, self-motivated community minded professional to fill a full time Executive Director position. This individual is responsible for advocating the partnership of business and community to preserve, enhance and promote those unique qualities that make Florence a great place to live, work and visit.

The ideal candidate will be hands on and goal oriented, capable of establishing effective working relationships with the Board of Directors, employees, community volunteers, and various units of government and capable of working independently. Strong communication, organization and public speaking skills are fundamental requirements of this position.

The Executive Director will serve as a spokesperson for the Chamber and will be responsible for membership recruitment and retention; marketing and promoting member businesses and the Chamber as a whole; creating an engaging online presence using the website, social media and email; budgeting, fundraising, event support and promotion, project management and other items identified by the Board of Directors. For full job description visit www.florencechamber.com.

The successful candidate will have an understanding of issues facing members of a rural coastal chamber, and communities known for their collaborative successes. A degree in business, marketing, advertising, public relations or a related field or five years related experience in management and/or business ownership preferred. Starting Salary \$42,000/year. Deadline for applications is March 28th, 2016.

A cover letter indicating interest in the position should be provided along with a complete resume and salary history. Please mail this information to the attention of Jenna Bartlett, President, Florence Area Chamber of Commerce, P.O. Box 10, Florence, OR 97439. Or email jenna@florencechamber.com.

The Florence Area Chamber of Commerce is an Equal Opportunity Employer.



www.florencechamber.com