

# HELP *Wanted*



## Interview confidence

While every interview may not necessarily lead to you landing the job, you should have the goal of feeling better about how to sell yourself in a professional, polished way.

Just a little preparation time can go a long way when it comes to the interview process. The more time you spend getting ready, the more comfortable you'll feel during the actual experience.

Don't stress yourself out when it comes to preparing. Simply research the company, understand the role for which they are hiring and practice discussing your relevant experience, projects and achievements.

Do they actually ever answer a question head-on? Most great debaters and interviewers look for windows to steer conversations back to a few key points they are hoping to communicate.

Strike a good balance of answering and asking questions. Your goal should be to facilitate a two-way conversation with your interviewer.

Learn as much as you can about your interviewer, including their name, title and background. (Hint: You can likely learn about their experience by finding them on LinkedIn.) This will help break down the walls of awkwardness heading into your interview.

### Prepare in advance

Don't wait until the last minute to pick out an interview outfit and print extra copies of your resume. This should all be done well in advance to lessen your stress on interview day.

In fact, have one good interview outfit ready even before you have interviews lined up so you can take a meeting on short notice without stressing out about what to wear.

Know what shoes you'll wear and how much time you'll need to leave yourself if driving to an in-person interview. Bring an organized portfolio with extra copies of your resume to give to your interviewer, and bring a pen and paper for note-taking.

If you're interviewing virtually, have all your meeting technology set and ready in advance. Do a trial run to be certain everything is working properly and make sure you have a neat, clean and organized background for your meeting.

### Study your resume

So often, we slap a resume or LinkedIn profile together and then never refer back to it – this is a big mistake. You should know your resume like the back of your hand. Read over your resume a handful of times before each interview and look for ways to tie your experience to the job announcement.

If your prospective company is looking for specific project experience, be ready to drill down on relatable details in your job-search materials.

For example, if interviewing for a management position, it's important to share how you have in the past either saved or made money for your company.

Leave the generalities for the resume – the interview is all about specifics.

### Think offense, not defense

When interviewing for a job, it's OK to guide parts of the conversation. Think of how politicians debate.

# WE ARE HIRING

at

## the GREAT PACIFIC PENDLETON, ORE

- SERVERS
- COOKS
- FULL TIME
- GOOD VIBES

EMAIL RESUMES TO:  
CONTACTGREATPACIFIC@GMAIL.COM

OR BRING ONE IN!

PENDLETON PARKS AND RECREATION

# NOW HIRING

MULTIPLE POSITIONS AVAILABLE

## After School Program Rec Leads and Aides

JOIN THE AFTER SCHOOL PROGRAM TEAM AND MAKE A DIFFERENCE!

The After School Program is seeking positive, responsible candidates to add to the team. Gain experience working with youth, grades k - 5th in a structured setting. Facilitate crafts, science projects, and games while providing a safe, nurturing environment.

**SCHEDULE IS 2:30 - 6PM WEEKDAYS  
PERFECT FOR BMCC AND EOU STUDENTS**

### FULL-TIME PARKS UTILITY WORKER

#### GREAT BENEFITS - COMPETITIVE WAGES

Seeking enthusiastic and motivated candidates to fill a Utility Worker Position. Duties can include:

mowing, weed trimming, herbicide application, landscaping, tree trimming, irrigation repair, restroom repair, equipment maintenance, excavation, funeral services, restroom repair, graffiti removal, and painting.



### Apply Today!

Submit a City of Pendleton Employment Application to City Hall, 500 SW Dorion Ave. Pendleton, OR

[pendleton.or.us/jobs](http://pendleton.or.us/jobs)

# WE'RE HIRING!

Great employee benefits & competitive wages!

## Open Positions

- Sober Transitional House – Peer Recovery Mentors
- Mental Health Counselor I
- Community Health Representative
- Health Promotion Specialist
- Travel Coordinator/Finance Clerk
- Third Party Biller
- Youth Mentor Life Skills Coach
- Prevention Education Coordinator
- Business Office Manager
- COVID Registered Nurse (RN)
- Physical Therapy Manager
- Physician Family Medicine
- Temporary Worker (open log)

[Yellowhawk.org/careers](http://Yellowhawk.org/careers)  
For Questions Call 541-240-8713