

# The Hermes

DanaCollege  
Blair, Nebraska 68008

April 11, 1986

Number 7



## Proposed Dorm Changes

by Jane Eskildsen

On April 2, 1986 a Town Meeting was held to discuss the proposed dorm changes for the 1986-87 school year. Reasons for making changes in dorm arrangements include the need to improve freshmen retention, to economize and to respond to student requests for coed housing and better living conditions.

The proposed changes involve making Holling Hall into a coed freshmen dorm, converting Argo Hall to a coed facility for upperclass, closing Rasmussen Hall, and making Mickelsen Hall into the men's dorm and Blair Hall into the women's dorm.

The coed freshmen dorm is an attempt to concentrate freshmen and provide better orientation and campus centered activities. This is hoped to increase freshmen retention. Freshmen retention is the ratio of students entering Dana as freshmen to those who return to Dana as sophomores. The average freshmen retention at Dana is 62 percent, compared with a national average of 76 percent. An increase in freshmen retention would substantially improve the college's income so is of great concern to

Dana. Holling Hall was chosen for the freshmen dorm because it is the best overall co-ed facility and can house 142 to 146 students at maximum capacity.

Rasmussen Hall is to be closed because it is in the worst condition, the least attractive and would be the least visible if closed. Closing this dorm will save an estimated \$20,000 to \$30,000. At present, only 65 percent of available space in 5 buildings is being used. Closing Rasmussen will allow usage of the other 4 buildings at near their capacity.

The coed dorm for upperclassmen was proposed by students in recent surveys and discussion. Argo Hall was chosen for this purpose because of its size and because it is one of the most popular dorms. In the recent co-ed dorm survey only 15 men and 22 women responded by saying they would live in a coed dorm. Argo Hall will be able to house a maximum of 28 men on the third floor and 41 women on the second and fourth floors. The plan calls for double occupancy of all rooms and triple occupancy of the large corner rooms. Problems of having triple rooms were suggested such as the fact that

the rooms have only two outlets and closets.

Under the proposed plan, Mickelsen Hall and Blair Hall will be the men's and women's dorms, respectively. Concern for the noise level and long floors of Mickelsen were raised as well as the possible need for a "quiet floor". The top floors of these dorms will be available for freshmen who do not fit into the freshmen dorm. It was suggested that if demand for upperclass co-ed housing is greater than planned, Blair Hall can be used as a coed facility and Argo Hall as the women's dorm.

Response to the proposed changes has been ambivalent. Some students are opposed to having co-ed dorms but others support the idea wholeheartedly. Changes in where people live are by their very nature disrupting and may cause some anxiety until the details can be worked out. It is important to anticipate and discuss any problems or improvements which may result from those changes before the plan is finalized so that next year will prove successful.

## Band Concert

The Dana College Band will perform on Sunday, April 13, at 3 p.m. in the Performing Arts Center. At 1:30 p.m. that same day, there will be a joint recital by Jeanmarie and Michael Anderson, with Dr. Brandes accompanying, in the Neve room of PAC. Between the joint recital and the Dana Concert Band Performance, the Dana Brass will perform. The Wind Ensemble concert for May 9 has been cancelled.

## Need a Summer Job?

Pastor Cassell has a thick file of Christian service jobs and opportunities such as: camp counseling, oversees work, work with children and handicapped, and work with christian ministry teams. Stop by her office and check out her file. Job descriptions, salaries, and applications are available. Hurry, summer is coming!

## PAC Is Named In Tribute to C. C. Madsen

The Board of Regents has unanimously voted to name the new Performing Arts Center in tribute to President Emeritus and Mrs. C. Clifford Madsen. Dr. Madsen served as president of Dana from 1956 until his retirement in 1971. During his years of office, Dana gained full accreditation, added more than 100 acres and 10 major buildings to the physical campus, and experienced its largest enrollment in history. The regents and Dr. Farwell feel that naming the building is a fitting tribute to Dr. and Mrs. Madsen and recognizes in a tangible way their years of dedication and devotion to Dana College. A brief naming ceremony is being planned in connection with the home concert by the Dana Choir on Sunday, April 27, beginning at 3 p.m. in the Lauritzen Theatre of the Madsen Performing Arts Center. Please share this information with your family and friends and invite them to join us on campus for this special event.

## Dance-Aid

by Michelle Weaver

On Thursday, April 3, 1986, DANCE-AID was held upstairs in the cafeteria of the E. C. Hunt Center from 8 to 12 p.m. The dance was sponsored by Student Senate and Ekklesia Koinineas members of the Outreach Committee. A hunger committee on Student Senate decorated and made plans for the dance. The cost was a dollar per person and there was also a raffle. For the raffle two We Are The World cassettes were given away. The winners of the cassettes were Faith Smith and Paster Terry Cassell. The dance was called DANCE-AID because students were dancing to help the hungry. All of the proceeds went to a World Hunger Organization. Special thanks go to Don Gatch, Dr. Richard Palmer, faculty sponsors, Duey Heffelfinger, Paul Jensen and Kelvin Grasz. Thanks also goes to all others who helped with the dance.

## FROM THE DANA COLLEGE NEWS SERVICE

The Rev. Floyd Shaffer, the man who popularized the concept of Clown Ministry through worship and workshops will conduct a workshop at Dana.

Registration for this event will begin at 9:00 a.m. in the Performing Arts Center on the different aspects of clown ministry. The workshops will be led by Rev. Shaffer, Karen Antons, and the Clown White Ministry Team.

At 4:00 p.m. Jackson and Alameda Berkey will present a concert in the Lauritzen Theatre of the Performing Arts Center. The Berkeys are classical musicians, composers, and members of Omaha's Mannheim Steamroller, which play "18th century classical rock."

A 5:30 p.m. dinner and 6:30 p.m. worship service conducted by Shaffer will follow the concert.

Shaffer is a parish pastor of the American Lutheran Church whose craft includes interpreting the historic metaphor of the clown.

His film, *A Clown is Born*,

brought him the "Best in Christianity Award" in 1981 from American Media Educators in Religion. Two other films are *Mark of the Clown* and *That's Life!*

Shaffer has held workshops and clown services at 25 theological schools and more than 50 colleges and universities in almost every state and in Australia, Mexico, Bermuda, Canada, and the Caribbean. He has worked with many Christian denominations.

He has also produced a filmstrip, "Introduction to Clown Ministry", and two cassettes - the "Complete Clown Ministry Workshop Kit" and "Clown Ministry: Continuing Insights". His books are *If I Were a Clown* and *Clown Ministry: A How-To Manual*.

Shaffer has been recognized for developing the field of Christian Clowning and its applications to humor therapy, psychotherapy, youth ministries, personal growth, hospital staff work, and theological stimulation by *Time*,

*Newsweek*, *Vogue*, *Dramatics*, and denominational magazines. Newspapers carrying feature articles about him include the *Washington Post*, the *Los Angeles Times*, the *Baltimore Sun Magazine*, and the *Minneapolis Tribune Magazine*.

He has appeared on NBC News and Australian television, as well as on many regional and local television news programs in this country.

Karen Antons will conduct a workshop on basic mime skills. Karen is an instructor at the Omaha Community Playhouse and has served internships as a children's television show co-host & scriptwriter. In addition to her work as a therapist for emotionally disturbed adults in Minneapolis, she has instructed dance, mime, and tumbling.

The Berkey concert will consist of a variety of vocal classics, and original compositions. As members of Mannheim Steamroller, the Berkeys tour in concert and have turned out six internationally acclaimed albums

in the *Fresh Aire* series. The group came to national prominence with its release of the "The Mannheim Steamroller Christmas" album, which reached third place on the Billboard Magazine chart of Christmas Album popularity in 1984.

Clown White Ministry Team will be conducting a workshop entitled, "Creativity and the Clown".

The public may purchase tickets to the workshop, including the Berkey concert, for \$14.00. Separate tickets to the Berkey concert may be purchased for \$5.50. The members of the Dana Community may attend the workshop free of charge. There will be a fee, however for faculty, staff, and administration of \$2.00 for the concert.

Although these tickets will only be available through April 18, tickets to all events may be purchased at the door for full price. Contact Tamara Weber in the Alumni Office, ext. 351 for information and tickets.

## Clown Workshop by Floyd Shaffer

# My American Experience

by Pia Werborg

After now 7 months in the USA I have learned that gentlemen prefer "Hanes", that you need "Certs" when you visit a museum, that you only raise your hand if you are "Sure"--and a lot more.

The first problem arrives at once when you try to settle in a foreign country; you miss your family and friends, but you are so busy getting acquainted with everyone and everything that the homesickness becomes secondary. Suddenly after a month the routine starts, you have said hello to everyone and you aren't so interesting anymore. It is time to start the daily life--a life as a member of a community in which you are alone.

We talk about ethnic identification; it is probably too much to talk about an ethnic difference between Americans and Danes, but there is a cultural difference. That it is considered impolite in Denmark not to turn off the television

when you have company, that Danes shake hands when saying hello and goodbye, etc., those are differences you can overcome; but in our upbringing and interaction we have learned some behavior patterns that are new for a person with another background.

I come from a country with 15 different political parties and a State Church to a country with two parties and a lot of different churches, that makes a difference. Political awareness and acceptance of every political opinion is something we teach in our schools. Here I live in a community in which view upon life is different from mine.

I have learned to distinguish between feeling alone and feeling lonely. Fortunately I have never felt lonely here.

I believe that conflicts are important in the process of learning and my mind has been filled with conflicts--and I have learned a lot. I have learned how much easier it has been to say

yes and follow the majority than to say no. But there is a limit for how much you can compromise your life.

You use a lot of strength just to survive and you need other people. You have all been very helpful. A smile on my way across campus can make the difference of the day. Your patience, especially when the Business Office has had to explain something the third time or when I, with my hands, body and a lot of words, have tried to explain something very simple to my students. And thanks to all of you who have been able to use me in your classes of events. It is so important to have the feeling of being useful and needed--I need you, therefore it is nice when you need me.

I hope I have opened a road, which will be paved by other Danish teachers, whom you will welcome. I have had a very interesting year.

Farvel  
Pia

# Circumventing Responsibility

by Jane Eskildsen

Student A asks student B if she will do such and such. Student B replies, "Okay, but I'm so busy." Time comes when such and such has to be done. Student B is nowhere in sight. Later, Student A asks Student B why she wasn't there and why she had not done what she said she would do. "I told you, I was too busy so I didn't get around to it." is the reply. Student A has just been burned.

The above scenario is one which seems to be repeated almost everyday. The "such and such" to be done can be anything from helping in a student organization to cooperating on an assignment for class. The students involved are typical: A needs help and B is "too busy". The problem arises because the person is led to believe that she is going to have the help of someone and then is slapped in the face with the realization that the offer of help was bogus. It would be so much simpler if the other person had admitted that she had no intention to help in the first place or at least to know ahead of time that she would not be able to keep her promise. The other student, however, is apparently too busy to even listen to what is being asked. Her "Okay, I'll do it" is merely a way of saying "It'll take too much time to explain that I can't be bothered and she'll probably

think I'm a snob if I say no, so I'll say 'Okay' and then she'll be off my back." Obviously a lot is being said between the lines which the listener innocently accepts as a sincere answer.

In some cases the student sincerely does want to help and is unable because something pops up unexpectedly which is of greater importance (to her if not to the person she promised to help). In this case the student might feel justified in her actions but the result is the same: the other person gets burned. When the 'unexpected event' happens to be of only trivial value, the student may still decide to break her promise. This shows a lack of concern for the other person and a sad case of choosing the wrong friends to ask for help.

Another situation in which the scenario occurs is when Student B undergoes that mystical experience which students sometimes encounter: the Twilight Zone, otherwise known as Spacing Off. This condition also shows a lack of concentration and a mind not solidly based in reality.

All of us will probably encounter this kind of problem sometime, somewhere, when we least expect it. But it is important to realize that when you do say you will do something, the person you promised is

(Continued on p.3)

The opinions in these articles are those of the author and in no way reflect the official position of Dana College or the *Hermes*.

# What Goes Around, Comes Around

There are various types of insults. There is one insult that is difficult to go unanswered. People talk. People talk about other people. Sometimes its cowardly talk behind the subject's back or blatantly talk right in the subject's face.

Content of the conversation is unimportant. Its the gall of those doing the talking to think their off-base opinion is of any importance to any but them.

Talk is Cheap. The so-called friend that you told about so-and-so's girlfriend problems is the same person telling that same so-and-so about your grade problems. If they talk to you about her they will also talk to her and everyone else about you. Gossip is a cyclical "no win" situation.

As formerly mentioned, one's opinion of another should be kept to one's self. What is said or

how it is said doesn't matter; its the conceit of the individual who said it. That is the issue.

Why bother someone minding his own business with such intelligent comments on his or her clothes, face, hair, ect.? Why even fight back and respond to a comment? Ignore the ignorant.

This talk is cheap, petty and worst of all socially acceptable; "Everyone does it". How does one "get in good" with a crowd by commenting on another crowd?

Watch who you talk to, they're probably talking about you. And what you think of so-and-so is probably the same thing so-and-so thinks about you. Are they laughing with you or at you? Who can you trust? Be careful who you call your friend. Remember, never let the enemy see your weakness.

Send your letters and suggestions to: *Hermes*, Box 1259. Your ideas are welcomed. All letters must be signed and under 250 words in length.

April 11, 1986

Volume LXV No.7

HERMES

STAFF

<p>Editor News Editor Features Editor Editorials Editor</p> <p>Business Manager Photographer Cartoonist Advisor</p>	<p>Jane Eskildsen Michelle Krenke Katherine Pahre Trudy Williams</p> <p>Meridith Dunn Sharon Street Rich Prosch Luella Nielsen</p>
---	--

Thank you to all writers.

O·V·E·R·T·H·E·E·D·G·E·T·A·K·E·T·W·O INVITES YOU TO ...

# "Sing Along With the Contras" in the Dragon's Head

by Richie



As the Choir Tours

a KLKA production

Thankyou for tuning into another episode of (drum roll) "As the Choir Tours." Meet the short, dark, handsome, fearless--no, perhaps feared--director of the 52 member Dana College Choir, Dr. Richard Alan Palmer. (Why the Dr. isn't working at the Blair hospital, no one knows.) Instead, the man lovingly known as "Uncle Dick" is going to lead the Choir through the untamed wilderness of the great state of Iowa.

The tour will begin early on Sunday morning, April 20th. Members of the choir and Steve Meister, rumored illegitimate son of Dr. Palmer, will pack the luxurious tour bus, complete with AM-FM stereo and a 5x3 bathroom--inches that is.

Their first stop will be in the booming metropolis of Audubon, Iowa, where the Choir will perform a benefit concert on honor of citizen of the year, Albert the Bull, rumored brother of Karla Jensen.

The Choir will then see several of Iowa's more prominent tourist attractions, including Avoca, Sioux City and points in between.

The first half of the tour will culminate in a concert at the former hometown of Uncle Dick, Ankeny, a little known Suburb of Nevada, Iowa. (oh no, more stories about Uncle Dick when he was younger.) The wary travelers will take a brief calming period and then head off to Kansas City.

As we join the last episode we see Dr. Palmer and world renowned guest pianist Dr. Brandes, rumored father of Maria Brandes, discussing big plans for the tour. Uncle Dick explains to Dr. Brandes that all he wants is for the kids to have fun and to sing their brains out!

In another corner of the room three members of the choir are seen. Jon Pedersen, president of the Choir and pillar of the Dana Community, is heard saying, "Now what did I do with the pitch pipe?" Sonya Johnsen, vice president of the Choir and rumored wife-to-be of Jon Pedersen, replies, "Last time I saw the pitch pipe it was in the casket with the robes." Kate Gaard, secretary of the Choir and rumored mistress of Tom Selleck during her recent recuperation period in Hawaii, replies, "Last time I saw the pitch pipe Duey Heffelfinger and Dick Dickenson were using it as a hacky sack, and as for the robes, we didn't bring them."

Tune in for tomorrow's episode when the choir scoops into its next stop and asks, "When do we eat?"

Will Dr. Palmer stay at Dana, or will he go back to the hospital, and will he ever claim Steve Meister as his son? Will they find the pitch pipe and the robes? Tune in Sunday, April 27th at 3:00 p.m. on the PAC channel for the climatic ending to "As the Choir Tours."

Seniors Announce Ceremony

as reported by anonymous sources to Daniel Parker Byrne and K.A.Swank

In celebration of their commencement, several members of the class of 1986 will be holding a dedication ceremony for many of the people who have been a meaningful part of the Dana family. One unidentified senior said "We are so thankful to these people that we want to do something special for them."

A still tentative list of the dedications was released to the *Hermes*.

Ceremonies will begin at the Madsen Performing Arts Center where one of the practice rooms will be christened the "Richard Quast Memorial Practice Room."

Festivities will continue at the C.A.Dana Hall of Science with the dedication of the Thomas Richardson Memorial Bunsen Burner, and in the Doctors' Hall Auditorium with the dedication of the Sister Mary McAuley Memorial Humanities Map.

Next, in Pioneer Memorial will be the dedication of the Norman Bansen Memorial Cactus (said cactus will then be chained to the floor as protection against theft). In the Business Office, there will be the establishment of the Keith Hansen Memorial Scholarship Fund for a needy student of Lithuanian descent wanting to major in the pre-dream Scrooge method of Accounting. Also, the entire third floor of Pioneer Memorial will be named the Mondale-Ferraro Floor in honor of the 1984 Presidential elections.

The ceremonial procession will then pass through the Jens Dixon Memorial Doorway of Old Main for the dedication on the fourth floor of the James Olsen Memorial Slide Projector.

The ceremonies will then continue at Holling Hall where Fourth North...no, Fourth South...what the hell, all of Holling Hall will be re-named the R.A. Roger Nelson Memorial Dormitory.

Contrary to popular belief, Rasmussen Hall will not be closed next year, but will function as the Recreation Center for any remaining members of Valkalla. However, the top two floors of Blair Hall will be closed for renovation of Dita Dau's new penthouse apartment. Preliminary blueprints include the building of three wet-bars and a control center for the video monitors which will be placed in each room next year.

The construction of a new building will be started during the ceremonies for the Jeff Langholz-Camelot Student Senate Building, to be in the Campus Oval.

And concluding in the C.A. Dana-LIFE library, the ceremonies will then dedicate several special areas. Upstairs will be the Verlan Hansen Memorial LARP Review Room and the Carol Haussermann Memorial Smoking Room. Downstairs, in the furthest corner and facing the wall will be the Ron Rodenburg Memorial Study Carol. Also, the Sharon Jensen Memorial Library Door Alarm and the Arlene Tuttle Memorial Library Chair. The

basement doors of the C.A. Dana-LIFE Library will hence be known as the Ken Sliva Memorial Library Doors;

In the Heritage Room of the C.A. Dana-LIFE Library, various items will be added to the permanent collection: Arvin Hernes' beard, Betty Hernes' bottom-less supply of Dimacol, Pope John's Christmas stocking cap, Bobby Vittioe's missing eyebrow, and George Richard Schuler's Yellow Jogging Shorts (as is).

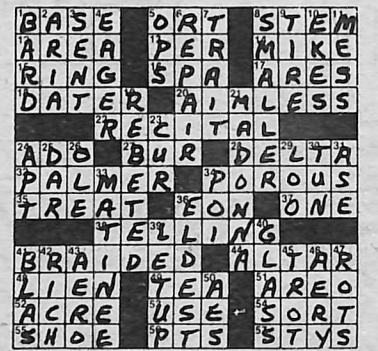
Donald Warman's dog, Lassie, will be stuffed and placed on display in the E.C. Hunt Campus Center.

Also, all parking lots on campus will be dedicated to Phyllis McManigal with 24-hour parking reserved for Phyllis and her family. (Any parking violations will result in the immediate assessment of a \$500 fine and the suspension from school of the offender.)

The ceremonies will include a candle-light procession between each building. Candles are available in the Book Store in the E.C. Hunt Campus Center for a mere \$43.99 (no refunds will be given unless accompanied by a withdrawal slip initialled by Kim Miller in the Business Office in Pioneer Memorial.)

The above mentioned ceremonies are, as yet, unconfirmed, but rumor has it that they will coincide with Dana College's bicentennial celebration. Clifford Hansen will be on hand to christen all new memorials with non-alcoholic wine.

Editor's Note: The above article represents the ideas of the authors and does not in any way reflect the position of the *Hermes* or Dana College. Apologies are extended to anyone who might find this article offensive and insulting.



(Cont'd from p.2)

relying on you. Spacing off won't pay off when you enter the 'real world' and are faced with responsibilities on the job and in life itself. College is a preparation for that 'real world' as well as a time to develop your abilities to manage time, materials and responsibility. Everyone is 'too busy', but are you prepared to make time to help a friend? We should be responsible in what we say and promise to do. Circumventing responsibility does not make it disappear. It only makes others suffer for your lack of consideration. Everyone is guilty of breaking some promises. Let us make our mistakes something which teach us how to do better in the future.

Verandas Release Record

by Jane Eskildsen

The Verandas, the band that rocked Dana on Homecoming in 1985, released their first album entitled *V-Notes* in January '86. The 12" E.P. consists of five songs including the song *Who Ya Gonna Blame Now* which was chosen as a regional finalist by the Stroh's Beer Superstar Talent Search. The Verandas won the regional competition and placed 3rd in the national semifinals.

The band consists of Marty Fauchier on keyboards and vocals, Bill Watts on guitar and vocals, Gary Darling on bass guitar and vocals, and Mark Gannon on Drums. Their music is a dancable blend of social sarcasm and unsuppressed fun. Even when the lyrics are condemning social degeneracy the lighthearted melody and dance rhythm leaves one feeling less than serious.

Dana students who experienced The Verandas in concert in 1985 gave them rave reviews and plans are being made to have them perform at Dana again next year. Those of you who loved them in concert would probably get a lot out of their new album and others who haven't heard them yet have a chance to enjoy them on vinyl.

The Verandas perform at clubs, schools and other dances and concerts throughout the Midwest. They welcome your correspondence at P.O. Box 1532 Cedar Rapids, Iowa 52406.

Parnassus Dinner

by SusanAnn Pelso and Kevin Harrison

The Annual Parnassus Dinner was held April 8, 1986, at the Oak Creek Inn in Omaha. There were a wide variety of people: freshmen-seniors, faculty, Parnassus staff and guest. Except for the physical education department virtually every major department was represented.

Those honored this year included three staff members and four students. The staff members were Richard Schuler, Professor Luella Neilson, and Professor Norman Bansen. Mr. Schuler was honored for his assistance to Dr. John W. Neilsen; he recieved a grant to study at St. John's College in Santa Fe, New Mexico over the summer. Professor Luella Neilson was honored for her personal contributions to Parnassus for the past twenty years. Dr. Bansen was honored for his personal contributions to Parnassus in lieu of his retirement. He will be sorely missed by the Parnassus staff.

Also honored were the two retiring coordinators of the Parnassus Volunteers: Veronica Rief and Kevin Harrison. Taking their place next year will be SusanAnn Peloso and Trudy Williams who were also recognized.

Comedy Coming to Dana

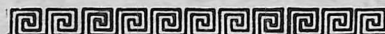
The Dana Student Activities Board has invited two comedy shows to perform at Dana in April. Dave Rudolf will perform in the Dragon's Head at 9p.m. on April 21 and the trio consisting of Joe Dunckel, Danny Ballard and Tony Griffin will present their show entitled "We Can Make You Laugh" on April 24 at 8p.m.in PAC. Dave Rudolf and the "We Can Make You Laugh" show have both appeared at Dana before and enjoy wide popularity among college students.

Faculty Follies

The quadrennial Faculty Follies and Staff Sillies will be held on April 18, at 7:30p.m. in PAC. Various faculty and staff members will display their hidden talents and gracefulness in whatever it is they are planning to do (?). The show will begin with a processional of faculty and staff playing "When the Saints Go Marchin' In" and end with the singing of "Hail Dana". To find out what goes on in between one need only sit back and enjoy the show.

Buddhism and Christianity

Dr. Timothy Jensen will present a special lecture entitled "Buddhism and Christianity" on April 14 at 7:30p.m. in Parnassus. Dr. Jensen graduated from Dana in 1966 and received his Ph.D. from the University of Chicago where he specialized in the study of Asian religions. He has also studied in India and has taught at several colleges. The lecture is being sponsored by the religion department and is free and open to the public.



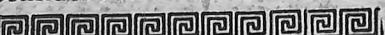
REWARD

A \$500 reward is offered by Dana College for information leading to the apprehension of the individual(s) responsible for the following items of equipment stolen from the Performing Arts Center this year:

November 15, 1985: One Crown Stereo Amplifier (Value:\$1,300)  
April 6, 1986: Sony Turntable, Receiver, two Speakers and a JVC Tapdeck Recorder (Value: \$1,000)

Information should be brought to Keith W. Hansen, Business Manager, (ext.112).

All information will remain confidential.



# Hints for the Job-Hunter: Interviewing—Page 4

by Rodney Laughlin

author of *The Job-Hunter's Handbook*

## "INSIDE INFORMATION ON THE INTERVIEW"

All serious job-hunters will eventually encounter . . . the interview. A little bit of preparation and follow-up view a positive experience—whether or not you get the job.

Before leaving home, check your appearance. Then leave early enough to be five or ten minutes ahead of time. It's easier to wait in a car when you are too early than it is to explain why when you are late (and it's hard to imagine that someone who is late for interviews will be prompt or reliable on the job). Don't be more than two or three minutes early. If you are going to a large corporation building, be sure to allow yourself time to check in with security, walk the halls or ride the elevator. If you will be more than five minutes late or have to cancel the appointment, call as soon as possible. You do not have to explain the delay. If you had three o'clock appointment and are going to be fifteen minutes late, simply call and say "I will be there at three-fifteen." If you

are cancelling, seek to set up another time when you would like to come in. If your tire leaks, get it fixed the day before.

If your battery is weak, replace it the day before. Nothing sounds more hollow than "I had a flat" or "my car wouldn't start."

When you get inside the building straighten your hair and get rid of anything in your mouth before you enter the office. Upon entering, go directly to the nearest desk and introduce yourself, being sure to say "I have an appointment with . . ." Since you will probably have to wait, it's always wise to take along something profitable to read (preferably something that relates to the occupation, company, or industry). Do not sit in a place of business reading romances or comics.

Your host will subconsciously decide in his first five minutes with you whether or not he would like to be associated with you. Your face and clothes will make the first impression, your voice next, and then your handshake. When you meet him be sure to offer your hand and give a firm (but not bone crushing) handshake while

looking him in the eye with a smile. Your smile and enthusiastic, firm handshake confirms the words of your mouth: "I've been looking forward to meeting you." Consider practicing greeting people by doing some role playing with friends and or family until you feel confident you can greet like you want to.

Remain standing until your hosts sits down or directs you to a seat. If there is any outstanding decoration or feature in the office you might ask a question about it to break the ice. If, after a few minutes of exchanging pleasantries (about the weather, etc.) the interviewer does not get right into discussing his company or asking about yourself, reach into your briefcase or notebook and pull out your questions. Say something like "Mr. Jones, I have been studying the pet food industry and your company. I have prepared some questions. Do you mind if I read from my outline and take some notes as we talk?" Immediately you will stand out as an unusually organized person who knows what he needs. You will relax (knowing that you don't have to

try and work from memory). Then start working through your list.

When the interviewer begins asking you questions, relax. Don't rush to answer each question. Give each one some thought. Employers are looking for thinking people, not reactive people.

If the interviewer does not bring up salary, you may do so by asking "What is the normal pay level for a job like this?" However, be sure not to discuss salary until you have thoroughly discussed the job.

Evaluate and prepare for follow-up immediately after every interview.

De-briefing: After you leave, review your question sheets and immediately fill in what you were not able to get written down during the interview. Don't rush this. Think through your conversation on each question and strive for total recall. What seems unimportant at the moment may become very important in a week, so get it all written down.

General Impressions: Note how you felt overall about the company, people, atmosphere, or whatever else seemed significant.

Where I excelled: It's important to remember what you did well. You may want to start with this in your other interviews to help you get relaxed before getting into difficult

areas. You also should consider how to take advantage of these strengths if you have another contact with this company.

Areas You Need to Improve: Did you make a poor entry? Skip important questions by accident? What do you need to work on to do better next time?

Preparation Ideas: What thoughts do you have that will help you do a better job of preparing next time? Would you change the order of your questions? Change the typing format? Preface questions differently?

New Contacts: Record the names and positions of everyone mentioned for your contact file.

Thank You Letters: Mail a thank you letter the day after the interview. Comment on something good about the company and say something nice about your host. If your contact said he would do anything as a result of your meeting, be sure to mention it. This will provide a gentle reminder and cut the possibility of embarrassment. Like a cover letter, it should be typed smudge-free. Write a thank letter also to anyone who helped pave the way for the interview, and include a copy (a carbon is OK) of your other thank you letter. Keep a copy of all correspondence for yourself. Thank you letters mean a lot today because they are extremely rare.

## A SHIFT TO THE RIGHT by Richie



## Crossword Companion

1	B	A	S	E		5	P	R		8	9	10	11	
12	R					13	P	E	R		14			
15	I					16	S	P	A		17			
18	B	A	T	E	R	19	A		21					
					22		23	I						
24	A	D	O			27		R		28		29	30	31
32	N	R			33				34	P				
35	R							36	O			37		
					38		39				40			
41	42	43								44		45	46	47
48							49	50		51				
52							53			54				
55							56			57				

### ACROSS

- Bottom
- Bit; Scrap
- Stop the flow
- Range; scene
- Each
- Microphone (slang)
- Circle
- Resort bath
- God of War
- One who takes another out
- Without purpose
- Narration
- Fuss; Stir
- Rough casing around seeds
- 4th letter, Greek Alphabet

- Pilgrim
- Leaky
- Tidbit
- Age
- Single
- Uttering
- Intertwined
- Church platform
- Claim; charge
- Beverage
- From Gr. Ares
- 43,560 sq. ft.
- Take advantage
- Type
- Footwear
- Half qt. (abbr. and pl.)
- Pig pens

### DOWN

- Poet
- Melody for one voice
- Send (p.t.)
- Ready
- Rhea
- Flx
- Feature
- Lesser
- Wheel
- Squeezes
- Snafu
- Gave back
- Virgin Mary
- Dog
- Just
- Daughters of the American Revolution (abbr.)
- Shout of approval
- Card game
- Brewer's vat
- Enzyme (suf.)
- Afternoon show
- Hawaiian dish
- Oldest
- Slack off
- Lens
- Bad case of the \_\_\_\_\_
- Wealthy
- Air (comb. form)
- Lope
- Airy; aerial
- Spoils
- Copper or bronze money

NEXT: THE FINAL FATE OF THE COSMISTAR