



WINTER • 2013



CIVITIMES

Campus Civitan

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Interviewing 101

So you found the perfect internship or first job and applied, played the waiting game and finally received the call to go in for an interview. What now?

Research – You want to know more than just a company's name when you walk in the door. Check out their website, find their Facebook or LinkedIn page and see what's currently going on in the organization.

Prepare – Make sure you have a few extra copies of your resume and carry them in a small portfolio or nice folder. Having a notepad to take notes on the job's responsibilities and company's information can be helpful in case there is a second interview. Writing down names of people you are introduced to can be beneficial. Your folder can also hold any extra handouts or information you are given during the interview.

Dress the Part – "You only get one chance to make a first impression." This is a great piece of advice. Not only will dressing appropriately let your future employer know that you are professional, it will also give you a confidence boost. A grey or navy blue suit can be flattering with a crisp white shirt. Women, be sure your dress or skirt length is appropriate. Men, make sure your socks match and are complimentary to your suit color. Remember, you should have trimmed and clean nails as well as a neat hairstyle. To finish your look, walk with confidence and smile. Avoid slouching and poor posture. Sit up straight and look your interviewer in the eye, which conveys trustworthiness and self assurance.

Inquire – You will most likely be asked if you have any questions for your interviewer. If you're paying attention to the details of the job and the goals of the company, most likely you will formulate your own questions, but come prepared with a few anyways. Corn on the Job, (www.cornonthejob.com), a website dedicated to providing job seekers with information about employment, has a few suggested questions:

- How would you describe the responsibilities of this specific position?
- Are there any job tasks for this position that aren't on the job description?
- What would be expected of me in the first 90 days?
- What would be expected of me in my first year?

Follow-Up – After your interview, write a thank you note and send it as soon as possible. You might have an awesome resume and rock the interview, but showing that you appreciate the opportunity and took the time to thank them will put you a step above the rest.

Now that you have the tools for a successful interview, what are you waiting for? Get out there and apply!



IT'S A FACT:

In the last 10 years, the Shropshire Schol

DOLLARS FOR SCHOLARS

Want \$1000 to help pay

As part of Civitan's charitable mission, Shropshire Scholarships are awarded each year to Civitans, Campus Civitans, and Junior Civitans. Apply for the Civitan Shropshire Scholarship today! For more information and an application visit us online at www.campuscivitan.org. Select the "Awards" link to access the application. Submission deadline is **January 31, 2014**.

Please note the following criteria for qualification for this scholarship:

- Candidates must be enrolled in a degree or certificate program at an accredited community college, vocational school, four-year college or graduate school.
- Candidates must be a Civitan, Campus Civitan, or Junior Civitan and must have been a member for at least two years.



McMasters University



Car

New Club Charters

Campus Civitan chartered two enthusiastic new clubs during the 2012-13 year. Please welcome McMasters University and Carolina Campus Civitan Clubs to the Civitan family!

McMasters University Campus Civitan Club

Charter Date: November 26, 2012

Sponsoring Club: Brampton Civitan Club

District: Canadian West

Carolina Campus Civitan Club

Charter Date: December 2, 2012

Sponsoring Club: Creative Civitan Club

District: North Carolina East



Partnership has helped more than 300 deserving students further their education

for school?

- Applicants successful in receiving a Civitan scholarship must wait an interim of no less than two years before applying for another Civitan scholarship.
- Candidates must return the three-part application which includes one portion on personal information, one completed by the school and one portion completed by the sponsoring Civitan club endorsing the candidate.
- All applications must be received at Civitan International Headquarters postmarked no later than January 31, 2014.



Has your Campus Civitan club taken advantage of the FREE recruitment supplies offered each fall?

We'll even include a brand new vinyl banner if your club is in need! Just send us the name, office and shipping address for the person to whom you'd like us to send these supplies and we'll be happy to help you.

Email us at campuscivitan@civitan.org.



CALLING ALL AWARD NOMINATIONS

Is your club outstanding? Do you have a service project you're really proud of? Are there members in your club who work around the clock in the name of Civitan? Honor your club and your fellow members by submitting an award nomination to International.

Honor Your Club! Nominations Due February 1

Each year, clubs and individuals are honored for exceptional performance in six competitive award categories. Between now and February 1, set aside a meeting date to prepare award nominations. Take advantage of this opportunity to be honored for your hard work and dedication. Use pages 47-55 in your Club Administrative Manual as a guide. Award nomination forms follow this section.

Also, be sure to submit an Honor Club Application. It's a noncompetitive award that belongs to everyone!

Award Categories

Campus Club of the Year — top two clubs proven to be outstanding through projects, participation in district and international activities, and club growth.

Outstanding New Club — the top new club (chartered no more than two years ago as of the awards deadline) proven to be outstanding through projects, participation in district and international activities, and through publication of activities.

Service Project of the Year — top two clubs with an outstanding campus or community project during the year.

Outstanding Joint Relationship — the club with the best relationship with another Civitan club over the past year.

Campus Civitan of the Year — the member who best exemplifies the ideals and spirit of Campus Civitan.

Trailblazer Award — the Campus Civitan supporter who shows commitment to the success of the entire Campus program through activities of the past year.

Tips for Preparing Nominations

1. Use the judging criteria for each award category to guide your award nomination (see page 47 in your Club Administrative Manual).
2. Devote a section to each judging criterion, using a mix of statistics (for attendance, volunteer hours, etc.), narrative description, and illustrative materials (pictures, samples, etc.).
3. Make sure each section is clearly labeled and that information is easily understood. If the criterion asks how many members participated, the judges want to know exactly that.
4. Obtain letters of recommendation from on-campus personnel who have worked closely with your club. Similar letters from sponsoring Civitans or community service facilities you have assisted are also impressive.
5. Send your award nomination to International Headquarters at One Civitan Place, Birmingham, AL 35213 by February 1, 2014.

Even with their busy schedules, scientists at the Civitan International Research Center recognize the need to inspire future scientists who will one day continue their crucial research.

Civitan Scientists at UAB are inspiring children through their participation in the Physiology Understanding (PhUn) Week outreach program which is an extension of a nationwide event held each November. The program is designed to get students excited about science by participating in hands-on scientific activities. Sponsored by the American Physiological Society, the program encourages university physiologists to engage K-12 school students in science explorations. "It is a lot of work but it is one of the most rewarding things I have done in my career," said Dr. Carmel McNicholas-Bevensee, an instructor in the Department of Physiology and Director of the UAB PhUn program.

This year, CIRC scientists and Research Civitan Club members volunteered to conduct interactive experiments illustrating how the heart, lung and digestive system work to students at Riverchase Elementary School and at the McWane Science Center. The students get a real feel for what it is like to be a scientist. They are given scientists' lab coats and use microscopes to examine actual lungs and hearts from animals. They are also given models of the chest and stomach to assemble.



Civitan Researchers Inspire Future Scientists

Dr. Michelle Olsen, one of several Civitan Scientists who volunteered, commented that, "this is a worthwhile program for the kids; not only are the kids having fun, but it also gets them excited about science." Dr. Farah Lubin, McNulty Civitan Scientist and Assistant Professor in the Department of Neurobiology, enjoyed "seeing their young faces light up with new information."

Volunteers also use this teaching opportunity to educate the children about the importance of staying healthy through maintaining a proper diet and exercise. "We use this as an opportunity to relate why healthy living and the choices we make are important factors in how their body works. We focus on diabetes and obesity and the dangers of tobacco products with the assistance of Dr. Stephenie Wallace," said Dr. Bevenese.

When UAB researchers bring this learning opportunity into the schools, the children are exposed not only to the science but they get to interact with real scientists who are conducting cool experiments. Their hands-on experience with science will encourage them to think about the human body and the process for learning how science affects their everyday lives. Most importantly, it exposes them to an exciting option for their future career paths, helping nurture the next generation of scientists.

