



Frank Church High School

Career Center News

Frank Church High School
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Boise, ID 83709

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Ann Marie Waibel, Career Counselor

Maria Hope, Assistant

DATES TO REMEMBER

November 6th	No School
November 9th	Oregon State University
November 17th	University of Idaho
November 18th	College of Western Idaho
November 19th	Idaho State University
November 19th	College of Southern Idaho
November 25th	Early Release
November 26th-27th	Thanksgiving Vacation
December 3rd	Parent/Teacher Conference 4:00-7:00 PM
December 9th	Women in Technology Luncheon
December 18th	Early Release
December 21st - January 1st	Christmas Break

Dear Parents and Students:

It's hard to believe we are already into November and it's amazing how fast the school year is going. With that there are many things students should be doing this time of year.

Seniors applying to college for the next semester should already have their applications submitted. Now it's time to get registered for classes. Seniors graduating in June should be registering for the ACT, looking for scholarships, and getting college applications ready, and preparing to file financial aid in January. See me in the Career Center if you need help with any of these.

Juniors, Sophomores, and Freshmen you should be studying hard to get good grades for admission to the college of your choice. Those early grades have an impact later so do the best you can and challenge yourself as much as you can.

This is the last Career Center Newsletter that will be mailed from Frank Church High School. The Boise School District has purchased a program that helps families in preparing for career and college and after high school. Each student and parent will have their own login to the program which offers the information usually found in these letters. These letters will be posted there as well as on our website. The Family Connection site will also have more specific information regarding resume, career, college, scholarships, jobs, and more. If you would like to be registered all I need is your e-mail address. Contact me if you are interested.

I am always excited about helping students and families prepare for their future after high school so please don't hesitate to contact me if you have questions or need college/career information.

Sincerely,
Ann Marie Waibel
Career Counselor



FIRST JOB SURVIVAL SKILLS: (Con't)

No Excuses taking responsibility for a mistake communicates to the employer that you understand what you did wrong and thus are likely not to make it again. Whining, making excuses, and blaming others for the problem tells the boss they had better look for someone else!

*I Would Have, Except....

- "You Didn't Tell Me To."
- "It's Not My job."
- "I Thought It Was Good Enough."
- "I Ran Out of Supplies."

*But

- "I Didn't Feel Well." / "The People I Work With Are Stupid."
- "I Couldn't Get It Done By Myself."
- "I Couldn't Find My Tools."

*Being A Team Player

- Help When Asked—The Boss Will Remember
- Help When Asked—Your Co-Workers Have Even Longer Memories

Stealing = Job Suicide The importance of being honest and truthful with an employer cannot be over-estimated. Employees are seldom given a second chance to prove themselves trustworthy.

*No Second Chance—An Honest Day's Work

- Take Money & You'll Lose More Than a Job
- For Lying, There Is No Second Chance
- Having A Mood Is Not A Victimless Crime
- If You Don't Like Your Work, Find Another Job
- Accidentally Taking Supplies Home Can Be Misinterpreted

Getting In The Door The interview starts the moment you enter the employer's door. Appearance, body language, and attitude are the most important things you can communicate to a boss in the initial job interview.

www.stanfield.com

FIRST IMPRESSIONS DO MAKE A DIFFERENCE

HYGIENE
GROOMING
DRESS
ATTITUDE

ATTAINING PERMANENT STATUS

Be Trustworthy
Being Ethical
Being Tolerant
Being Cooperative
Being Helpful
Being Self-Controlled
Dressing Appropriately
Talking Appropriately
Behaving Appropriately
Being Welcoming
Being Professional
Listening
Being Focused
Being Thorough
Being Responsible
Being Positive

TEN COMMITMENTS OF LEADERSHIP

- Search**—for challenging opportunities to change, grow, innovate, and improve.
- Experiment**—take risks and learn from the accompanying mistakes.
- Envision**—an uplifting and ennobling future.
- Enlist** — others in a common vision by appealing to their values, interests, hopes, and dreams.
- Foster** — collaboration by promoting cooperative goals and building trust.
- Strengthen** — others by sharing information and power and increasing their discretion and visibility.
- Set** — an example for others by behaving in ways that are consistent with your stated values.
- Plan** — small wins that promote consistent progress and build commitment.
- Recognize** — individual contributions to the success of every project.
- Celebrate** — team accomplishments regularly.

JOB HUNTING TIPS IN A TOUGH MARKET



The down turn in the economy has left many either unemployed or underemployed, inundating the job market with highly qualified applicants.

As the market becomes more competitive applicants are often searching for “tips” to locate job postings that are not found in the usual places, as well as how to help their application stand out.

The job hunting tips listed below were found on the CNN Money website. We hope that they may prove useful to you or someone you know.

1. As always, an easy-to-read resume that highlights your career achievements, customized cover letter which succinctly describes why you are the best candidate for the job, and diligent follow-ups and thank you notes are key in pursuing a job opening.
2. Request more face-to-face meetings versus only emails and/or phone calls. In person meetings allow recruiters and networking contacts to gain more information about you, and allows you to make an even better impression than can be gleaned from a more removed form of contact.
3. Increase your job search activities. Job recruitment experts suggest making up to 40 phone calls and sending 15 to 20 letters weekly to prospective employers, recruiters, and others. “In a slower economy, you need to better your odds by making more contacts.”
4. Try to be as flexible as you can. If at all possible, consider part-time work or contract work if offered, particularly if it is a company where you see growth and potential career opportunities down the road. Getting your foot in the door helps them to see what an invaluable employee you will be.
5. Consider relocating. Candidates who are willing to move during the mortgage crisis are in short supply. By increasing the geographical area of where you are willing to work and live increases your job base and potential opportunities.
6. Investigate the “hidden” job market. In a slower job market less than 20% of available positions are advertised or posted. It is suggested that applicants “dig deeper” uncovering unadvertised openings through networking and contacting potential employers directly. Whenever possible, register on companies’ web sites to receive email updates regarding job openings you maybe suited for.
7. Spend very little time on the internet job boards or help wanted ads. As stated above, with more people searching for jobs, there will be fewer openings advertised. It’s fine to keep an eye on postings especially sites which are specific to your job niche, but don’t spend too much time on them.
8. Take advantage of social networking sites. Sites such as LinkedIn, Facebook Friendster, and My Space, may alert you to potential openings via your social network you’d not otherwise be aware of.

20 WAYS TO GET THE MOST OUT OF STUDYING



1. Plan two hours of study time for every hour you spend in class. Daily review for each academic class will be apparent at exam time.
2. Study difficult or uninteresting subjects first. Most of us tend to do what we like first, yet the courses we find most difficult often require the most creative energy. If you find yourself avoiding a particular subject, you might get up an hour early to study before breakfast.
3. Avoid scheduling marathon study sessions. Three 3-hour sessions are far more productive for most people than one 9-hour session. Take planned breaks every hour.
4. Be aware of your best time of day. Many people learn best in daylight hours. Observe yourself and, if this is true for you, schedule study time for your most difficult subjects when the sun is up.
5. Use waiting time. The five minutes between classes can be productive. Have short study tasks ready to do during these times. For example, carry 3x5 cards with equations, formulas, or definitions and pull them out anywhere. Also, use time between classes to review class notes in preparation for the next class.
6. Use a regular study area. Your body knows where you are. When you use the same place to study, day after day, your body becomes trained. You will focus your concentration more quickly. Avoid studying where you sleep or watch TV. Use your study area for study and make it a ritual.
7. Don't get too comfortable. Easy chairs and sofas are dangerous places to study. Learning requires energy. Give your body a message. That energy is needed.
8. Use a library. Most people can get more done in a shorter time at a library.
9. Pay attention to your attention. Breaks in concentration are often caused by internal interruptions. When that happens, notice the thoughts and let them go.
10. Agree with living mates about study time. Make the rules clear, and be sure to follow them yourself. Make explicit agreements such as written contracts, "students at work" signs, or time schedules posted in clear view to help keep commitments to study.
11. Avoid noise distractions. Turn off the stereo. Many students insist that they study better with music, and that may be true. But the overwhelming majority of research indicates that silence is the best form of music for study.
12. Notice how others misuse your time. Be aware of repeat offenders. Ask yourself if there are certain friends who consistently interrupt your study time. A gentle reminder, "I need to study now," should do it.
13. Get off the phone. The phone is the great interrupter. You don't have to be a phone victim. Simply say, "I can't talk because I'm study." Or unplug the phone during study time.
14. Learn to say "no." Saying no can be done effectively and courteously.
15. Hang a "Do Not Disturb" sign on your door. They work.
16. Ask yourself: "What is one task I can accomplish toward my goal?" This is a good technique to use on big, imposing jobs. Pick out one small step and then do it. The satisfaction of getting one thing done often spurs you on to get one more thing done. Meanwhile, the job gets smaller.
17. Ask yourself: "Am I too hard on myself?" When you get frustrated with a reading assignment, or when you fall behind on problems due tomorrow, take a minute to assess how you are feeling. Scolding oneself or feeling dumb does not do you any good. Lighten up. Allow yourself to feel foolish and get on with it.

20 WAYS TO GET THE MOST OUT OF STUDYING (Con't)

18. Ask yourself: "How did I just waste time?" Notice when time passes and you haven't accomplished what you set out to do. When you notice things you do that kill your time, you are more likely to catch yourself in the act next time.
19. Ask yourself: "Would I pay myself for what I'm doing right now?" If you were employed as a student would you be earning your wages? Most students are, in fact, employed as students. They are investing in their own productivity and sometimes don't realize that a mediocre job may cost them.
20. Ask yourself: "Can I do just one more thing?" Asking almost always gives you energy to do just one more short task. Those end-of-the-day tasks will soon add up. The overall increase in your productivity will surprise you.

Adapted from **Become a Master Student** by David B. Ellis (January 1997) Houghton Mifflin College



COLLEGE PLANNING

Key Dates

December

- December 12: ACT test date
- Some early admission decisions are available, so check with any schools which you submitted an application to.
- Complete and mail college applications with January 1 deadlines.
- Prepare for the FAFSA, because it will be available January 1.

January 2010

- File the FAFSA as soon after January 2 as possible.
- Registration deadline for the February 2010 ACT test date is January 5, 2010.

COLLEGE TERMINOLOGY WALK THE WALK, TALK THE TALK (Con't)

- **College:** An institute at which students study toward two or four year undergraduate degrees after completion of secondary school.
- **Degree:** The rank of title given by a college or university to a student who has met certain academic requirements.
- **Diploma:** Certificate issued by a school, college, or university to students who have met coursework and graduation requirements.
- **Early Action:** Permits you to apply to a college or university of your choice and receive a decision early in the senior year, well in advance of the normal spring response dates.
- **Early Decision:** Requires you to commit to a college or university at the time of application that, if admitted, you will enroll.
- **Financial Aid:** Any financial award to a student; may be in the form of a grant, scholarship, loan, or work study.
- **Major:** The course of study in which a student concentrates coursework, time and attention. A major in a subject often results in career preparation.
- **Master's Degree:** Graduate education offered by a college or university beyond a Bachelor's degree, usually two years in length.
- **Open admission:** Some colleges offer admission to all students who apply. Such colleges usually have extensive programs designed to provide remedial or development help to students who enroll with academic deficiencies.
- **Recommendations:** A written assessment of the student's aptitudes, abilities and interests, written by a teacher and/or counselor and used by colleges and universities in the admission process.
- **Rolling Admission:** A term used to describe the application process in which an institution reviews applications as they are received and offers decisions to students as applications are received.
- **Transcript:** Includes grades, courses, credits, and related academic information kept on file by the high school. The transcript often includes your cumulative grade point average, rank in class, and college entrance test scores (PLAN, PSAT, ACT & SAT).
- **Tuition:** The cost for instruction or study at a college, university, or school.
- **University:** An education institution that may be the same as a college, but which usually offers graduate and/or professional degrees in addition to undergraduate degrees.
- **Vocation/Technical Education:** A program of study designed to train students for a particular occupation, business, or trade.



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8051 W Salt Creek Street
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