

## Building a Network of Contacts on Campus

When looking to land a job, it is often who you know that opens the door of opportunity. One may assume that the process of networking should not begin until nearing graduation; however, building a network of contacts is a strategic move to make throughout all years of college. Numerous networking outlets are available right here on campus and can be easily overlooked.

### Student Organizations

Student organizations offer many opportunities to get involved, connect with experts in a particular field and gain experience in specific areas. K-State has a wide array of student organizations covering interests of all sorts. Take advantage of the experiences made available to you during your time at K-State, never again will opportunities like this be so easily accessible.

### Professors

Believe it or not, professors and instructors do have a world outside of the classroom. A majority of professors have had on-the-job experience before obtaining their teaching position. Many also have contacts who are currently working in the field of their instruction. Sitting down for a short conversation with a professor can often lead to connections with professionals and experts in a particular field. This provides a chance to use these links for career advice, direction and possibly a job opportunity one day.

### Fellow Students

Walking the sidewalks, sitting in classes,

hanging out in the Union and all across campus are students with different backgrounds, experiences and contacts. Thousands of students pursue different degrees here at K-State which provides a perfect chance to connect with people from all over the world. Take advantage of the diversity among the student body and utilize the resource of fellow students, most would be very glad to help!

### Career and Employment Services

Career and Employment Services, located in Holtz Hall, provides career advising, job search training, employer connections, online job listings and many other resources.

Career fairs, workshops and on-campus interviews are all services made available to students by CES. These offer the chance to establish relationships with many employers and expand your network of contacts.

The term networking may sound intimidating at first; however, making use of the many resources available at K-State makes this daunting task surmountable.

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## Q&A

**Question:** What are On-Campus Interviews?

**Answer:** Each fall employers seeking to hire K-State students set up schedules to conduct interviews right on K-State's campus in Holtz Hall. This fall On-Campus Interviews begin Oct. 6 and continue daily through mid-November. Application

deadlines for interviews generally occur two to three weeks in advance.

While job searching may seem like a task to put off until classes have slowed down or work schedules are less hectic, students should be job seeking way in advance of graduation, said Dottie Evans, Associate Director of Career and Employment Services. Writing a resume and preparing for an interview will take time but it is well worth it. Instead of making arrangements to miss class and travel to an interview in a city that is a drive or flight away, students can schedule their interview online and simply walk to Holtz Hall for their interview.

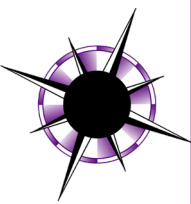
Employers offering On-Campus Interviews can be found by visiting [www.k-state.edu/ces](http://www.k-state.edu/ces). Students can access information about these employers and submit their resume online by logging in to "My CES Account."

## CES Service of the Month

### Dining Etiquette

Create a positive impression during interviews with good table manners. The cost is \$9.00 per person (or \$5.00 with a KSU meal plan). Reservations must be made through CES in Holtz Hall by Oct. 31. Professional attire required. Read more about this event on pg. 2!

**Thurs. Nov. 5, 5:30 pm**  
Derby Dining Ctr. Gold Room



## MARK YOUR CALENDARS

### EVENTS & WORKSHOPS:

- Oct. 13
  - Career Jeopardy
- Oct. 26
  - Applying to Graduate School (online)
- Oct. 27
  - Gaining a Competitive Edge for Law School (online)
- Oct. 28
  - Overview of Medical and Health Related Career Opportunities (online)
- Oct. 29
  - Writing Effective Personal Statements (online)
- Oct. 30
  - How to Work an Education Career Fair

## STUDENT SPOTLIGHT

After completing an internship, students typically have gained an excellent list of skills they acquired or sharpened. Senior Zach DeBauche began his summer as an intern with Sherwin-Williams. He ended his summer as not only an intern, but also third place title holder of a competition against fellow interns of Sherwin-Williams.

Zach worked for Sherwin-Williams as an intern in their management training program. Throughout the summer he assisted the manager of the store in Junction City, Kan. His duties ranged from customer service to reviewing financial reports to staffing.

Sherwin-Williams' internship program is viewed as training so that students can return to the company following graduation and advance more quickly, Zach said.

Along with assisting in managerial duties, Zach was assigned the task of developing a property management sales training kit. With support from the district manager, his project focused on getting Sherwin-Williams into the apartment complexes in Manhattan.

In August, Zach traveled to Dallas, Texas to enter his project in a competition against nearly 60 other Sherwin-Williams interns from across the country. The company was looking to gain fresh ideas that were not "Sherwinized". The competition served as a way to circulate new ideas originating from the interns.

At the end of the competition Zach's project was awarded third place.

"His project was so applicable and well done that our corporate marketing director is looking into the application of this to develop sales training for our entire 8+ billion dollar company," said Ann Richardson, Sherwin-Williams area recruiter.

Zach first met the Sherwin-Williams district manager at the K-State career fair, and then had an On-Campus Interview in the spring to secure his internship position. "The manager actually remembered me from the career fair," said Zach.

In May, Zach will graduate with degrees in marketing and management. Although his plans are not set in stone, his summer internship helped give him insight as to the type of career he may want to pursue.

## Longstanding Workshop Continues to Benefit Students

What fork do I use and when? What food is appropriate to order? How do I continue conversation throughout the meal to avoid awkward silence? All of these questions may linger in the back of one's mind before going out to dinner in a formal setting for the first, second or even third time.

Sometimes employers invite candidates for an interview over dinner. Although it may be tempting to just "wing it", many employers use these situations to gauge how candidates react under pressure. Knowing just what to do will allow you to be more comfortable if this does happen, leaving your potential employer impressed as you pass their test with flying colors.

Pat Pesci, known as "Mr. Manners" of K-State, has been teaching dining etiquette workshops for 19 years.

His workshops first began in 1990 when K-State football coach Bill Snyder wanted his players to have manners, said Pesci. As Director of the K-State Hotel and Restaurant Management program, Pesci



knows his stuff.

During this hands-on workshop, students attend a formal dinner. As the meal progresses, Pesci works with students teaching them proper dining manners and conversation etiquette.

Students should expect they are going to learn something beneficial and take something away from this workshop. It will be a good time, they will be involved and not just sit, said Ruth Hunning, graduate assistant at CES.

Perhaps it is not a future employer you may be dining with, but a client over a business lunch or even a first date. Understanding proper dining etiquette is, essentially, a life skill that will never be to your disadvantage.

One hundred and eighty seats in the Derby Dining Center Gold Room are reserved exclusively for those who first register for Dining Etiquette. The registration deadline is Oct. 31 and the workshop will be held Thursday, Nov. 5. Individual and group registrations are welcome and can be made either by calling or visiting CES. For students without a meal plan this workshop is \$9.00 per person, for those with a meal plan the cost is one meal voucher plus \$5.00 per person. Dining Etiquette participants should dress in professional attire.

Students attending this workshop will learn how to put their best foot, or mouth, forward, said Hunning.