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VETERANS NEWSLETTER

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5 public speaking tricks that'll help you talk your way to a new job

Think you're not a smooth talker? You can be.

Elana Lyn Gross, Monster contributor



You've done your homework to perfect your [resume](#) and [cover letter](#),—and kudos, that got you through the door!—but now it's time to show the interviewer you've got A-grade in-person communication skills. The Association of American

Colleges and Universities found that when hiring recent college graduates, [85% of employers](#) rank oral communication as a very important skill. This means communicating eloquently and confidently. Easier said than done, right? If public speaking's not your forte—and even if it *utterly* terrifies you—there are some tried-and-true techniques you can borrow from those smooth-talking TEDx-type speakers to make you feel and sound more confident during your moment in the interview spotlight.

Record yourself

[Little vocal tics and crutches](#) like “um,” “ah” and “you know” make you sound unconfident—or worse, unprofessional. Don't sweat it. We all have them, even if we don't know it. The best way to get rid of those is to first recognize them. And the best way to do that is to rehearse in front of a video camera—and then ruthlessly assess your own performance. “I can't say enough about the importance of practice,” says New York City-based career management coach Pamela Weinberg. “Never go into an interview without practicing some of the questions that are sure to come your way.”

Start by finding [the questions interviewers are most likely to ask](#). Then, make a video of your answers and look out for nervous habits like twirling your hair, tapping your foot, speaking quickly, and using filler words. Are you doing it at certain moments, like between sentences or when you can't find a word? Train yourself to do nothing in those moments rather than filling in with unnecessary tics or crutches.

Have talking points

Go back to that list of interview questions to create a set of rehearsed talking points you can fall back on if your nerves start to get the best of you. “When I worked on presidential campaigns, I used to coach candidates to have key bullet points memorized,” says Dorie Clark, a professional speaker and author who teaches at Duke University. “If they were faced with a question they weren't expecting, they could often 'pivot' to answering the question they had prepared for.”

You might not be running for president, but if you've mastered answers to questions like “What's your greatest strength?” and “Why do you want to work at this company?” as well as doing solid research on the company you're interviewing with, you'll have some solid know-how to fall back on—and that prep work will add to your overall feeling of confidence.

Practice deep breathing

If nerves continue to creep in during the interview, focus on your breath. Danielle Harlan, founder and CEO of a San-Jose based leadership coaching firm, who helps high-level executives prepare for grueling interviews, explains that when we are stressed or anxious we tense up and forget to breathe or breathe shallowly. That exacerbates the feeling of being overwhelmed—and *hello panic mode!*

“Luckily, says Harlan, “simply pausing to take a breath and holding it for a moment can help our body to calm down and feel less anxious.” To get in the habit of better breathing, try using a guided meditation app like Head Space before your interview.

Stop strategically

If you get tongue-tied and are tempted to ramble—stop. You can (and should) think before you speak. Most hiring managers will appreciate that you’re taking the time to answer thoughtfully and they won’t hold a momentary pause against you.

“Some questions are designed to see how you respond under pressure,” says Jim Kokocki, former president of Toastmasters International. “Don't worry about taking time to think. Relax, think, and give the best answer or example you can.”

Sure, a few seconds may not sound like a long time, but ask Michael Phelps how much can be won or lost in a second or less. Taking that extra second or two could give you time to formulate a winning answer.

Strike a power pose

No matter how nervous you may feel, you can still give your confidence a boost with a little help from your body. [Body language](#) doesn’t just affect the way people see you—it can also change the way you feel about yourself.

So before your interview, duck into the restroom, and—in the words of pop icon Madonna—strike a pose. Try this “Wonder Woman” confidence stance: Stand with your legs apart, hands on your hips, and chest out.

Hold that pose for two minutes, and you might just walk into your next interview feeling like a job-searching superhero.

Upcoming Events:

Flagging Certification Classes (1 day class/\$50.00)

January 13 & February 10, 9:00am-4:00pm

Big Bend Community College, Moses Lake, WA 98837

Call Jordan Shipley for more information: 509-793-2374

Big Bend Community College Job & Career Fair

March 1, 2017, 9am-3pm

7662 Chanute Street, Moses Lake, WA 98837

WorkSource Closed December 26th – Christmas Day Holiday

Did you know: --

Starbucks College Achievement Plan:

We know more than 70% of our U.S. partners (employees) are students or aspiring students. We want to help. Supporting our partners’ ambitions is the very best investment Starbucks can make.

In a first of its kind collaboration with Arizona State University, we're offering all part- and full-time benefits eligible U.S. partner's full tuition coverage for every year of college to earn a bachelor's degree. Partners receive support from a dedicated team of coaches and advisors, 24/7 tutoring on a variety of subjects, and a choice of more than 50 undergraduate degrees through ASU's research driven and top-ranked program, delivered online. Should you decide to take advantage of this unique Starbucks partner benefit, you can: Pursue your bachelor's degree with **100% tuition coverage** through graduation.

Choose from more than 50 undergraduate programs at ASU, delivered online. Work with Arizona State University's top-ranked faculty and staff. Receive expert guidance from a dedicated student support team
Benefit from a partners-only orientation program to ensure your success. Enjoy 24/7 access to FREE tutoring services on a wide range of subjects.

Free Classes & Workshops

Skills & Abilities Analysis

Dec 13, 27

-- 1:30-4:30

Perfecting Applications/Resume & Cover Letter

Dec 14, 28

--

1:30-4:30

Interviewing Techniques

Dec 1, 15, 29

-- 1:30-4:30

Basic Computer Classes Part 1

Dec 1, 8, 15, 22, 29

-- 10:00-12:00

***Attendees must provide an external memory device (Thumb/Stick Drive).*

Hot Jobs!

Go to WorkSourceWA.com for complete details and more jobs

ECEAP/Preschool Secretary. The job of Early Childhood Education Assistance Program (ECEAP)/Preschool Secretary was established for the purpose/s of performing specialized and responsible clerical and technical tasks related to the maintenance of ECEAP program databases and student records and files. This information is accumulated for the purpose of providing data utilized for submitting required financial and program and student monitoring reports through Omak ECEAP to the Department of Early Learning (DEL).

Production Worker I. Boxing and labeling of products. Inspection of products. Weighing cartons and products. Loading products onto production lines. Counting products. Check date codes to ensure accuracy.

Merchandiser. Maintain and replenish products in store racks, shelves, displays, and coolers by transporting product between backroom/storage room to front-of-store with manual or powered equipment (pallet jack, hand-truck). Building, changing and removing product displays; maintaining product signage; cleaning product space and securing damaged or defective product. Manage backroom by organizing stock (product); identifying, monitoring, and reporting inventory levels; evaluating and processing damaged product; re-packing product; organizing backroom materials (i.e., pallets, product shells etc.); completing any required paperwork.

PROACTIVE Uniformed Security Officers. Genuine desire in the security industry. Previous security experience preferred. Background screening. Ability to stand for long periods of time. Have reliable transportation. Great communication/writing skills. Ability to obtain Security License.

Delivery Truck Driver. Driving refrigerated box truck and make deliveries on various established routes. One overnight run a week. Must be comfortable in big city traffic and driving mountain passes. Must be able to lift at least 40 lbs. Must have clean driving record and back ground check will be performed. Must be able to pass a drug screen and will have to comply with random drug screenings. Class B CDL preferred but not a must. Will consider training for Class B.

Janitorial/Cleaning. Maintains building interior by dusting and polishing furniture, equipment, mirrors, and fixtures; washing windows, counters, walls, ceilings, and woodwork; sweeping, scrubbing, and waxing floors; cleaning and vacuuming furniture, and carpeting; resupplying rest rooms; replacing light bulbs.

Employment Specialist. Employment Specialist is a position, with the primary function of assisting program clients to find and retain community employment. In addition to the employment services provided to program clients, the employee is required to develop and maintain professional working relationships with local businesses and community members; and to provide basic office management duties.

Cook. Part time to start. May work into full time seasonally. Experience preferred but will train right attitude. Generally afternoon and evening work with weekends needed. Seeking team player. Attitude and aptitude more important than experience. Must bring resume and references to apply.

Automotive Parts Manager. Sells parts by taking and clarifying customer orders; retrieving and selling new and replacement parts; receiving and recording new parts inventory; maintaining parts databases; maintaining safe and secure environment.

Construction Helper. Must have general carpentry experience. I build pole buildings. I need someone to work beside me. It would be nice if have experience with pole construction.

WorkSource is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities. TTY (Washington Relay Service 1-800-833-6384)