



# CAPIP NEWS

July 2006

Volume 9, Issue 2

A PUBLICATION OF THE STATE OF OKLAHOMA OFFICE OF PERSONNEL MANAGEMENT

*A Newsletter for and about Carl Albert Public Internship Program  
Executive Fellows and Undergraduate interns*

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## “OSCPM: Certifiably the Best”!

The 17<sup>th</sup> Annual Educational Conference of the Oklahoma Society of Certified Public Managers (OSCPM) will be September 8, 2006, at the National Center for Educational Development at the United State Postal Training Center in Norman, Oklahoma. “OSCPM: Certifiably the Best!” is this year’s conference theme. Great speakers and breakout sessions will captivate audiences throughout the day. John Storm, founder of the BrainStorm Network, will be the opening speaker and Bryan Dodge of Bryan Dodge Development, Inc. will be the closing session speaker. Various presenters will conduct breakout sessions on cyber security awareness, project management, ethics, life planning, and customer service.

Registration is \$85 per person. **Attending the conference will satisfy the mandatory training requirement for Undergraduate interns and Executive Fellows in the Carl Albert Public Internship Program.** Agencies can pay for interns and fellows to attend the conference. The society is pleased to be able to accommodate 600 registrants this year. Registration materials will be distributed soon and will also be available on the society website at [www.oscpm.org](http://www.oscpm.org).



Hotel reservations at \$62 plus tax per night can be made with the NCED Marriott Hotel at (405) 447-9000. For more information about the conference, contact Delphine Hill at (405) 522-1398, Dawanta Parks at (405) 522-2668, Paula Printup-Porter at (405) 522-7127, or Joyce Smith at (405) 522-3617.



## New CAPIP Brochure

A new Carl Albert brochure will be designed for Fall 2006, featuring some of the current Carl Albert interns. The brochure will be used at various functions such as career fairs around Oklahoma in order to promote the Carl Albert Public Internship Program!

Pictured in front row (*left to right*): Joseph Zume, Oklahoma Water Resources Board; Meagan Frank, District Attorney Council; Jenny Chong, *Carl Albert Coordinator*, Office of Personnel Management (OPM); and Hank Batty, *Deputy Administrator for Programs*, OPM. Back row (*left to right*): Oscar Jackson, *OPM Administrator and Cabinet Secretary for Human*

*Resources and Administration*; Brian Jepsen, Office of Personnel Management; Jacob Smith, Office of Personnel Management; Andrew Haynes, Attorney General; Andrew Hester, Oklahoma Insurance Department; and Seth Miller, Department of Rehabilitation Services. This picture was taken at the State Capitol in front of Carl Albert’s painting.



## Dress for Interview Success

While the college campus may be the perfect forum in which to exhibit your flair for the latest in fashion style, the interview is not the place to do so. With very few unusual exceptions (my apologies to Apple Computer), sandals and sweatshirts are out. Oxfords and business suits are still in. I don't like a necktie (noose?) any better than the next person, but it is still a fact of life in interviewing. Even though many companies have relaxed the internal company dress code, interviews still follow the conservative standard. Don't buck the trend.

Unfortunately, most college grads are woefully under prepared with proper interview dress. They feel they can "get by" with what is already in their wardrobe.

Usually not. Dress for the world outside college is quite different from the campus scene. Remember that stylish is not conservative. You should be doing the talking, not your clothes.

This is not to say that you need to go out and buy a whole new wardrobe. Go for quality over quantity. One or two well-chosen business suits will serve you all the way to the first day on the job and beyond. Then, when you are making some money (and have a chance to see what the standard "uniform" is for the company), you can begin to round out your wardrobe. For now, no one will fault you for wearing the same sharp outfit each

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## The Importance of Networking and Building Relationships

Why network? It is the most powerful way to build professional relationships, actively foster contacts and disseminate information.

In 1994 it was estimated that the average person would change jobs 10.3 times during their life. In the year 2000, the average person would have three to five different career changes. These figures indicate that you better understand that people skills, personality, the ability to communicate, and the ability to build a network are key to keeping a job. Most major law firms and corporations now have marketing departments, an indication that people have to get along with people.

Statistics from the Federal Bureau of Labor indicate that 70 percent of all jobs are found through networking (personal contacts). A mere 15 percent are through a search firm, 10-12 percent through want ads, 4 percent have been found by people creating their own jobs, and 2 percent by blindly sending out resumes. More people are hired by being in the right place at the right time than for any other single reason. But you can't take advantage of that unless you stay in contact with your network. This is the main reason to have a network.

So how do you build and maintain a network? Most people personally

know at least 250 other people, and have even more acquaintances. Harvey McKay, a well-known author and speaker, suggests keeping a rolodex of everyone you know and putting a little something about that person on each card. McKay also suggests that you update your rolodex on who you meet daily. Get to know other paralegals -- get involved in MPA and NFPA; go to Sectionals; get on a MPA committee currently meeting. This could include the annual meeting, nominations and elections, winter gala, etc. Go out of your way to meet every single person that you have the opportunity to meet. Meeting new people will be easier for some than for others, but it will be worth your while. If networking is hard for you, start on a smaller scale - but start! The other thing I must say is be genuine, because people know if you are a phony. For some, it may take reading books to learn to genuinely like and meet new people.



Volunteering can help people who are shy or who find it hard to meet new people break out of their shells. Volunteering will afford you a smaller group to start and then you can build on that. Plus volunteering will build self-esteem and confidence faster than anything else because you are helping others. Always deliver more than you are asked to deliver.

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