

CAPIP NEWS

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

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“OSCPM: Certifiably the Best”!

The 17th 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.



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

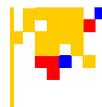
know at least 250 other people, and have even more acquaintances. Harvey McKay, a well-known author and speaker, suggests keeping a rolodex of everyone you know and putting a little something about that person on each card. McKay also suggests that you update your rolodex on who you meet daily. Get to 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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CAPIP Changes Since March 2006



Executive Fellows-Hired
Attorney General
Kory Slade Kirkland
Oklahoma City University

CompSource Oklahoma
Derek Neidig
University of Oklahoma

*Department of
Rehabilitation Services*
Ramona Tiger
Langston University

*Oklahoma Employment Security
Commission*
Eli Snowbarger
University of Central Oklahoma

Oklahoma Insurance Department
Andrew Hester
Oklahoma City University

Office of Personnel Management
Sarah Barber
University of Oklahoma

Brian Jepsen
University of Oklahoma

Jacob Smith
University of Oklahoma

Oklahoma Water Resources Board
Yohanes Sugeng
University of Oklahoma

Undergraduate Interns-Hired
District Attorney's Council
Meagan Frank
University of Central Oklahoma

Oklahoma Insurance Department
Trang Minh Ta
Oklahoma City University

*Oklahoma State and Education
Employees Group Insurance Board*
Tyler Lawler
University of Oklahoma

Oklahoma Water Resources Board
Larry Gallagher
University of Central Oklahoma

**Executive Fellows-Hired/
Converted**
*Department of
Rehabilitation Services*
Shanel Armstrong
Langston University

Terrisha Osborn
Langston University

Executive Fellows-Graduated
*Oklahoma Employment Security
Commission*
Eli Snowbarger
University of Central Oklahoma

Undergraduate Interns-Graduated
*Oklahoma State and Education
Employees Group Insurance Board*
Stephanie Nicholson
University of Central Oklahoma

**Undergraduate Interns-
Agreement Ended**
Department of Central Services
Lauren Skora
University of Central Oklahoma

*Oklahoma Teachers
Retirement System*
Stefan Von Dollen
University of Central Oklahoma

CAPIP Stats

- 34 Executive Fellows and 7 Undergraduate Interns are currently working in 16 different state agencies.
- Current Executive Fellows and Undergraduate Interns attend 11 colleges and universities.
- The CAPIP applicant pool consists of 40 graduate students and 43 undergraduates.

Don't Forget

...to update your CAPIP file at the end of each semester with:

- Grades from the semester just completed,
- Enrollment for the next semester,
- Training attendance verification,
- Change, if any, in name, address, phone, e-mail, etc.

For questions Email: Jenny.Chong@opm.ok.gov

Dress For Interview Success (Continued)

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time you interview. If you desire some variety within a limited budget, you might consider varying your shirt/blouse/tie/accessories as a simple way to change your look without breaking your wallet.

For those of you who need a quick review of the basics, follow these guidelines for successful interview dress:

Men and Women

- Conservative two-piece business suit (solid dark blue or grey is best)
- Conservative long-sleeved shirt/blouse (white is best, pastel is next best)
- Clean, polished conservative shoes
- Well-groomed hairstyle
- Clean, trimmed fingernails
- Minimal cologne or perfume
- Empty pockets--no bulges or tinkling coins
- No gum, candy or cigarettes
- Light briefcase or portfolio case
- No visible body piercing (nose rings, eyebrow rings, etc.)

Men

- Necktie should be silk with a conservative pattern
- Dark shoes (black lace-ups are best)
- Dark socks (black is best)
- Get a haircut; short hair always fares best in interviews
- No beards (unless you are interviewing for a job as a lumberjack!)
- Mustaches are a possible negative, but if you must, make sure it is neat and trimmed
- No rings other than wedding ring or college ring
- No earrings (if you normally wear one, take it out)

Women

- Always wear a suit with a jacket; no dresses



- Shoes with conservative heels
- Conservative hosiery at or near skin color (and no runs!)
- No purses, small or large; carry a briefcase instead
- If you wear nail polish (not required), use clear or a conservative color
- Minimal use of makeup (it should not be too noticeable)
- No more than one ring on each hand
- One set of earrings only

If you are still not sure how to dress for the interview, call them and ask! That's right--call the employer. But this is one time when you do not want to call the Hiring Manager--instead, ask to be put through to Human Resources and say: "I have an interview with _____ in the _____ department for a position as an _____. Could you please tell me what would be appropriate dress for this interview?"

Sure, you run the risk of someone in HR thinking you are a social imbecile, but that's a lot better than having the Hiring Manager distracted by inappropriate interview dress. While many work environments have shifted to business casual as the work standard, business suits are still the interview standard. When in doubt, it is almost always better to err on the side of conservatism.

One final note on interview dress: while it goes without saying that your interview clothes should be neat and clean, very few interviewees give the same time and attention to their shoes. Shoes? Yes, shoes. I am aware of at least one Corporate Recruiter who forms first impressions based solely (pardon the pun) on shoes. This person does not have a shoe fetish--he subjectively judges that those who pay attention to details like their shoes are also likely to

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The Importance of Networking and Building Relationships (Continued)

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Beware of networking errors. (1) Be sincere; (2) Don't ask for (or expect) payback; (3) Respect other people's time; (4) Follow through on promises; (5) Use special care with referred 'friends'; (6) Don't make disparaging jokes; (7) Err on the side of politeness and formality; (7) Don't wait to be properly introduced - practice a self-introduction; and (8) Say thank-you. Even if you aren't looking for a job, it is always important to keep adding to your network -- both inside and outside your industry. Why? Networking allows you to be in a position to win and be in with the decision makers who are making things happen. You can't take advantage of that unless you position yourself to win by staying in contact with your network. One of the more important sayings I've heard is, "It is not what you know, it is not who you know, it is what you know about who you know." Another saying that we have all heard, "They don't care what you know until they know that you care"!

I want to end with this - did you see the movie Erin Brockovich? Without giving anything away, do you know why Erin was so successful? It wasn't because of the way she dressed (and I don't recommend dressing like that), or the way she spoke -- because she definitely could have used better language. It wasn't her education either, although she was very smart. It was the fact that she really cared for others, could relate to them, and others trusted her with everything they had. So above all else, you need to honestly care about what you are doing and learn to relate and work with people.

<http://www.esquiregroup.com>

Dress For Interview Success (Continued)

(Continued from page 4)

be diligent in their work life. And it is not just that person's opinion. Many have said that you can judge a person by their shoes. You will find that many ex-military officers (many of whom have found their way into management positions in corporate America) are especially aware of a person's shoes. It is not enough to be clean, pressed, and ironed. Make sure your shoes are conservative, clean, and polished.

www.collegegrad.com/jobsearch

Carl Albert Trivia

Did you know...

- Carl Albert State College is a community college located in Poteau, Oklahoma, which was named for Albert in 1971.
- Carl Albert Indian Health Facility in Ada, Oklahoma, is a 53 bed acute-care hospital (and part of the Public Health Service) and is administered by the Chickasaw Nation of Oklahoma.
- The Carl Albert Center, an academic unit of the University of Oklahoma (in Norman, Oklahoma) was established in 1979 for the purpose of studying the life and political career of the former House Speaker, and, more generally the study of Congress. The Center also has a large archive with an extensive collection of twentieth century congressional papers.
- In the NBC show *The West Wing* it has been theorized that Speaker Albert was President in the mid 70's.



http://en.wikipedia.org/wiki/Carl_Albert

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