

# CAPIP NEWS

April 2006

Volume 9, Issue 1

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*

## Job Market for College Class of 2006 Best in Four Years



Reprinted with permission from [Naceweb.org](http://Naceweb.org)

The college Class of 2006 will enjoy the best job market in four years, according to a report published by the National Association of Colleges and Employers (NACE). Employers expect to hire 14.5 percent more new college graduates in 2005-2006 than they hired in 2004-05, according to NACE's Job Outlook 2006 report.

"We saw the job market for new college graduates drop significantly in 2002, and it has been climbing back since then," explains Marilyn Mackes, NACE executive director. "This is the third consecutive year in which employers have reported plans to increase the number of new college graduates they hire, and this is the best job market we've seen for new college graduates in the past four years."

"More than 46 percent of employers responding to the Job Outlook 2006 survey characterized

*Continued on page 5*

## Oklahoma College Students spend break helping Katrina Recovery Efforts

From [ChannelOklahoma.com](http://ChannelOklahoma.com)

OKLAHOMA CITY -- Not all Oklahoma college students are heading for exotic locations and beaches during spring break, many are volunteering instead to help clean up debris left in hurricane ravaged New Orleans.

Oklahoma State University freshman Jaclyn Cosgrove, a journalism major from Arpelar, will spend her first collegiate spring break knocking down buildings and raking up debris left by Hurricane Katrina. "I'd rather spend my time doing this than sitting at home," she said. "I love helping people, I love volunteering."

She's one of about 30 OSU students traveling with OSU's Campus Crusade for Christ, which

*Continued on page 4*



Hello and welcome to this issue of the CAPIP News! My name is Jenny Chong and I am the new Coordinator for the Carl Albert Public Internship Program.

I am very excited that I have been given this opportunity to work with students from all over Oklahoma! The CAPIP is a great way for you to gain hands-on experience that will help you succeed in your future endeavors! I have some great ideas to make this program more applicable to current and future interns and I look forward to working with and meeting each of the interns!

If you have any questions, please contact me at 405-522-1737 or email me at [Jenny.Chong@opm.ok.gov](mailto:Jenny.Chong@opm.ok.gov).



# Preparing for Career Fairs

## Preparation

- Research the employers attending. Learn as much as possible about the company, its product/services, etc.
- Determine which employers you want to visit. Bring 20-30 resumes. Bring a folder to carry resumes and a notepad for notes.
- Dress professionally.
- Prepare a "2 Minute Summary of Your Qualifications."
- Anticipate interviewing questions and practice answers.
- Prepare questions you want ask potential employers.

## During the Job Fair

- Go alone, if you go with friends or family walk the fair by yourself.

- When greeting a recruiter, introduce yourself and look confident by initiating a handshake with a smile.



- Express your interest by demonstrating knowledge of the organization (Do research before going and read the show guide).
- Relate your skills, interests and experiences to specific needs of the employer.
- Relax speak slowly and be confident.
- Listen and ask relevant questions about the

- company and position. This is not the time to ask salary related questions.
- Take notes!
- Ask the company what the next step is and how to follow up.
- Get appropriate contact information and ask for a business card.
- Conduct yourself professionally at all times, remember that you could be making impressions when you are standing in line or walking the fair.

## After the Job Fair

- Send a thank you card and reconfirm interest in the position and company.
- Within a week follow up with a phone call if you have not heard from them.

[Oklahomajobs.com](http://Oklahomajobs.com)

## Helpful Resume Tips

**Think Big** - PLEASE use a large enough font (at least 10 pt.) on your word processor so that the resume you fax to a recruiter will still be legible after it has been re-faxed and copied. We often receive resumes where crucial information such as phone # and address are obliterated in the faxing process due to their small size.

**BE SPECIFIC!** - It's frustrating to receive a resume that lists employment and

education with no dates or locations. The reader assumes you are hiding something and wonders what it is. Please list the locations and the beginning and ending dates of your jobs and tell when and where your degree was conferred. These are matters of record and will likely be verified during the hiring process. Mention your GPA if it's 3.0 or higher.

*Continued on page 4*

# CAPIP Changes Since November 2005

## Executive Fellows

### *Oklahoma Insurance Department*

Ihsane Bigaume

### *Office of Juvenile Affairs*

Christina M. De La Rosa  
Gary Dellinger, Tonya Jones,  
&

### *Department of Rehabilitation Services*

Seth Miller

### *Oklahoma Employment Security Commission*

Carol Lee Inman

### *Oklahoma Department of Labor*

Ben Palmer & Jeff Worley

## Undergraduate Interns-Graduated

### *Oklahoma State & Education Employees Group Insurance Board*

Alison Dowell & Judith Russell

## Executive Fellows- Hired/Converted

### *Office of Personnel Management*

Jennifer Jepson & Alan  
Ross Tripp

### *Department of Rehabilitation Services*

Angela Kay Sligar

### *Oklahoma Health Care Authority*

Casey Dunhart



## Undergraduate Interns

### *Oklahoma State and Education Employees Group Insurance Board*

Sanjiv Barve, Lance Miller, Stephanie  
Nicholson, Lauren Skora, & Jonea Williams

### *Oklahoma Insurance Department*

Blake Kerr

## Executive Fellows- Agreement Ended

### *Department of Rehabilitation Services*

Lucretia Vogt

## 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 29 graduate students and 30 undergraduates.*

## Oklahoma College Students Spend Break Helping Katrina Recovery Efforts (Continued)

will work in residential areas of New Orleans for a week. The students will sleep on cots in a warehouse. About 10,000 students from across the country are participating in the effort. I'm really looking forward to it," Cosgrove said. "That may sound weird to some people. But I think it will change my perspective."

### 10,000 Students Help Out One Relief Organization

Michael Haugtvedt, president of the OSU Crusade for Christ chapter, said the OSU group may also help with repair work at Tulane University and the University of New Orleans.

"A lot of people want to help out but don't know how to, so once they heard of this opportunity, it gave them a way." Some Northern Oklahoma College students also are traveling with Baptist Collegiate Ministries to help out in the New Orleans area.

The students will work with a Church in the suburb of Metairie, repairing homes, cooking and serving meals and evangelizing, ministries director Kevin Nagy said. Jerry Hartman, campus minister for the Southwestern Oklahoma State University Church of Christ, will take 18 students to New Orleans, where they will strip flood-damaged homes to their studs, and stay in a school that hasn't reopened since Katrina.

---

## Helpful Resume Tips (Continued)

**Less Is More** - A few carefully chosen words can convey more useful information than several paragraphs of flowery prose. Leave Charles Dickens on the shelf.

**Write Clearly** - Write now. Review later. Make corrections and revisions. Lay your paper aside for awhile, then read it again. Is your message clear and well-presented, free of errors? Ask someone else to read it. Your resume should be a verbal snapshot of who you are and what you have done.

The reader **Beware A Bad Spell of Whether** - Your computer spell check feature is valuable but not infallible. Remember to review your resume and cover letter carefully after correcting any errors discovered by spell check. If you led a program in 1994 to raise employee morale, don't tell prospective employers that you "lead a pogrom in 1984 to raze employee morals". Errors in zip codes, telephone numbers, and other numerical information are easily overlooked.

**Watch Your Language** - When you are writing a resume or cover letter, ask a friend or colleague to take a look at it, especially if English is not your first language. Errors in structure and phrasing can seriously alter the meaning of sentences, and will not project the polished image you want.

**A Few "Don't's" - DON'T** include references in your resume. You never know where your resume may end up. Your references could be contacted without you being aware. The time for references is after a serious interest is established on BOTH sides. **DON'T** criticize current or previous employers. **DON'T** have someone else prepare your resume. Sure, they can type it up for you, but make sure the thoughts and all the information is yours. Above all, **DON'T EVER** falsify or "pad" information in your resume. This will almost certainly cause serious problems when, not if, discrepancies are discovered.

[Jobteam.com](http://Jobteam.com)



## Updates

- Check out the Spring 2006 CAPIP Directory on our website: [http://www.ok.gov/opm/State\\_Jobs/Carl\\_Albert\\_Public\\_Internship\\_Program.html](http://www.ok.gov/opm/State_Jobs/Carl_Albert_Public_Internship_Program.html).
- The eligibility list that is available for the agencies will now be updated every Monday.

## 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](mailto:Jenny.Chong@opm.ok.gov)

## Job Market for College Class of 2006 Best in Four Years (Continued)

the job market for new college graduates as very good or excellent, compared to just over 29 percent last year at this time." (See Figure 1.) Responding employers expressed the most interest in students with business, engineering, and computer-related degrees.

Although the job market looks bright, students should be careful not to sit back and wait for an employer to come to them. "The good news is that many students will have more opportunities available to them," says Mackes. "However, students need to be aware that they have to work to find the right job with the right organization. They should start with their college career center, where they'll find expert advice, resources and connections to employers and jobs."

**Source:** *Job Outlook 2006*, National Association of Colleges and Employers

Figure 1	Percent of Respondents	
	2004-05	2005-06
Poor	0.0%	0.4%
Fair	19.9%	5.8%
Good	56.4%	47.4%
Very Good	22.1%	39.9%
Excellent	7.0%	6.5%

Oklahoma Office of Personnel Management  
Carl Albert Public Internship Program  
2101 N. Lincoln Boulevard, Suite B-22  
Oklahoma City, OK 73105  
[www.opm.ok.gov](http://www.opm.ok.gov)

**Oscar B. Jackson, Jr., IPMA-CP**  
*Administrator and Cabinet Secretary for Human Resources & Administration*

**Jenny Chong, Editor**  
*Carl Albert Public Internship Program Coordinator*  
[Jenny.Chong@opm.ok.gov](mailto:Jenny.Chong@opm.ok.gov)  
Telephone: 405-522-1737

This publication has been printed and distributed by the Oklahoma office of Personnel Management, as authorized by the Administrator, Oscar B. Jackson, Jr. One hundred copies have been printed at a cost of \$31.31 and deposited with the Oklahoma Department of Libraries Publications Clearinghouse.