



CAREER NOTES

Issue 61

Upcoming Events

Peace Corps

October 13, 2009
Student Union
Informational Table
1 p.m. to 5 p.m.

Presentation
Dining Room B
5:30 p.m. to 7:00 p.m.

Hormel Foods

Interviewing in Career Services for the following positions:
Associate Quality & Process Control Supervisor, Production Management Internship, Production Supervisor and Sales Representative

Deadline Application Date:

October 11, 2009

Interview Date:

October 21, 2009

8:30 a.m. to 3:45 p.m.

Sign-Up at www.winona.edu/career

Government Fair

October 26, 2009
University of Minnesota, Coffman Center

Long-Term Volunteer Fair

November 3, 2009
Winona State University,
Student Union

Fall Etiquette Dinner

November 4, 2009
5:30 p.m.
East Hall, Kryzsko Commons
Reserve your \$14.00 Ticket at
Career Services, 314 Maxwell

Career Fair 2009

October 14
12:00 p.m. to 4:00 p.m.
McCown Gymnasium

Career Fair is a yearly event sponsored by Winona State University, Saint Mary's University of Minnesota, and Minnesota State College - Southeast Technical. It is free and no pre-registration is required!

Here is a list of employers who will be recruiting at the fair as of September 29. Those asterisked will also be interviewing in the East Hall/Kryzsko Commons the following day for positions available:

ACR Homes, Inc.

Aerotek

Affinity Plus Federal Credit Union

Allina Hospitals and Clinics

Argosy University

Army ROTC

Ashley Furniture Industries, Inc.

ATK Composites

Auto-Owners Insurance Company

Becker Professional Education

Blain's Farm & Fleet*

C.H. Robinson Worldwide, Inc.

College Pro Painters

Concordia University - Saint Paul

CROPP / Organic Valley

Cytec Engineered Materials

Enterprise Rent-A-Car

Fairview Health Services

Family & Children's Center

Family Video

Fastenal Company

Federal Air Marshal Service

Federated Insurance Companies

Franciscan Skemp--Mayo Health System

Gerard Academy (MN)

Hamline University - School of Law

HealthEast Care System

HLB Tautges Redpath, Ltd.*

IBM

Information Providers, Inc.

Lakeview Health Center

LarsonAllen LLP

Mass Mutual*

Mayo Clinic

Mayo Graduate School

Mayo School of Health Sciences

Merchants Financial Group, Inc.

Minnesota Army National Guard*

Minnesota Correctional Facility-
Faribault

Minnesota Department of Human
Services--State Operated Services
(SOS)

Minnesota Reading Corps

Minnesota State Patrol

Mutual of Omaha*

North Star Resource Group*

Northern State University

Northland Insurance

Northwestern Health Sciences

University

Northwestern Mutual Financial

Network - The Bohannon Group*

Park Nicollet Health Services

Peace Corps

Regions Hospital

Saint Mary's University of Minnesota -
Winona Campus

Southern Minnesota Initiative
Foundation (SMIF)

St. Catherine University

St. Elizabeth's Medical Center

Target Stores*

Thrivent Financial for Lutherans

Tradehome Shoes

Trek Bicycle Corporation

U.S. Fish and Wildlife Service

U.S. Army Corps of Engineers, Lock &
Dam No. 6

United States Navy

University of Minnesota

University of Minnesota: Master

Programs in Accounting

University of Northern Iowa Graduate
College

University of St. Thomas Master of
Science in Accountancy

University of St. Thomas School of
Law

University of St. Thomas--MBA
Program

US ARMY

US Navy Officer Program

UW-La Crosse Graduate School

Wal-Mart

Walgreens*

Wells Fargo Financial--Rochester*

William Mitchell College of Law

Winona Health

Winona Workforce Center

To help you prepare for Career Fair, go to our website at www.winona.edu/career to view our podcast, "Make the Most of Career Fair".

Visit our Resume Cart!

Have more than one person review your resume. Ask someone who is attentive to details, can effectively critique your writing, and will give an honest and objective opinion. A great place to start is the staff working the Resume Cart! No appointment is necessary to get your resume critiqued at the on-campus Resume Cart (located in the Lower Hyphen at Kryzsko Commons) during the following times:

Monday: 12:00 - 2:00 and 3:30 - 6:30 p.m.
Tuesday 12:45 - 2:45 and 3:30 - 6:30 p.m.
Wednesday 12:00 - 2:00 and 3:30 - 5:30 p.m.
Thursday 12:45 - 2:45 and 3:30 - 5:30 p.m.

Also in the lobby of Maxwell Hall -
Tuesday & Thursday 9:45 - 10:45 a.m.



Office Hours:
Monday–Friday
8:00 a.m.–4:30 p.m.
Summer Hours:
7:30 am- 4:00 pm

Winona Campus

314 Maxwell Hall
Phone: (507)457-5878
Fax: (507)457-5516
www.winona.edu/career
career@winona.edu

Rochester Campus

Student Services 125
Phone: (507)280-5079
Fax: (507)285-7175
www.winona.edu/career
rochestercareer@winona.edu

Starting a New Job

Landing a job takes plenty of time and energy, but being successful in the workplace doesn't stop once you've been hired. It is important to make a good impression—especially in the first critical weeks of employment—in order to connect with your coworkers, learn job responsibilities, and fit into your company's culture. Here are some tips for job success from CareerBuilder.com, LLC:

- *Get a good night's rest.*
- *Learn the names of your coworkers as soon as possible.*
- *Do your research.* Visit your company's website, read its publications, and otherwise familiarize yourself with its products/services to get a handle on its mission.
- *Be positive.* Smile and speak in an upbeat voice
- *Be a work warrior.* Arrive ahead of time to each work day, take only the time allotted for lunch and breaks, and leave when or after your fellow employees finish work for the day.
- *Take the initiative.* Always be willing to tackle tasks that make your boss's life easier.
- *Take notes.* Write down assignments, procedures, contact information, and names of people you frequently deal with.
- *Appearance counts.* Dress appropriately for your position and be well groomed.
- *Be flexible.* Be ready to handle unexpected challenges.
- *Be appreciative of the attention and help of others.*
- *Be a good listener and learner.*
- *Connect with your boss.* Learn his or her personality and work style.
- *Ensure that you meet your employer's expectations.* Check in with your boss to see if expectations are being met.
- *Get to know your colleagues.*
- *Observe and learn from your coworkers.* Find out who the rising stars are and emulate their work habits.
- *Identify and avoid office politics.*
- *Respect the established order.*
- *There is no "I" in team.* Teamwork is the key to success in today's corporate world.

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