Third of a series

# Nine rules given for job interviews

By Hal Bergen

Just what is the score in this business of placement? How should a fellow handle himself? The first two articles in this series outlined the procedure by which the placement office tries to help Techhawks help themselves, but now let's get down to brass tacks about the individual. The American Society for Engineering Education has wrapped up all the common-sense tips a fellow needs to put himself at the top of the graduating engineers' heap. Here they are in nine easy lessons:

1. In anticipation of an interview with an organization, it must be the responsibility of the student to prepare himself properly by reading literature, attending meetings at which the story of that industry is being presented, organizing his own thoughts in order to ask and answer questions, and being as fully informed as possible on the type of business conducted by that organization.

2. He should be prompt in meeting interviewers and in handling his correspondence.

3. He should not accept interviews after he has signed up with a company.

4. After accepting an offer, he should promptly notify those companies whose offers are to be rejected.

5. He should use care in filling out various necessary forms.

6. He should recognize that failure to answer offers of employment is detrimental to his classmates, and therefore he should be prepared to make his decision far enough in advance of his graduation so that industry can make its plans.

7. He should keep the placement office intimately advised concerning his negotiations.

8. He should recognize that regardless of the number of interviews he takes, he should conduct himself in a business-like manner and not expect individual or unusual consideration or entertainment.

9. He must recognize that he must sell himself and that industry can advance him only on the basis of his performance.

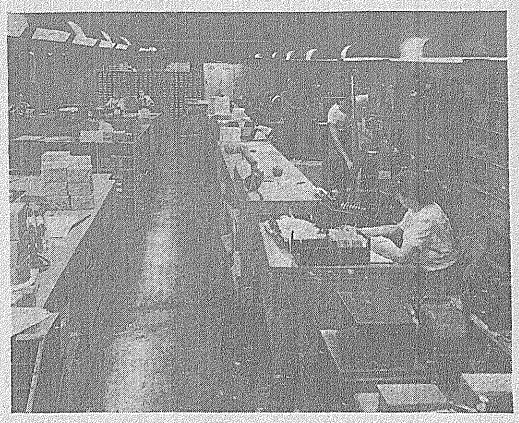
There you have it in a few words. The highest grade point average can't be shown off to any advantage without heed to these basic points. Four years of burning the midnight oil and the entire future may well depend on what advantage is taken of placement opportunities.

## Stuttering engineers are doomed

Charles E. Burdick, of the firm of Alvord, Burdick and Howson, consulting engineers, told the Illinois Chapter of the American Society of Civil Engineers that "an incoherent engineer is doomed to a minor position," in a speech delivered last Thursday at a meeting of the chapter.

"In many cases the ability of expression, oral or written, is a gift of inheritance," he said: "but whether inherited or acquired, the art of expression can be improved by study, example and practice.

"As in other walks of life, engineers succeed on the basis of character, personality, knowledge, and above all—the ability to express ideas clearly and logically," said Burdick.



TOP SECRET QUIZZES are routine grist for the mill in Office Services' MC basement publishing plant.

# Office Services publish both quizzes and ponies

Fed-up with a prof who spends half the period scrawling homework assignments or quizzes on the blackboard? Having trouble getting out organizational publicity in volume? If you want to ditto fifty copies of a math pony or send out a thousand "original" copies of a typed letter, Office Services will save you time and money.

**Functioning under direction of Virginia Brown, Office Services last year ran off uncounted millions of pieces of labor-saving materials via 19 thousand mimeograph stencils and 651 multilith plates.**

From its cool quarters in the subterranean recesses of the Metallurgical and Chemical Engineering building, Technology Center's Office Services department daily spews forth streams of dittoed, mimeographed, multilithed, and typed matter to lighten the burden of harassed secretaries and instructors. Besides syllabi, quizzes, and the like, IIT's whirring printery produces letterheads, TD plates, "personal" letters in quantity and even the bankbooks issued by the Bursar.

A growing variety of services are offered, utilizing such equipment as three power mimeograph duplicators, two ditto machines, a multilith (offset) press, and an automatic robot typewriter. Additional machines make possible such processes as perforating, cutting, and stapling.

A fascinating eye-catcher, the robot typewriter clatters away unattended, producing without fatigue or complaint any number of exact copies of a letter—all originals. Operating on the principle of the player piano, it grinds out personalized letters at a unit cost which grows quite small on long runs—leaving space for addresses, facsimile signatures, etc., as pre-determined.

**Popular with many Tech Center agencies, the robot lends an added touch to correspondence which demands individualized treatment.**

Facilities of Office Services are available to all divisions, departments, organizations and individuals at the Center, Miss Brown points out. Except during the hectic days just preceding and following each semester's beginning, quick service is assured.

## Classified Ads

Call Ext. 404

**FOR SALE:** Pedigreed Doberman Pinscher pups. 9 weeks old. $25. Wheaton 626R.

**SENIORS**—SAM photo service—twenty 2x3 copies made from any portrait. $2.50. (Negative unnecessary.) Give photo, cash to Phyllis Golaxon, 112B.

**FULL TIME JOB**—trying to find a number in the telephone book is a full time job. Find it easier in the New Student Directory.

**FOR SALE:** "ESCO" Drafting Table, 3x5 feet. Excellent condition, also stool, plus other equipment. Call DA 6-9830.

**THREE OR FOUR ROOM** furnished or unfurnished apartment in practically any condition desperately needed by IIT staff member. Will stretch all points up to $100 per month to get kids in off the street. Call M. Flynn, Ext.-8 3. FRANTICA.

DOES YOUR STUDENT DIRECTORY OPEN FLAT?

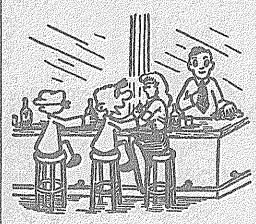
THE NEW STUDENT DIRECTORY DOES

ON SALE SOON

WINTER TUNE UP TIME!

MICHIGAN AVENUE AUTO REBUILDERS, Inc.

CHICAGO MOTOR CLUB AND ILLINOIS MOTOR CLUB SERVICE



"Refreshments of every Description"

open till —2 a.m.—

Father & Son Tap

33rd and Princeton Ave.