



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, May 9, 2005, Number 1493

Effective Interviewing Skills

Date: 05/17/2005
Time: 9:00 a.m. - 1:00 p.m.
Room: Admin. 192A

This program is designed for State and RF managers, search committees and those responsible for interviewing candidates. The program will include:

- Preparing for an interview
- Setting the tone for a successful interview
- Avoiding discrimination and illegal questioning
- Gathering appropriate, job related information from the candidate
- Closing the interview
- Documenting the interview
- How to develop a Resume Screening document
- General interview questions that solicit the answers you need
- Legal and illegal interview questions

To register for this workshop, please email a registration form (available on Human Resource Services website) to Pat Lore.

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390 Administration Bldg.
Stony Brook, NY 11794-0751
Telephone: (631) 632-6151
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COMMENCEMENT REMINDERS:

On May 20, celebrations extend from 8:30 am to 5:30 pm, with the Main Ceremony scheduled for 11:00 am. Everyone is encouraged to arrive at work early - before 8:30 am. There will be space in the garage for all monthly ticket holders. Commencement guests will be using the Stadium parking lot. The Main Gate will close between 9:30 am to 11:30 am. As departmental ceremonies end in the late afternoon there may be delays between 3:30 pm to 5:00 pm.



HABITAT FOR HUMANITY 2005 FUNDRAISING:

On Wednesday, June 1, 2005, at Mill Pond Golf Course there will be a tournament to raise money for the 4th Habitat house! The Libraries will donate a gift basket to be raffled at the tournament. The theme is "Unwind With a Book." I am collecting money that will be used to purchase the following (other items can be suggested) -

gift certificate to a book store
aromatherapy item, as lavender/vanilla candle, plug-in air freshener
CD of soothing nature sounds
gourmet popcorn/other healthy snack
decaf green tea
bottle of wine
quillo (pillow that opens into a small quilt) or perhaps a hammock

If we aim to raise at least \$160.00, it would require about \$2.00 from everyone. This is do-able!

Receipts will be given for monetary donations.

This basket must be ready by May 23, 2005 - so I'd appreciate a response by May 20th to give time to put it together.

PIZZA PARTY PHOTOS:

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 - ~4469649.jpg