

# The DOE is looking for good employees

by Georgia West Babb

The Department of Energy (DOE) will be a participant in Career Day. The DOE is in charge of work done at the Nevada Test site, including weapons testing and environmental clean up.

"We're looking at engineering types, or people with a strong background in health physics or biochemistry. We are also looking for people in accounting, or auditing" said Linda McKinnon, Human Resources Director. The DOE also prefers to see a high GPA, because this does make a difference in salary, according to McKinnon.

"A good employee should have good communication and writing skills," McKinnon said. "Writing skills are important because DOE writes reports and directives for contractor implementation. A person giving a formal briefing needs to be able to communicate. Granted, they

won't start doing this on the job immediately, but they need these skills to advance."

Problem solvers and "people people" rate highly with DOE, according to McKinnon. "An employee might have to deal with a contractor oversight or a problem client. There might also be problems with technical or administrative people and finding solutions is important to us."

McKinnon indicated that finding solutions is essential as DOE shifts from cleaning the test site to restoring it.

"The DOE's Environmental and Waste management divisions operate to insure compliance with federal regulations, such as the Clean Air and Water Act," McKinnon said. "We're not just going out there and doing whatever we want. Safety is our concern."

Environmental studies and engineering students alike may find their niche at places like DOE.

# CP and P shortens the road to success

by Kimberley McGee

The Spring semester is the beginning of hard-hitting reality for a lot of graduating students. Career Planning and Placement offers students a way out of the career decision maze.

"We do anything we can to assist the student in developing skills and experiences that are related to their career options," said Eileen McGarry, director of Career Planning and Placement.

There are three components of the Career Planning program. The first consists of services provided which help students make a career decision. Workshops are available from interviewing to help students prepare for an interview, to resume writing and job searches. The camera is set up for the interview workshop and the student is videotaped in a mock interview. The student then is able to view him or herself and make necessary improvements. A good resume is an important tool in obtaining a job in the highly competitive work force. "The key (to good resume) writing is accom-



Mary Schoenfeld keeps busy as recruitment coordinator for Career Planning and Placement.

plishment oriented...wording it in such a way that really emphasis skills," said McGarry.

The second component is career development, such as help in achieving internships, strategies such as working part time, and co-ops. These help students develop good networks of viable work related experiences.

The third is focused on graduate and graduating students. The office assists in seeking positions, job searching and programs such as Career Week.

All services offered by the office are career oriented. Those students who are undecided in a major are encouraged to come up to the office.

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<b>Information Table:</b>	Tuesday & Thursday February 11 & 13th 10:00 a.m. - 3:00 p.m. Moyers Student Union	Wednesday, February 12 Career Fair 10:00 a.m. - 2:00 p.m. Moyers Student Union
<b>Film Shows:</b>	Wednesday, February 12th 7:00 - 9:00 p.m. Garrison Room Memorial Union	

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# TRW is growing through diversity

by Georgia West Babb

One of the principal contributors to the design and development of advanced systems for missiles and spacecraft, TRW, will have a Human Resources representative available for questions at Career Day.

Products and services are provided by TRW through four business sectors: Space and Defense, Automotive, Occupant Restraint and Information Systems. A person working for TRW could be involved in anything from satellite communications to seat belt and air bag systems. Or an employee could work with real estate, business credit, farm machinery, electronic maintenance, or even nuclear waste management.

"A person employed by TRW can fill many positions in many locations," said Human Resources Manager at the Las Vegas branch, Sherry Adame. "We have people who have worked with the company for 30 years and just grew with it."

Diversity is an important word around TRW. Not only is the company responsible for a variety of products, they also employ a diverse group of people across the United States and around the world.

"We are very people-oriented and we recognize that people will have changes in their lives so we try to accommodate that," Adame said. "We also have a program called 'Career Ladders' which allows people to develop their careers either in management or as an individual contributor. This plan means an employee can still be challenged and rewarded whether in management or not."

According to Adame, TRW looks for employees who are "somewhat entrepreneurial and want to make a difference. We want somebody who will ask 'Why?' and who can also be a team player."

Adame advises students to follow the career path that is personally exciting to them. She has seen people make decisions based on such things as demographics. She said that sometimes they end up being unhappy in their chosen field because they aren't in a job that motivates them personally.

Several intern programs are offered by TRW across various sectors in business, organizational development, scientific and technical fields.

"To have effective leadership, we need executives who have had a variety of experiences and can react appropriately to each one," said Adame. "An intern could be in an office where they are just starting up or down-staffing or getting stabilized."

Developing mentors within a corporation could also provide insight into what the corporation needs are, according to Adame. In the future TRW would like to develop co-ops or other opportunities for UNLV students.

"We want to participate in and support the university and become well known to the community here," Adame said.