Winning Tactics for Interviewing

Winning tactics for interviewing

Thinking of starting off the new year with a new job? Give your career a kick start with the inside track on interview techniques and strategies.

January’s meeting will feature the Dean of Northern California Technical Communications Recruiters, Andrew Davis, holding forth on “Acing the Interview.”

Mr. Davis, active in STC circles for years, will discuss strategies for succeeding once you’ve gotten your foot in the door with a prospective employer. His insights and advice will be valuable whether you’re looking for your first contract or job—or your hundredth. Join us on Wednesday, January 10th for this fascinating and useful presentation. We’ll see you there!

Meeting details appear on page 2 and you can make reservations online at www.stc-berkeley.org.

STC Job Search Resources Online

The STC-Berkeley chapter compiles a list of contract and full-time job openings for technical communicators. This resource is distributed by email to list subscribers.

To subscribe, send an email message to STCJOBSBA-L-request@stc-berkeley.org. Leave the subject line blank and turn off your automatic email signature if applicable. Insert the following command in the first line of the message body:

subscribe

For more information on how to prepare job listings for this list and where to send them, please send a message to postinginstrux@stc-berkeley.org.

Rewarding Inadequate Instructions

At last, a chance to claim revenge on the manuals or instructions that have made your life miserable. Have you ever been so frustrated with a manual or set of instructions that you cursed the author and wished you had never bought the product? Did you ever say to yourself, “I wish I knew how to fix the problem myself?”

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About the STC

STC strives to:  
• Advance the theory and practice of technical communication  
• Promote awareness of trends and technology in technical communication  
• Aid the educational and professional development of its members.

Contact Us
Chapter voicemail: 510-466-5464  
Chapter email: sec etd@stc-berkeley.org

STC Headquarters
901 N. Stuart Street #904  
Arlington VA 22203-1854

President: Sarah Lee Hauslinger  
Exec. Director: William Stolgitis  
VP Programs: Bill Kritzberg  
VP Membership: Paul Sinasohn  
Treasurer: Kathryn Munn  
Secretary: Frank Lucchese

Advertising Rates
Page $70, 2/3 page $50, 1/2 page $40, 1/3 page $30, 1/6 page $20, ads under $10.  
$15 enrollment fee the first year. Student membership is $14, and for nonmembers the fee is $20; if you come for the program only, the fee is $12.  
Food for members is $17, for student members is $14, and for nonmembers is $20; if you come for the program only, the fee is $12.

Fix Your Résumé
With a reservation, the meeting fee with a reserved seat is $17, student membership is $14, and for nonmembers the fee is $20.  
Meetings are held at 7:30 P.M., at de la Paz (January 8, 2001) or another local restaurant.

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Address phone, or email changes:  
Membership (see above)  
Strategic Writing
Meeting Details
Next meeting:  
January 10.

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Does this sound familiar? How about $500 for your frustration? Technical Standards, Inc. (TSI), a Southern California documentation services company, is offering $500 for the winning entry in their 'Worst Manual Contest.' Send a manual or set of instructions that is hard to understand, poorly written, or just plain wrong. Send it if it has bad grammar, too much legalese, is poorly translated, or missing steps. If it is the worst entry, you will win $500.

"Everyone has had trouble with a manual," says Michelle Wier, Director of Operations of Technical Standards, Inc. "That's why we started our company. People like products they understand how to use, and good technical documentation reduces the need for technical support. That's why good manuals are so important.

You don't have to send the whole manual, excerpts of the worst parts are okay. The deadline for submissions is January 15, 2001, so check those holiday gifts for potential entries. Entries must be in English. For complete contest rules see the TSI Web site at www.tecstandards.com.

Freelancing Resources
Some resources for entrepreneurs and freelancers.

Alumni Resources in San Francisco For more information about the alumni resources, contact the career development division at www.ar.org or phone 415-274-4747.

American Medical Writers Association Conducts workshops for the medical communications industry. www.amwa.org or www.amwanvac.com. 

American Society of Journalists and Authors Features a service which lets you see what a tech writer's business looks like. asja.org/cw/cwpager.htm

East Bay Editor's Guild A support group. Kristin@barhlredit.com.

Help for Med Writers Web sites for medical writing and medical communications: genomejobs.com biospace.com www.fda.gov bioview.com

Other Related Local Resources
National Writers Union (UAW)
Albany, CA
2001 Annual Conference for freelance writers of all genres. Contact Mr. Dennis, 510-626-6512, for details.

Professional Association of Computer Educators (PACE)
Serves the educational community in the Bay Area. Meetings are on the second Thursday of the month, 6-9:30 p.m. at the Kaiser Conference Center, San Francisco. See www.pacenetwork.org.

Grilling for the Interview
The 16 “Most Popular” Interview Questions with 
Carole Hall
STC SAN FRANCISCO CHAPTER
WEDNESDAY, JANUARY 17TH, 2001
6:00 P.M.: NETWORKING AND SELF-SERVE HORS D'OEUVRES
7:00 P.M.: PROGRAM

If you have ever been asked a question in a job interview that made your mind go blank, this meeting is for you. Any of these "popular" questions could cause problems if you’re not prepared. In this interactive Q&A session, everyone in the audience will help provide answers to all these questions. Even in this time of excellent job prospects, a bad interview can prevent you from getting the job you really want. You need to feel confident about your ability to respond quickly and intelligently in an interview. The variety of responses you’ll have in this session will ensure that you can handle almost any interview situation, even those dreaded team-style interviews.

Carole Hall has been a technical communicator for several decades. Her company, HallTech, has provided writing and training consulting to small Bay area businesses and organizations. In the past five years, she has instructed technical communication (TC) classes at UC Berkeley, San Jose State University, and the University of California, Berkeley. HallTech also provides instruction for the American Medical Writers Association.

Carole is the author of a handbook, Instructions and Procedures That Work, which has helped hundreds of her students write good instructions and procedures.

Meeting Location: London Wine Bar, downstairs
415 Sansome Street, Downtown San Francisco
STC members: $10; Non-members: $12; Students: $8
Next Meeting:

Wednesday
January 10

Acing the Interview
with Andrew Davis

Meal reservations required by Monday, January 8.
See page 2 for costs and RSVP online:
Credit cards accepted at www.stc-berkeley.org.
Please do not call the restaurant!

Café de la Paz: 1600 Shattuck Avenue (at Cedar)
Buffet and No-Host Bar 6:30 - 7:30
Announcements and Program 7:30 - 9:00

STC-Berkeley Meeting Location and Directions

By BART: Exit the Berkeley station (Richmond line) at Center and proceed north six blocks up Shattuck Ave. to 1600 Shattuck at Cedar.

From north of Berkeley: From I-80, take the University Avenue exit. Go east (towards UCB) to Shattuck Ave. Turn left (north) on Shattuck and go seven blocks to 1600 Shattuck. Turn left on Cedar for parking.

From south of Berkeley: Take I-880 north from San Jose through Oakland. Follow the highway as it curves sharply to the right (where traffic merges) and becomes I-980. Continue on I-980 to Highway 24 (toward Berkeley/Walnut Creek). Take the first exit from 24 (Martin Luther King Jr./51st). Turn right on 51st St. and make first left onto Shattuck Ave. Proceed north on Shattuck to downtown Berkeley. Turn left at University Ave., then right again at first light (north) onto Shattuck. Go seven blocks to 1600 Shattuck. Turn left on Cedar for parking.

From San Francisco: Take the Bay Bridge towards Oakland (I-80 East). At the end of the bridge, stay in the left-hand lanes and head towards Berkeley and Sacramento. Proceed two miles and exit onto University Avenue (on the exit ramp, stay in left lane of split). Go east (towards UCB) to Shattuck Ave. Turn left (north) on Shattuck and go seven blocks to 1600 Shattuck. Turn left on Cedar for parking.

From far East Bay: Take Highway 24 west through Caldecott Tunnel, exit Ashby Avenue. West on Ashby to Shattuck Ave. Right on Shattuck to downtown Berkeley. Turn left (west) on University Ave., then right again at first light (north) onto Shattuck for seven blocks to 1600 Shattuck. Turn left on Cedar for parking.