

Student Employment Center Newsletter

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Student Employment Application Process



To apply for on-campus positions, please create your user log-in and password at <https://employment.georgiasouthern.edu>

Create your application and follow the instructions for each position in which you would like to apply. Each position will require a résumé, but some may require additional documents (i.e. class schedules) or there may be special instructions to complete supplemental information for the hiring department. Please read each position listing carefully for all details. If the application is not filled out completely you will not receive a confirmation number.

For questions please call the Student Employment Center at 912-486-7159 or email us at studentemployment@georgiasouthern.edu. If the application is not filled out completely, it will not be reviewed.

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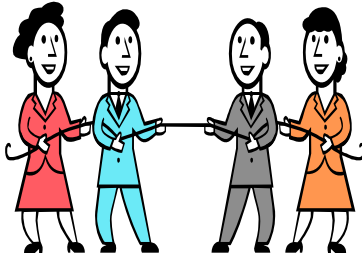
Cover Letter Do's and Don'ts

The biggest mistake many job hunters make is skipping writing a cover letter when sending off a résumé, says Jim, an AT&T human resource manager. He shares his insight, saying, "Cover letters are very influential, and a well-written letter can grab an interview just on its own merit. It's too bad most job hunters are so lazy they don't write one. That's an error no savvy job hunter wants to make."

Writing cover letters is hard for most people so they talk themselves into not doing it. Here are some key points:

- **Don't lose them with your first sentence.** A cover letter and résumé only get a 15 second glance, so your first line either grabs the reader's attention or loses it.
- **Do sell the meat.** Specifics sell, use short, powerful evidence detailing past achievements, skills, experience, & results you've achieved.
- **Do demonstrate that you can write.** Be concise and articulate, and typically no more than one page.
- **Do illustrate the qualifications needed.** Address each qualification and state your specific skill or experience which relates.
- **Don't let careless errors torpedo you.** Proofread before you send out.
- **Do list contact info.** Letters can get separated from résumés, be sure name, address, home/cell phone, and e-mail address are on the letter as well as your résumé.

Adapted from "Dos and Don'ts of a Good Cover Letter", by Robin Ryan, www.careerbuilder.com



Fight the Good Fight: Six Tips to Managing Workplace Conflict

Ever held a differing opinion from your boss? Boasted dissimilar ideas than your co-worker? Been knocked out by a colleague over a disagreement about a project? (Ok, so the last one might be stretch, but it's happened before...)

Join the club.

Human resource managers report spending 24 to 60 percent of their time dealing with employee disputes. The number of violent incidents in the workplace has been increasing steadily, according to a study by the Society of Human Resource Management (SHRM). Nearly 60 percent of respondents said violence had occurred in their organization during the past three years, and they identified "personality conflicts" as the leading cause.

Like birth, death, choice and change, conflict is a constant fact of life. It's also a fact of the workplace, especially when you deal or interact with people. While disagreements and differing opinions are normal, even healthy, in work relationships, conflict can cost your company productivity, money and employee satisfaction.

Fifty-three percent of workers said they lost time at work worrying about a past or future confrontation with a co-worker, according to a recent survey by researchers at the University of North Carolina. Twenty-eight percent of those surveyed said they lost work time because they avoided the confrontational colleague, and 37 percent said a hostile altercation caused them to reduce their commitment to the organization. Twenty-two percent said they put less effort into their work because of bad blood at the office.

"Co-worker conflicts can be one of the most difficult forms of workplace stress," says Gus Stieber, national director of sales for Bensinger, DuPont and Associates, a professional services company. "Understanding the nature of conflict, examining myths, and learning simple conflict-resolution skills can reduce friction and their negative toll on job satisfaction and productivity."

Reasons for animosity at work run the gamut from weak communication to personality clashes to poor leadership. Whatever the reason, early intervention is the key to managing conflicts before they become crises, Stieber says.

Make use of the following tips to resolve conflict at work:

Choose your battles. How important is the dispute really? Does it truly affect you, and is it a chronic problem? If it's a one-time incident or mild transgression, let it pass, says Steven Menack, a professional divorce and business mediator.

Expect conflict. Decide that friction will occasionally emerge in the course of human relationships, Stieber says. Don't fear it—rather, learn to spot the symptoms early and see opportunity in the resolution.

Use neutral language. Avoid judgmental remarks or sweeping generalizations, such as, "You always turn reports in late." Use calm, neutral language to describe what is bothering you. For example: "I get frustrated when I can't access your reports because it causes us to miss our deadlines." Be respectful and sincere, never sarcastic, Menack suggests.

Practice preventive maintenance. Avoid retreating to the safety of withdrawal, avoidance or the simplistic view that your co-worker is a "bad person," Stieber says. These are defense mechanisms that prevent the resolution of conflict.

Menack suggests focusing on the problem, not the person. Never attack or put the other person on the defensive, he says. Focus on actions and consequences.

Listen actively. Never interrupt the other party, Menack urges. Really listen and try to understand what the other person is saying. Let him/her know you understand by restating or reframing his/her statement or positions, so they know you have indeed heard them.

Get leverage on yourself. When dissent between you and a co-worker appears without resolution, it is time to get leverage. Ask to be held accountable. This brings your performance evaluation into the equation but without taking away your responsibility for resolving the conflict. This is hard to do, but remarkable change can happen when you are held to task.