**Top 10 things “NOT” to do in an interview!**

1. Don’t be unprepared
2. Don’t go casual
3. Don’t ask any questions
4. Don’t use clichés’
5. Don’t trash current employer
6. Don’t be fake
7. Don’t be evasive
8. Don’t chit chat
9. Don’t talk money
10. Don’t just walk away

**Top 10 things to do in an interview!**

1. Research organization/job
2. Be early
3. Firm handshake/eye contact
4. Be prepared
5. Ask insightful questions
6. Enthusiasm/smile/positive
7. Be yourself/be honest
8. Ask about the next steps
9. Give examples about previous successes
10. Follow up with a thank you

**Dodger Time Career Exploration!**

Dodger Time has also become an invaluable resource for career exploration including guest speakers from various backgrounds such as City Government, Transportation, Education, Manufacturing, and the Correctional Facility. These are held on a weekly basis and are easily accessible for students.

**Officer Webb and Officer Johnson will be guest speakers for TAP on November 17th!**

Officer Webb and Officer Johnson will once again be meeting with the TAP students on November 17th to present the next part in their “Be Smart” series. Last month social media safety was presented and the students learned valuable information on how to keep their identity safe.

**DATES TO REMEMBER:**

November 4th – Friendship Haven Tour
November 10th- Marion Home (volunteer)
November 14th- No school
November 17th- Officers Webb and Johnson-“Be Smart” Series
November 18th- Bowling Party at Ridgewood Lanes
November 18th- Early Dismissal
November 19th- Larita’s Cakes ‘n More Tour
November 25th- ICCC Career Day
November 26-28th- No school (Thanksgiving)

Special Olympics bowling took place on Thursday, October 23rd at Ridgewood Lanes in Fort Dodge. Bowlers from Fort Dodge and the surrounding areas spent the day competing for 1st-4th place ribbons and a chance to qualify for state which is held in Des Moines in November. A great time was had by all and congratulations to those who made it to state!
TAP Newsletter

Bowling Party

TAP will be having a Bowling Party on November 18th (1:10 pm early dismissal for school) at Ridgewood Lanes from 1:15-3:00 pm. Students will be responsible for their own transportation to and from Ridgewood Lanes. Cost is $3.50 per game, which includes shoes. Snacks or other goodies will require additional money provided by the student. **Deadline for sign-up is November 7th!**

Volunteer Opportunities

TAP students on October 13th and 27th had the opportunity to volunteer at the Marion Home. We were given a brief tour of the home and an overview of the day to day operations. We will be assisting residents with various things from playing games, writing letters, visiting, and anything else they might need.

Tours

TAP students were busy touring numerous businesses in October (Becker Florist, Municipal/Courthouse, Community Orchard) and November looks to be just as busy. Friendship Haven, Larita’s Cakes ‘n More, Matt Wagner from CS Bank, Marion Home, and Officers Webb and Johnson are just a few of our scheduled tours and guest speakers this month. Students have gained valuable insight on the different types of work environments and the expectations by employers through these tours and speakers. We can’t thank these professionals enough for their time and generosity.

Job Board

Our job board is now fully operational with job postings, interview informational tips, and other helpful hints regarding employment and college readiness. As always, please feel free to contact us in Room #67 or by phone at 515-955-1770.

“Find out what you like doing best and get someone to pay you for doing it.” - Katherine Whitehorn