One reason getting ready for an interview is full of stress is because you have to prepare for the unexpected. Part of those preparations is knowing how to answer questions that may not be legal to ask. We have researched some advice on how to handle these types of questions for the job seeker and how to avoid asking them if you're the interviewer.

We hope you find this update useful. Please feel free to pass this newsletter on to other interested alumni. Requests to be part of the regular distribution list or personal assistance with any career questions or issues can be made at acs@bucknell.edu, (570) 577-1238, or through IM at bualuminicareer (Tuesdays and Thursdays from noon-2pm and Wednesdays from 4-6pm).

Note: To use the resources located in myBucknell, the university’s portal, use the username and password that all alums were given in January 2005. If you don’t remember or can’t find yours, don’t worry – just contact the Alumni Office (570) 577-ALUM (2586) or mybucknell@bucknell.edu for help.

Alumni Career Services Staff

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Career Tip:

Handling Illegal Interview Questions
by Terra Dourlain
Managing Director, MyReferences.com

Jim, 48, is sitting in an interview, which has been going well. He's confident that his qualifications match those of the position, and he believes he'll fit into the corporate culture. As the interview is winding down, the interviewer casually asks: "Will your family mind the relocation from New York to Texas?" How should Jim answer this question? There are several questions that employers may not legally ask applicants. Federal law attempts to ensure that candidates are hired on
job qualifications and not by prejudicial criteria. Questions structured to obtain information on race, gender, religion, marital status, age, physical and/or mental status, ethnic background, country of origin, sexual preference, or any other discriminatory factor are generally illegal as grounds for making employment decisions. With few exceptions, these factors contribute nothing to your ability to perform a job, and an employer must substantiate those cases where a direct relationship is thought to exist. Anything that is not a bona fide occupational qualification may not be covered directly, although the interviewer may seek the information indirectly. Read More

Additional Resources:
www.usatoday.com/careers/resources/interviewillegal.htm
sample illegal questions with their legal alternatives
Susanireland.com/interviewwork.html – pgs. 14 and 15 deal with how to treat illegal interview questions.
www.admin.mtu.edu/hro/forms/whatyoucanandcantasklongversionmay05.pdf – really thorough chart organizing what is legal and illegal at all stages of the process – from search to hiring.
humanresources.about.com/od/recruitingandstaffing/l/aa_interview2.htm – how to craft interview questions if you’re the one doing the interviewing.

Job Leads from the Bucknell Community:
The following are job leads that have been presented to alumni by members of the Bucknell community – alumni, parents and friends of Bucknell. The selections in bold print are new to Alumni Career Notes since the last issue. To view the entire description, please log onto myBucknell and click on the Career Services tab.

- Boston Private Bank and Trust Company - Sales & Marketing Associate “I would love to have the job go to a fellow Bucknellian!”
- Art Center College of Design - Chair of Liberal Arts & Sciences "Maybe someone in the Bucknell alumni pool will be interested in this position."
- College Connections – Executive Associate, Special Events & Communications – really wants to hire a Bucknellian!
- Family Literacy Foundation - Program Manager “I absolutely love what I do so I can vouch that this would be a meaningful and rewarding job!”
- The Bank of New York – Portfolio Manager Assistant, Back Office Administrator
- Third Avenue Management LLC - Sales/Marketing Assistant, Special Situations/Distressed Research Analyst
- Todres & Company, LLP - Staff Accountant

Job Leads from Outside Bucknell:
The following are job leads that have been presented to alumni by entities outside Bucknell. The selections in bold print are new to Alumni Career Notes since the last issue. To view the entire description, please log onto myBucknell and click on the Career Services tab.

- AIG Global Real Estate - Procedure Analyst
- Ambercrombie & Fitch - Copywriter
- Commack UFSD – Physics Teacher
- **Corning-Painted Post School District** – Speech Pathologist
- **Environmental Liability Management Inc. (ELM)** – Entry Level Environmental Positions
- Greenhorne & O'Mara, Inc. – Transportation Engineer
- Kulicke and Soffa – Software Engineer
- McGrew Marketing - Experienced PR/Media Relations Specialist/Writer
- Northrop Grumman – Systems Engineer
- PageBites – Software Engineer
- **Port Allegheny School District** – Guidance Counselor
- Regester Associates, Inc. - Project Manager
- **Taunton Public Schools** – various Administrative Positions
- United States Geological Survey thru Environ. Career Organ. - Various scientific/environmental positions
- Vericon Construction Company - Assistant Project Manager

**Alumni Career Resources Can Help You:**

- Think through a career change and making career decisions
- Network effectively
- Effectively use the internet in job and career exploration
- Search for a job
- Transition into a new career
- Assist you in improving and targeting your resumes and cover letters
- Identify your interests, values, goals and preferences
- Plan for graduate or professional school

**Resources Available on Career Services tab of myBucknell:**

- CareerNet – Networking database of Bucknell alumni and parents
- Access to The Vault – referred to by Fortune as “The best place on the Web to prepare for a job search.”
- PDF pamphlets – research a variety of career topics
- Career Assessments – learn how to pair your skills, interests and expertise with career choice
- Career Search – same tool available to students to research employers is also available to alumni
- Bucknell Alumni Clubs – network informally!

**Upcoming Programs/Events:**

- **Mastering the Job Search** Career Teleconference – 7 pm, May 31, 2006
Saturday June 3rd at REUNION
1 - 2:30 p.m. COFFEE & CAREERS. Arches Lounge, Third Floor, Elaine Langone Center.
   Enjoy a snack while you:
   • Get information about how Alumni Career Services can help you
   • Talk one-on-one with Cathy McGinnis, program director of alumni career services, about your specific career needs
   • Pick up helpful materials on the job search, resume writing, interviewing, and other career-related topics
   • Get answers about transitioning to a new career

3 - 4:30 p.m. NETWORK WITH FELLOW BUCKNELLIANS to make the most of your connections. Business card and resumé swap. Arches Lounge, Elaine Langone Center, third floor.