



Grand Opening 130 Mullen St., Fort Loudon JT, James and Jess Taylor cut the ribbon on their new business April 19, 2014.



Grand Opening 4 Dog Vintage Creations 13 North Main Street, Mercersburg. Ed & Daria Royer cut the ribbon at their new business April 3, 2014.

THE BEST OF BUSINESS 2014 AWARDS INSIDE!



2014 BUSINESS PERSON OF THE YEAR ROBERT J. FIGNAR CEO THE FIRST NATIONAL BANK OF MERCERSBURG

PHOTO L-R - TAMMY OBERHOLZER, BOROUGH MANAGER/CHAMBER CHAIR, ROBERT J. FIGNAR, MARY-ANNE GORDON TACC EXECUTIVE DIRECTOR

Upcoming Events

Chamber Lunch

April 30, 2014

Noon-1pm

Speaker - Franklin County Foundation

@ American Legion Mercersburg

Cost - FREE

May 21, 2014

Noon-1pm

Speaker and Location - TWEP

Cost - \$10 at the door only





MERCERSBURG SPRINGFEST

SATURDAY MAY 10, 2014

9AM-3PM DOWNTOWN MERCERSBURG

BOARD OF DIRECTORS

Executive Board Members

Chair

Tammy Oberholzer

Borough of Mercersburg & Rotary Club of
Mercersburg

Vice-Chair

John Flannery

Flannery's Tavern of the Square

Treasurer

Travis Hall

Alliance Elevator

Secretary

Judy Boyd

Whitetail Resort

Board Members

Barb Danowski

Fast Ink

Elizabeth George, MD

Summit Health

Dwayne Johnson

St. Thomas Development

Gloria Pine

Buchanan Lioness

Debbie Rutherford

Mercersburg Academy

Chris Shelley

Tuscarora School District

Dana Kaiser

F&M Trust

Annalisa Ambrisco

The First National Bank of Mercersburg

Staff

Executive Director

Mary-Anne Gordon

The Chamber News is a monthly newsletter of the Tuscarora Area Chamber of Commerce. Submit your information by the 23rd of each month for inclusion. The Chamber reserves the right to edit content of submissions for space limitations. Ideas, opinions and statements expressed in articles by contributors are not necessarily those of the Chamber.

Dear Downtown Mercersburg Businesses,

Mercersburg Springfest is Saturday May 10, 2014. This festival has grown in size quickly and we anticipate it being much like Townfest. With the food court and family vendors and activities on the grounds of Mercersburg Elementary School, vendors will be around the square, up and down West Seminary to Park Street, and on East Seminary to Fayette Street. These streets and the square will be closed at 4am and open at 4pm. All alleys that lead to these areas will be blocked as well.

If your business will be open that day, please let us know so we can encourage shopping, dining, banking. If you would like to set up on the street in front of your business with the vendors, I have included a vendor form with this letter. As with other festivals, the vendors will be in the street, in assigned and measured spaces. On East and West Seminary they will face out to the street with patrons walking the center of the street. For the most part, the sidewalks will be clear. We do place trash cans on the sidewalks, and I would expect vendors to have boxes on the sidewalks too. On the square the vendors face the sidewalks from the marked and measured street spaces. Patrons walk on the sidewalks in the square so they can have safe access to the crosswalks to get to the other side. If your business is on the square, they will also have access to your business as we keep the sidewalks completely clear for safety.

The chamber would like to encourage you to market "Mother's Day Saturday" or "Springfest" specials for the day. Let us know your plan by May 1st so we can include them in our press release. A mission of Springfest is to bring new shoppers and tourists to town and put our best foot forward so they return. Thank you for all you do.

Sincerely,

Mary-Anne Gordon

Tuscarora Area CHAMBER OF COMMERCE

Mercersburg, Montgomery, Peters, St. Thomas, Warren

Purpose Statement

The Tuscarora Area Chamber of Commerce is organized to achieve the objectives of:

- 1) Preserving the competitive enterprise system of business by:
 - a. creating a better understanding and appreciation of the importance of business people and a concern for their problems;
 - b. educating the business community and representing them in township, borough, county, state and national legislative and political affairs;
 - c. preventing or addressing controversies which are detrimental to expansion and growth of business and the community if they arise;
 - d. creating a greater appreciation of the value of a more liberal investment of substance and self on behalf of the interests of competitive business;
- 2) Promoting business and community growth and development by:
 - a. promoting economic programs designed to strengthen and expand the income potential of all business within the trade area;
 - b. promoting programs of civic, social and cultural nature which are designed to increase the functional and aesthetic values of the community;
 - c. and discovering and correcting abuses which prevent the promotion of business expansion and community growth.

For more information about Chamber advocacy visit
www.tachamber.org, contact info@tachamber.org,
or call 717-328-5827.



PCI
Insurance
Inc.
Employee Benefit
Solutions for
Chamber Members
800.755.3021

**Downtown
Mercersburg**



www.DowntownMercersburg.com

We earned the seal of approval. Tuscarora Area Chamber of Commerce

Now we'd like yours.

"The technology used by APPI Energy forces the suppliers to compete for our business. Their process was seamless and required minimal time commitment and no upfront cost. Not only did they negotiate our first contract, we have just signed a renewal agreement with their help."

Bob Zentz • Fellowship Communities

Contact the trusted energy experts at 800-520-6688 or info@appienergy.com.



**Build Community
Prosperity from Within**

Tuscarora Area
CHAMBER OF COMMERCE
Mercersburg, Montgomery, Peters, St. Thomas, Warren

www.tachamber.org

Tuscarora Area CHAMBER OF COMMERCE

Mercersburg, Montgomery, Peters, St. Thomas, Warren

Thank You Annual Dinner Sponsor



Thank You Business Awards Sponsors

APPI

Bell Insurance

Buchanan Lioness

Congressman Bill Shuster

D.L. Martin Co.

Fast Ink

Fast Signs

Flannery's Tavern on the Square

Fred B. Nair T.V. & Appliances Sales

Leidy's Custom Woodworking

M&T Bank

Mercersburg Academy

Mooney & Associates

P&H Flooring

PCI Insurance

The First National Bank of Mercersburg

Whitetail Resort

Thank You Annual Auction Donators!

Adams County Winery

Agronomy

Atlas Copco

Bell Insurance

Conococheague Institute

Congressman Bill Shuster

DSSW&F Law Offices

F&M Trust

Fast Ink

Four Dog Vintage Creations

Flannery's Tavern on the Square

Holiday Inn

Leidy's Custom Woodworking

Long Acres Alpaca Farm/Pachallina

Mercersburg Academy

Mercersburg Historical Society

P&H Flooring

Patriot Federal Credit Union

Rotary Club of Mercersburg

Route 5 Gifts

The First National Bank of Mercersburg

Snider's Jewelers

True Value Mercersburg

Whitetail Resort



**BUSINESS OF THE YEAR
WASTE MANAGEMENT, INC**

**CENTER - PATRICK HERATY, DISTRICT
MANAGER AT WASTE MANAGEMENT, INC.**



**VOLUNTEER OF THE YEAR
CENTER - CHRIS ARDINGER**



**NOT FOR PROFIT OF THE YEAR MMP&W VOLUNTEER
FIRE DEPARTMENT**

**L-R; TAMMY OBERHOLZER CHAMBER CHAIR, HAROLD CARBAUGH, FIRE BOARD
VICE PRESIDENT; GREG WELLER, FIRE BOARD TREASURER & FIRE CO CAPTAIN;
SUE MCCRACKEN, EMS CHIEF; DALE CARBAUGH, FIRE CHIEF; JEFF MAIN,
FIRE BOARD PRESIDENT & FIRE CO ASSISTANT CHIEF,
MARY-ANNE GORDON TACC EXECUTIVE DIRECTOR**

Manager's Corner™: *When Leadership Pretends Not to See*

"How can I let the leadership team know my manager is a really poor manager and our team is falling apart because of him?"

That question was emailed to me by one frustrated senior manager. It is such a tragedy because here's the truly frustrating aspect of this situation:

The leadership team already knows this manager is weak. They've simply chosen not to do anything about it.

The leadership team is simply pretending not to see this manager's weaknesses. Because if they do, they'll have to address them. If they address this manager's weak management skills, they may well have to address their own management failures in letting this manager become so ineffective. Now why would they want to open that can of worms?

I've yet to hear a CEO, president, executive director, or Vice President say, "So-and-so is a weak manager? Really? I had no idea!" More often than not they say, "Yeah, I know, but he really knows Production. Until we can find someone with those skills, we're kind of stuck."

That's a logical-sounding excuse, but I don't buy it. If the leadership team is keeping a poor manager in place because she or he has technical skills, they've got more systemic issues to address than the manager's weak management skills:

- They're not building depth in the organization.
 - Why does only one person have the technical expertise needed to effectively oversee and manage production (or whatever the department is)?
 - Who is this manager's backup? What happens if s/he is on vacation, leaves the company or retires?
 - What is being done to continually develop the skills of all employees to ensure they can continue to support the company as it moves forward to support its customers?
- They're promoting the wrong people into management positions.
 - Why is the manager the one with the strongest technical skills?
 - The people doing the work - the people who are the closest to it - should be the strongest technically.
 - Technical skills and management skills are two very different skill sets.
 - Don't promote a strong technical person only to create a weak manager.
- They're teaching the weak manager to continue to behave poorly by enabling his or her behavior. By not addressing poor management skills, they're condoning them.
- They're allowing a weak manager to frustrate solid, well-intentioned employees. As a result, employees who had every intention of contributing, don't.

If you're a leader, ask yourself, *"What have I been pretending not to see?"* The longer you choose *not* to address issues with your own leadership, your senior team's leadership, or with your management team, the longer you'll cause your employees to sit-back and disengage. So before you allow anyone on your leadership team to complain about production, operations, marketing, or any other department, group of employees, or individual employee, ask yourself: *"What have I seen but chose to ignore?"* Then, take your blinders off and do your job.

Copyright MMXIV - Liz Weber, CMC, CSP* - Weber Business Services, LLC – www.WBSLLC.com

* Liz is one of only 12 people in the U.S. to hold both the Certified Speaking Professional (CSP) and Certified Management Consultant (CMC) designations; the highest earned designations in two different professions.

Franklin County, Pennsylvania
Tourism & Quality of Life Enhancement Grant Program
Criteria and Guidelines
2014

STATEMENT OF PURPOSE

Franklin County has established a grant program to support the county's tourism efforts and develop the county's quality of life related assets. The purpose of this grant program is to enhance the tourism experience, retain and increase visitation and overnight stays within Franklin County, improve the county as a destination market for leisure travel, and to provide bike and walking trails which benefit the community and enhance the quality of life for county residents. Awards are granted annually on the basis of merit as determined by the Franklin County Grant Review Committee and administered by the Franklin County Commissioners.

CRITERIA AND GUIDELINES

1. Grants may be awarded to any nonprofit organization or municipality located within Franklin County whose mission and operation are related to tourism or improves the quality of life experiences of county residents. Grants may be awarded in the following project categories:

Bike and Walking/Hiking Trails: These improvements will enhance tourism, connect historic and/or tourism attractions, and promote overnight stays within Franklin County.

Preservation and Enhancement of Historic Assets: Capital improvements that will preserve, restore, improve or develop historic assets that benefit tourism and promote overnight stays within Franklin County.

Bike and Walking/Hiking Trails: These improvements will enhance the quality of life experiences of county residents and be a benefit to the community.

2. Grants are awarded on an annual basis. The schedule for the 2014 Franklin County Tourism Grant Program is as follows:

Grant writers' workshop will be held: May, 1, 2014

Deadline for applications to be submitted: June 2, 2014 at 4:30 p.m.

Awards will be announced no later than July 1, 2014.

3. Award amounts must be appropriately utilized within 12 months of formal notification of

award. Grants payments will be distributed when requests for payments are made by the entity. Requests for payments shall include a written request for payment, copies of invoices verifying the expenditures and a brief project update. The County reserves the right to request additional information to substantiate expenditures. Grant requests are to be submitted to:

Franklin County Planning Office
218 North Second Street
Chambersburg, PA 17201
717-261-3855
planning@franklincountypa.gov

4. Awardees shall publicly acknowledge the Franklin County Tourism & Quality of Life Enhancement Grant Program, as administrator of the program, through all reasonable vehicles as a stipulation of accepting such awards. This includes recognition of funding on printed media, social media pages, websites and any other media that might be engaged utilizing grant funds. This acknowledgment shall incorporate the Franklin County seal. An electronic version of the seal is available. Please contact:

Franklin County Planning Office
218 North Second Street
Chambersburg, PA 17201
717-261-3855
planning@franklincountypa.gov

5. If awardees anticipate that the grant funds will not be appropriately utilized within 12 months of formal notification of award, awardees must inform the Planning Department in writing within 90 days of the end of the grant period to either request an extension or return to Franklin County the entire amount that has not been appropriately utilized along with any interest accrued accompanied by an explanation of why the funds were not used.

6. As a condition of accepting the grant, awardees agree to provide adequate proof that the funds received were used for their intended purpose. A final project report is required not later than 30 days after grant expiration and must include:

- A. Documentation regarding how the grant funds were utilized;
- B. Itemized list of expenses with copies of invoices or cancelled checks;
- C. A summary of the completed project including any traceable results;
- D. A certification letter executed by a principal of the entity that received the grant

attesting to the fact that the grant funds were used for the purpose awarded; and

E. If a grant was for a capital project, photos of the completed project must be included in the final report.

F. Ineligible expenses will not be reimbursed.

7. Grant recipients shall abide by all local, state, and federal laws and regulations and agree to furnish all receipts and a certification letter to verify the expenditure of any grant funds received. In addition, grant recipients understand that the expenditure of grant funds received might be subject to audit and or further verification and agree to cooperate with any such audit or verification process.

8. Grant applications must be typewritten. Handwritten applications will not be considered by the grant committee and the grant committee is not responsible for contacting the applicant to request re-submission of a typewritten application.

9. Applicants must complete the Grant Program Application which is available at the following locations:

Franklin County Planning Office
218 North Second Street
Chambersburg, PA 17201
717-261-3855
planning@franklincountypa.gov

www.franklincountypa.gov

10. An applicant may not file more than one grant request per year.

11. If, at the deadline for submission of the current year's applications, any recipient of a prior grant that has not submitted the required receipts and supporting documentation within the prescribed deadline explaining and evidencing the use of the grant and an extension has not been requested and approved, said recipient shall be ineligible to apply for a future grant until such receipts and supporting documentation required herein are submitted and accepted.

12. Grants may be awarded to recipients for multiple years.

13. Based on extenuating circumstances that might have precluded a grant from being appropriately utilized, a deadline extension may be requested by a grant recipient and, if

approved, said recipient shall be eligible to apply for a subsequent grant during the extension period.

14. The grant committee reserves the right to approve or reject an extension request and the decision of the committee or its designated representative(s) shall be final and binding upon all parties.

15. Applicants that align their project goals with the County's Greenway and Open Space Plan and the County's Comprehensive Plan and collaborate with other tourism-related entities, nonprofits and local municipalities will be given preferential consideration when awarding grants. Both documents are available on the Franklin County Planning Department website:
<http://www.franklincountypa.gov/Pages/PlanningDepartment.aspx>

16. Projects and improvements to physical assets that are ready for construction will receive priority consideration when awarding grants.

17. Although projects and improvements to physical assets will receive priority consideration when awarding grants, "soft costs" are an eligible expense for grant awards. "Soft costs" may consist of feasibility and planning studies and engineering and design. This is not an all-inclusive list of eligible expenditures. Grant requests for soft costs from organizations or municipalities that will provide matching funds or in-kind support will receive priority consideration when being compared to other grant requests for soft costs.

18. Projects must comply with applicable municipal, state, and federal laws, rules, regulations, guidelines, ordinances, etc. Projects must also have the support of local residents and the local municipality.

19. It shall be the sole responsibility of any grant recipient to be observant and adhere to the prescribed deadlines relative to the appropriate utilization of any such grant. Neither the Franklin County Commissioners, nor the grant committee, shall be responsible for monitoring such deadlines or informing any grant recipient of an impending or expired deadline. Failure of a grant recipient to comply with the deadline relative to a grant will subject said recipient to the covenants and provisions contained in these Criteria and Guidelines.

20. Applicants should not assume that they will be awarded a grant on an annual basis, nor should they consider these tourism and quality of life enhancement grants a permanent addition to their budget.

21. The Franklin County Board of Commissioners shall establish available funding for this program on an annual basis. For 2014, \$225,000 is available for grants for bike and walking/hiking trails and preservation and enhancement of historic assets which relate to enhancing the tourism experience, visitations and overnight stays within Franklin County. \$125,000 is available for bike and walking/hiking trails (which do not need to relate to tourism enhancement).

PLEASE NOTE THAT ONE ELECTRONIC COPY OF EACH APPLICATION MUST BE SUBMITTED WITHIN THE PRESCRIBED DEADLINE IN ORDER TO BE CONSIDERED, AND AS NOTED IN § 8 ABOVE, HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED. THE COUNTY RESERVES THE RIGHT TO REQUEST PAPER COPIES BE PROVIDED.

Franklin County Tourism & Quality of Life Enhancement Grant Review Committee

1. The Tourism Grant Review Committee shall be comprised of five (5) members:
 - Franklin County Administrator, Assistant County Administrator, Planning Director and Fiscal Director
 - One representative from Franklin County Visitors Bureau Board of Directors appointed annually by the Franklin County Commissioners to serve a one-year term. This representative shall only review and participate in the decision-making process for applications which relate to enhancing tourism.

In the event that a member of the Tourism & Quality of Life Grant Review Committee serves on the board of an applicant organization or event, or is affiliated in another manner, it is mandatory that said member recuse himself/herself from the review and/or decision-making process of that specific application.

2. The committee will review all grant applications and announce the awards (TBD)
3. Grant awards shall be presented to each recipient by the Franklin County Commissioners.
4. Nothing shall prevent the Franklin County Tourism Enhancement Grant Review Committee from withholding part or all of the grant funds available for annual awards should the committee determine that insufficient requests have been made justifying the full distribution of those funds.
5. The Franklin County Commissioners may enhance, amend, or modify the grant criteria and guidelines.



TWEP FIELD DAY

May 17th, 2014 9am-3pm

Join us: Charles Brightbill Environmental Center

4881 Ft. Loudon Rd. Mercersburg, PA 17236

Along with:

Conococheague Audubon Society, the Mason Dixon Safari Club, the Bluebird Society, the PA Game Commission, the Keystone Elk Country Alliance, and others.

Throughout the day, there will be outdoor activities, booths and special speakers for adults and for children. Concessions will also be available.

A more specific schedule of the day's events will be posted on TWEP's website at www.twep.org closer to the event.

Sponsored by the Tuscarora Wildlife Education Project and the Cumberland Valley Chapter of Pheasants Forever.



Director Shelia Snider
717-328-2126
twepmail@gmail.com

Pheasants Forever Wildlife Biologist
Courtney Cox
931-216-0886
ccox@pheasantsforever.org

FREE Community SHRED Event

Friday, May 2, 2014

(Rain Date is May 9, 2014)

Hosted by:

AND



2047 LOOP ROAD
CHAMBERSBURG



Hours for shredding at our North End Office
11AM- 2PM

Bring your papers for on-site shredding. It's the best way to protect your identity and all the paper shredded is destroyed in the safest and most secure way by Absolute Document Destruction.

Please note that there will be a 5 box per individual/company limit.

Please do not bring 3-ring binders, binder clips, or hanging files.

Your cooperation will enable us to better serve everyone.



Friday, May 2nd
North End Office

**THE FIRST NATIONAL BANK
OF MERCERSBURG**

Values you trust.

MEMBER FDIC

www.fnbmbg.com

BUS TRIP

Friday, June 13, 2014

Sponsored by
Mercersburg Historical Society

Itinerary

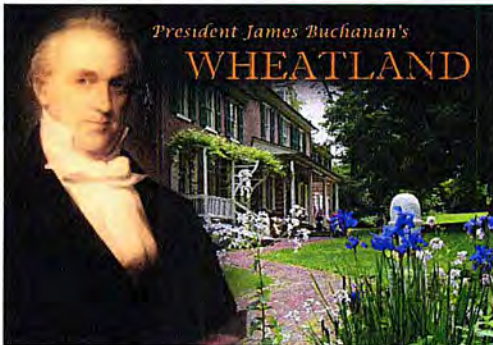
7:30 a.m. Leave Food Lion Parking Lot, Mercersburg
 9:30 a.m. Arrive at Wheatland
 (Please Note we will NOT be stopping for breakfast)
 10:00 - 11:45 a.m. Tour of Wheatland
 12:00 - 12:15 p.m. Arrive at Loxley's for Lunch
 1:30 p.m. Tour of National Clock & Watch Museum
 3:30 p.m. Leave for Mercersburg
 5:30 p.m. Approximate Arrival Food Lion, Mercersburg

\$80.00 Per Person

Includes:
 Transportation, Admissions to All Attractions & Lunch

Reservations RSVP May 30th

Questions???
 Contact: Betty Jane Lee
 Email: bjlee@innernet.net
 Phone: 717-328-2897



Step inside the stately home of President James Buchanan and explore the rooms, stairwells, stories where secrets & details of his political and personal life intersect. Docents in period clothing bring history to life as you walk through Wheatland, beloved home of our nation's 15th President.

Explore:

- His attempt through law & diplomacy to unify a nation divided over slavery and states' rights
- His engagement to Ann Coleman, her sudden death, and his vow to never marry
- His guardianship of orphaned niece Harriet Lane & nephew James Buchanan "Buck" Henry
- Harriet Lane's role as the First Lady



Lancaster's Premier Outdoor Dining Experience

It's unique structure is nothing short of extraordinary. It is the epitome of the dining "experience." We mix the well-known culinary expertise of Heritage Hills Resort with exceptional service – making this a place where legends are made.



The National Watch & Clock Museum

Opened in 1977 and today has a collection of over 12,000 items. Today, the museum is recognized as the largest and most comprehensive horological collection in North America.



Mail & Make Checks Payable To: Mercersburg Historical Society, PO Box 115, Mercersburg, PA 17236

BUS TRIP - JUNE 13, 2014

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Number Attending: _____ X \$80.00 = \$ _____

Get to know Brian.

As Assistant Vice President and Merchant Services Specialist for Commercial Services, Brian Reidell is here to make the most of your deposits and help your business succeed.

With more than 11 years of financial experience in Southcentral PA, including branch management, lending, operations, cash management, and corporate services, Brian is responsible for F&M Trust's Merchant Services Program.

A native of Mifflinburg, and resident of Enola, Brian earned his degree from Shippensburg University. He has been active in the community with the Jake Gittlen Memorial Golf Tournament, HACC Public Safety, EPYAL, and the Susquehanna Township Rotary Club.

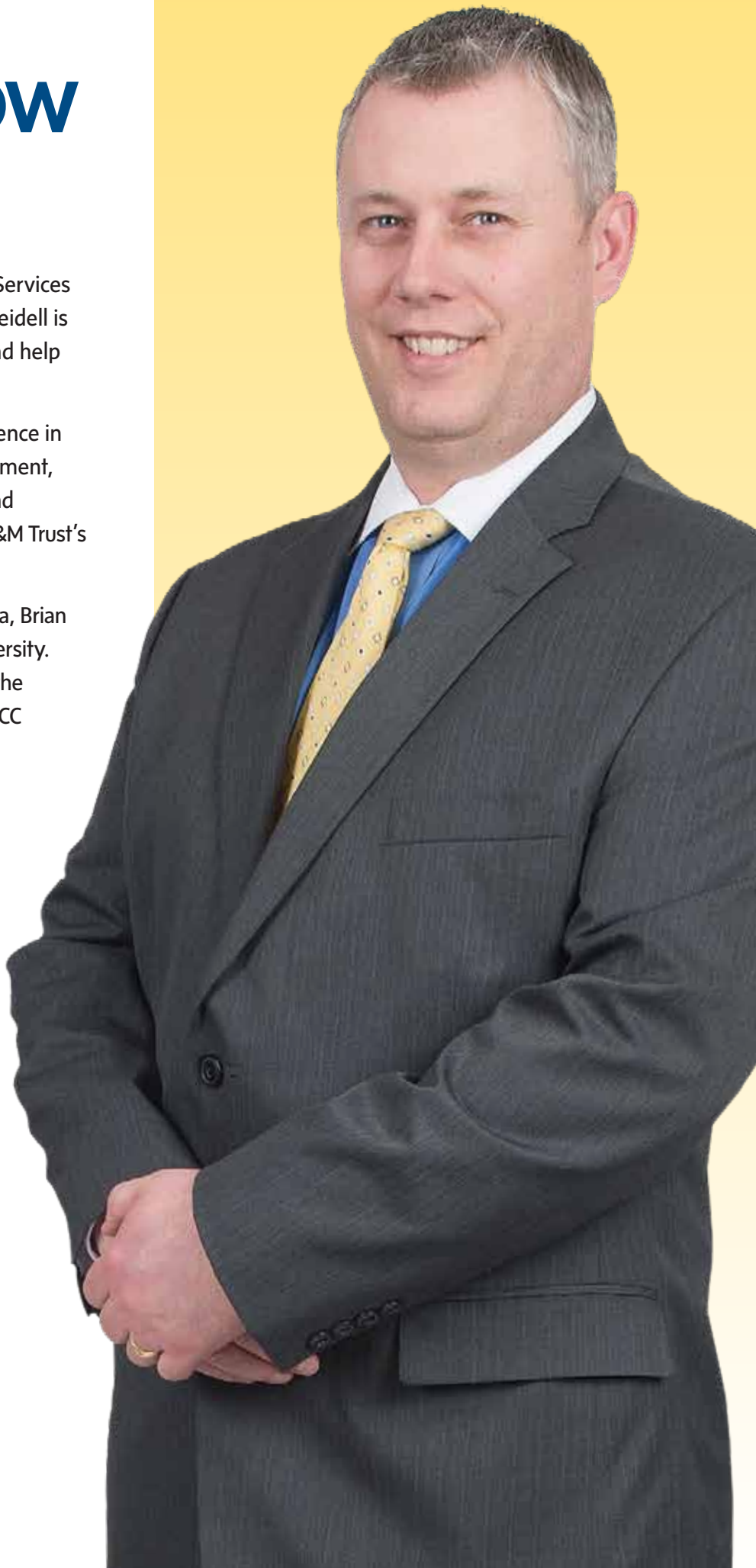
If you prefer experienced guidance from business experts like Brian, connect with the F&M Trust team. 100% local. 100% committed to your success.

Brian Reidell

Assistant Vice President
Merchant Services Specialist
Commercial Services
Office: (717) 261-3617
Cell: (717) 658-0952



fmtrustonline.com



When this owner saw a new business opportunity, F&M Trust was ready to roll.



Left to right:
Mary Cordell, Assistant Vice President, Commercial Services, F&M Trust
Garon Gembe – President/Owner, Graphics Universal, Inc.

With 46 dedicated employees and an 80-mile service radius, Graphics Universal of Greencastle does a thorough job of serving clients who thrive on responsive service and quality printing. The printing industry changes every day, and **Garon Gembe** noticed an interesting trend developing in his company's work – the increased demand for roll-to-roll products.

In order to take advantage of this opportunity, Garon decided to invest in a state-of-the-art flexographic printing press that could produce pressure-sensitive labels, stickers, show badges and more – all on the fly. Unfortunately, the company's printing facility was maxed out on space, and he would need to add more for any new equipment.

With a solid 20-year history working with F&M Trust, Garon simply connected with **Mary Cordell** about his ideas. No problem. Mary knew exactly what to do, and built a complete financing solution, allowing for purchase of the new press and construction of additional workspace to support it. The press has been rolling profitably ever since.

When asked about why he prefers working with F&M Trust, Garon said, "Because they are easy to work with. Smooth and hassle free. Great customer service. Working with Mary Cordell is awesome!"

If you want to get rolling with new opportunities in your business, contact Mary Cordell today at **(717) 597-2842**, or visit your nearest 100% local F&M Trust office.

St. Thomas
6962 Lincoln Way West
369-3240

West Side
1100 Lincoln Way West
263-9168

Philadelphia Avenue
2405 Philadelphia Avenue
264-5122

Lincoln Way East
1712 Lincoln Way East
264-9414

Memorial Square
20 South Main Street
264-6116

Norland Avenue
870 Norland Avenue
262-2085

Orchard Park
841 Wayne Avenue
263-1801



fmtrustonline.com

April 21, 2014

Dear Prospective Mock Interview Volunteers,

The Tuscarora Area Chamber of Commerce has again partnered with the Tuscarora School District to provide mock interviews as part of “Flexible Learning Opportunities”, a career-focused course and graduation requirement. The mock interviews are an effort to expose students to real life scenarios and the world of work. Mock interviews will be held May 30, 2014, 8:10-11:45 a.m. at James Buchanan High School.

Here's How it Works

Each interviewer is set up at a table in the JBHS Library. The teacher gives you resumes and applications. You will review them then call the appropriate student in for the interview. You will be given sample interview questions, but are free to improvise and will be interviewing the student for approximately 10-15 minutes. Upon completion of the interview portion, you'll review the Evaluation Form with the student and offer suggestions on eye contact, presentation, completion of the application, etc. Please write this feedback in the comments section. The student will turn the Evaluation Form, resume and cover letter into the teacher following this interview.

Why should you be a Mock Interviewer?

These students are your next best employees and this process helps them prepare themselves for the world of work. For a very small commitment of your time and energy, you will receive huge rewards and be delighted at the caliber of the students in our school.

How Do You Get Involved?

Simply contact Exec. Director Mary-Anne Gordon, 328-5827 or mgordon@tachamber.org.

Respectfully,

Mary-Anne Gordon
Tuscarora Area Chamber of Commerce

Evaluation Form

Student Name:	Class Period:
Position Desired:	

	Unacceptable			Acceptable	
	1	2	3	4	5
Appropriate Dress					
Eye Contact					
Handshake/greeting					
Confidence					
Enthusiasm					
Listens to questions					
Answers questions					
Proper grammar					
Contents of Portfolio					
Cover Letter					
Resume					
Application					
Overall rating					
Would not hire.	Would consider.	Would hire.			
Comments:					

Interviewer

Date

Mock Interview Participant Agreement

I, _____, agree to participate in the mock interview session sponsored by the Tuscarora Area Chamber of Commerce at James Buchanan High School on May 30, 2014. In conducting the mock interview I understand that my role is to provide the students with an opportunity to practice interviewing skills. I will treat the student with respect and refrain from discriminatory or offensive expressions or conduct. I will follow the suggested interview questions and provide a critique that is objective and constructive for the student. Any issues of concern or discipline will be addressed to the student's instructor.

We ask that you arrive by 8:10am to avoid the student and bus traffic; interviews will start at 8:30 and finish by 11:45 at the latest. Refreshments will be available all morning. Please park in the front lot of the high school. All visitors must enter and check in at the front office. We will have a greeter there to welcome and assist you in navigating the school.

8:10am – 11:45am _____ 8 volunteers needed

Agreed Name (Sign)

Date

Agreed Name (Print)