

**Tuscarora Area
CHAMBER OF COMMERCE**

Mercersburg, Montgomery, Peters, St. Thomas, Warren

chamber news

www.mercersburg.org
www.tuscaroraareachamberofcommerce.org



**Mercersburg
Tree Lighting**

Last Friday in November
6:30 pm - 7:30 pm
on the square

The chamber has partnered with the Borough to bring back a tree lighting event to the square in Mercersburg. We will be hosting this event **November 30th 6:30-7:30pm**. The tree is rumored to be 30ft tall. The lighting will include bands, music, treats, children's events, Santa and more.

The chamber is asking all Mercersburg businesses to custom decorate a 24 inch artificial wreath. Decorations can be whimsical, upscale, non-seasonal, specific to your business, etc. We have purchased the wreaths and will distribute them by November 15th. **There is no sponsorship, cost, expense for you other than what you decorate the wreath with and your time used to decorate it.** We ask that you have these decorated and ready for me to pick up Tuesday November 27th. If you have questions feel free to email or call 328-5827.

We will attach these wreaths to the meters in downtown and they will remain up through Christmas. Your business is important to Mercersburg and we want to show you off. We hope this wreath decorating is the start of a new tradition for Mercersburg.

The wreath decorating is open to TACC members only, your business or church should be located in the Mercersburg region. Not for profits, local and state officials who serve Mercersburg but may not have an office here are also encouraged to participate.

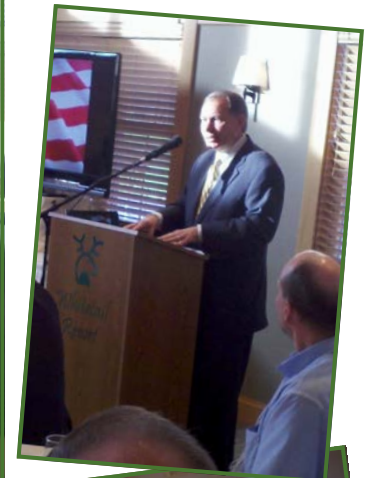


Annual Chamber Meeting
November 8, 2012

Senator Eichelberger 30th District, Mary-Anne Gordon TACC, Mike Ross FCADC, Don MacAskill Whitetail, Mayor Zeger



Theresa Gourley, Auto Sales Unlimited, retires after 8 years of service to TACC. Pictured with board chair Melanie Gordon, FNBM.



BOARD OF DIRECTORS

Executive Board Members

Chair

Melanie Gordon
First National Bank of Mercersburg

Vice Chair

Travis Hall
D.L. Martin Co.

Vice Chair Elect

Tammy Oberholzer
Borough of Mercersburg

Treasurer

Theresa Gourley
Auto Sales Unlimited

Secretary

Judy Boyd
Whitetail Resort

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Gloria Pine
First National Bank of Mercersburg

John Flannery
Flannery's Tavern on the Square
Dr. Elizabeth George

Summit Health
Debbie Rutherford
Mercersburg Academy

Dwayne Johnson
St. Thomas Development, Inc.

Julie Barthalow
Susquehanna Bank

Chris Shelley
Tuscarora School District

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.



Mary-Anne Gordon - Executive Director

Mock Interviews January 15th

Dear Prospective Volunteers,

The Tuscarora Area Chamber of Commerce has partnered with the Tuscarora School District again this year to provide 'Mock Interviews' for the mandatory "Life Skills" class taught to Juniors, Tuesday, January 15, 2013. The "Mock Interview" is an effort to expose students to "real world" scenarios.

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 in to 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?

Contact me at 328-5827, fill out PDF form in this newsletter, or email info@tachamber.org.

Respectfully,

Mary-Anne

Smith Painting

124 Overhill Drive
Mercersburg, PA 17236

Contact: Rich Smith

Phone: 717-377-7055

Email: rsmith17236@comcast.net

Specializing in industrial, commercial, and residential painting; for all of your interior and exterior projects.

MANAGER'S CORNER: ARE YOU ASKING ENOUGH OF YOUR MANAGERS?

Are you frustrated with your managers, supervisors, or project managers?

- Do they blame others when budgets are blown and deadlines are missed?
- Do they point fingers when their teams are deadlocked over problems?
- Do they throw their hands up in frustration when *their* team's internal conflicts get in the way of servicing the customers?

If so, are you asking enough of your managers? Or let me put it this way: *Are you being clear enough with your managers as to what you really expect of them?*

A common problem many in leadership positions face is being able to clarify what they 'really' need *their* managers, supervisors, and project managers to do. Often managers, supervisors, and project managers incorrectly believe their job is to do the specific, itemized tasks listed in their position descriptions or on their work orders or on other project lists. Yes, those tasks need to get done. But those are *expected*. Those are *the basics*. Those are the *bare minimum* requirements any manager, supervisor, or project manager is expected to be able to do -- and do well. That's what they're being paid to do.

However, what most new or less-than-effective managers, supervisors, and project managers *don't* realize, is what the leadership team *really* expects of them. And that's taking *ownership* of the problems, confusion, frustrations, and other issues their teams face that cause delays or roadblocks in their ability to get their work done. Taking ownership doesn't mean taking all of the blame personally. It means taking the individual responsibility and initiative to identify, address, and clear the roadblocks the team is facing, struggling with, over-analyzing, under-analyzing, over-emphasizing, exaggerating, or completely missing. Whatever the issue is that's creating a roadblock to the team's successful performance, it's the manager's responsibility to clear it.

So if it's an equipment problem, the manager needs to be available to help determine or approve the needed fixes. If it's an undefined problem, the manager needs to be available to help determine the root cause and determine the best solution. If it's a personality-clash between team members, the manager needs to address that issue as well. Whatever is creating a distraction or other problem for the team, it's the manager's job to deal with it, clear it, and allow the team to move on and to succeed.

So if you're frustrated with your managers, are you asking enough of them? Do they know what you really expect of them? Do they know you expect them to take ownership of their team and its problems?



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Tuscarora Area Chamber Office Moves to The Irwin House on the Square in Downtown Mercersburg

The TACC office has relocated to 3 South Main St. Mercersburg. We are located in the Lower Level office, our door is on the left hand side of the building.

Please update our mailing address to PO Box 161 Mercersburg, PA 17236.

The Irwin House also has a "Visitor Center" in the first floor lobby, with The Dressing Room connected. There is a brochure rack for Tourism information, maps, etc. and another specifically for Tuscarora Chamber member brochures. This center is a "benefit of membership" brought to you by owners John (a chamber board member) and Ame Flannery. Please send the chamber your brochures for this new center.



MERCERSBURG SPRINGFEST

SATURDAY MAY 11, 2013
9AM-3PM DOWNTOWN MERCERSBURG



Helping your
business
reach new
heights!

Another member benefit is CenturyLink Business-Class High-Speed Internet.

- Get your first month FREE on 1.5 Mbps and higher
- FREE professional installation and FREE activation
- Minimum 2-year term required

Existing CenturyLink customers can upgrade to 5Mbps and get one month FREE!

To take advantage of this offer to Chamber Members Only, call or email Lauren Lutz at 717.267.4683 or Lauren.C.Lutz@centurylink.com



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APPI ENERGY PROGRAM BENEFITS

For electricity customers, now is an excellent time to seek competitive supply solutions. You need unbiased, up-to-date information to understand the current dynamic electricity market.

TACC endorsed APPI Energy as its independent energy consultant. Delivering what your business needs to make an informed choice, APPI Energy provides you with education, access to competitive suppliers, and unbiased recommendations.

APPI Energy will:

- Advocate for you by forcing suppliers to compete for your business.
- Negotiate a supply contract that fits your specific requirements.
- Provide a seamless transition with minimal time commitment from you.
- Deliver cost reductions and/or budget certainty with no upfront costs.

Let APPI Energy help you reduce and manage your energy costs on your terms and on your timetable.

Some brokers or suppliers may rush you or make you feel compelled to enter into a contract. You should control the process and have all of the necessary information and analysis. A well-reasoned business decision that fits your specific business's needs is the goal. Choose to reap the full advantages the market offers. Choose a partner. Choose APPI Energy.

1-800-520-6685 or info@appienergy.com



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provider of energy
procurement services.**

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

**Contact the Trusted Energy Experts at
800-520-6685 or info@appienergy.com.**

WELCOME NEW MEMBERS

Burnt Cabins Grist Mill

Dawn Harnish
582 Grist Mill Rd
PO Box 65

Burnt Cabins, PA 17215
717-987-3244

info@historicmillandcamping.com
<http://www.historicmillandcamping.com>
Camping, Retail

Fendrick Library

20 North Main St.
Mercersburg, PA 17236
717-328-9233

<http://www.fendricklibrary.com>
Library

The Sewing Studio

Bonnie Line
13 North Main St.
Mercersburg, PA 17236
301-302-9619
Alterations & Sewing

Twine Construction

Ed Twine
13146 Buchanan Trail West
Mercersburg, PA 17236
717-328-9219
Construction

Vine and Branches Photography

Dawn Sites-Elliott
8669 Orchard Dr.
Mercersburg, PA 17236
717-404-6939
dsites01@comcast.net
www.vineandbranchesphotography.net
Photography

MERCERSBURG'S CONOCOCHIEAGUE INSTITUTE TO HOST SEMINAR ON HISTORIC SPRING HOUSES IN AREA

The Conococheague Institute will host a seminar on historic spring houses in Montgomery Township, southern Franklin County, PA, on Saturday, November 10 from 10:00 a.m. to 2:00 p.m. at the Welsh Barrens Visitors Center, Rock Hill Farm, 12995 Bain Road, Mercersburg, PA 17236.

Geographer Dr. Alison Feeney of Shippensburg University, and Shippensburg University student Brandon Snyder will present findings from a faculty-student research program that they worked on together in the Summer of 2012. Their project to map the spring houses in Montgomery Township was designed to provide basic data on the subject for the benefit of future researchers. They also sought to understand why a relative abundance of spring houses exists in Montgomery Township.

The day's program follows:

10-12

How the project began

The history of settlement patterns

The first families data (Demonstration)

How maps are made today, with a demonstration of the GIS (Geographic Information System)

Findings on the Hawbecker (Hawbaker) spring house

12-1

Break for lunch

1-2

Results and what could be done in the future



Dr. Alison E. Feeney is an Associate Professor at Shippensburg University in the Department of Geography and Earth Science, where she specializes in cartography and GIS. In her research, she has recently mapped such cultural trends as drive-in movie theaters and the growth trends of the knitting industry. She earned her PhD in Geography from Michigan State University.

Brandon Snyder is a 2009 graduate of James Buchanan High School. He is in his fourth year at Shippensburg University, where he majors in History/Social Studies Education and minors in Geography-Earth Science. He published an article on the Snyder Family's spring house in Welsh Run, PA, in the July 2012 issue of The Conococheague Institute's newsletter, *The Conococheague Pioneer Times*.

The seminar is provided free of charge and is open to the public.

RSVP's are required to ensure seating availability. Contact staff at 717-328-3467 or pioneerhistory@innernet.net to reserve a seat. Participants may bring their own lunch. Sandwiches will be available for purchase with an RSVP.

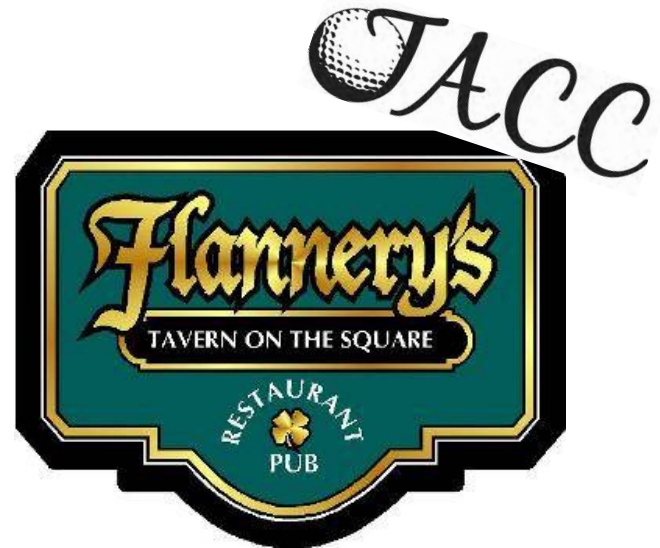
Tuscarora Area CHAMBER OF COMMERCE

3 South Main St, Suite 4 • PO Box 161
 Mercersburg, PA 17236
 717-328-5827 • mgordon@tachamber.org



Irwin Center on the Square

The Flannery's, The Dressing Room, and the Chamber celebrated the official ribbon cutting and open house for the Irwin Center on the square in Mercersburg.



Congratulations to the 2012
 Golf Tournament Winner
 Flannery's Tavern!

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MOONEY & ASSOCIATES
 ATTORNEYS AT LAW

MERCERSBURG OFFICE 5900 Ft. Loudon Road Mercersburg, PA 17236 717-328-5217	CHAMBERSBURG OFFICE 67 North Main Street Chambersburg, PA 17201 717-263-9215
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\$150 OFF Initial Retainer for all New Clients that are Chamber Members
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 9703 Blue Spring Road
 Mercersburg, PA 17236

Tuscarora Chamber of Commerce Members Enjoy 10% Off!

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- Labels, Window Graphics, Floor Graphics and Wallpaper
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- Vehicle Wraps, Side Panels and Magnetics
- Menu Boards, A-Frames and Reader Boards
- Regulatory Signs for ADA, Safety, Traffic and Parking

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 717-593-0668 www.fastsigns.com/587

Rotary Club of Mercersburg



Santa's Toy Box

P.O. Box 54

Mercersburg, PA 17236

The Rotary Club of Mercersburg is pleased to again sponsor Santa's Toy Box. This program will provide clothing and toys to area children who otherwise may be without a Christmas.

The Rotary is planning to provide gifts to **250 children** this year, based on previous years, but we need your help. As always, the Club will purchase, wrap and deliver the presents for Santa's Toy Box. Gifts are provided for children between the ages of 0-12 years of age. Because clothes and toy prices have increased this year, we are raising the amount we spend on each child to \$70.00. We need your help even more than in the past years, so please consider a donation to this worthy local cause. The success of this project depends on you.

The children selected are from the Tuscarora School District and their names are submitted anonymously as are their wish lists. If however, you know of a family that would benefit from this program and they live in the Tuscarora area please do not hesitate to let a Rotary member know or call Santa's Toy Box Chair, Liza Main @ 328-9009.

If the Rotary Club of Mercersburg receives more funds than are needed to fulfill the children's needs this year, the club will use the extra funds for children's projects in our area.

Thank you in advance for your generous donation.

Sincerely,
The Rotarians

Pennsylvania's Big Picture – October 2012
Summary of Commonwealth's Current Labor Market Information

PA Unemployment – (source: Local Area Unemployment Statistics, seasonally adjusted)

- Pennsylvania's unemployment rate was 8.2% in September 2012; it was up 0.1 percentage point from August 2012, and it was up 0.2 percentage points from September 2011.
- There were 530,000 unemployed Pennsylvania residents in September 2012; this was an increase of 5,000 from August 2012 and an increase of 21,000 from September 2011.

Unemployment Rates, September 2012 to September 2011 – (source: Current Population Survey and Local Area Unemployment Statistics, seasonally adjusted)

Area	Sep 2012	Aug 2012	Jul 2012	Jun 2012	May 2012	Apr 2012	Mar 2012	Feb 2012	Jan 2012	Dec 2011	Nov 2011	Oct 2011	Sep 2011
U.S.	7.8	8.1	8.3	8.2	8.2	8.1	8.2	8.3	8.3	8.5	8.7	8.9	9.0
PA	8.2	8.1	7.9	7.6	7.4	7.4	7.5	7.6	7.6	7.7	7.8	7.9	8.0

PA Jobs – (source: Current Employment Statistics, seasonally adjusted)

- The total jobs count for September 2012 in PA was about 5.7 million (5,733,900). This was an increase of 17,800 from August 2012 and an increase of 41,100 from September 2011.
- The private sector jobs count for September 2012 was about 5.0 million (4,999,300), up 17,200 from August 2012 and up 43,900 from September 2011.
- Education and Health services had the largest job gain (+8,800) in September 2012, and Manufacturing had the largest loss (-3,400).

Unemployment Compensation (UC) Benefits in PA – (source: PA UC System)

- In Pennsylvania, currently approximately 238,000 individuals are receiving UC benefits.
- 63 weeks of UC benefits are currently available to an unemployed individual. This includes Regular UC (26 weeks) and Emergency UC (37 weeks).
- The week ending May 12th was the last week that claimants could receive payments under the Extended Benefits program. As of September 2nd, the maximum number of weeks of Emergency UC decreased from 47 to 37. The week ending December 29th will be the last week that claimants can receive payments under the Emergency UC program.
- 393,000 individuals are projected to exhaust all unemployment compensation benefits between January 2010 and December 2012; this number includes 267,000 individuals who have already exhausted all benefits between January 2010 and September 2012.

Marcellus Shale in Pennsylvania (source: Quarterly Census of Employment and Wages)

- Pennsylvania's Marcellus Shale related industries are defined by PA Department of Labor & Industry using North American Industry Classification System (NAICS). This definition contains 6 "core" and 30 "ancillary" industries that employ individuals in direct and indirect jobs.
- Employment in the core industries increased 177.5% statewide from 2009Q1 to 2012Q1. Within the six Workforce Investment Areas with significant drilling activity, employment in the core industries increased 183.1%.
- The average wage in the core industries (\$83,065) was about \$35,000 higher than the statewide average wage (\$47,861) for 2011Q2 through 2012Q1. The average wage in the ancillary industries (\$64,799) was about \$16,900 higher than the statewide average.

Pennsylvania's Big Picture – October 2012

Workers' Compensation

- First reports of injury in September 2012 were 6% lower than their year-ago levels (**A first report of injury is for a work-related injury or illness that results in the loss of a full turn or shift of work*)
- For the month of September 2012, there were 1.17 work-related injuries or illnesses per 1,000 workers

	September 2012	September 2011	September 2010
First reports of injury	6,735	7,173	7,110
Fatalities	6	6	10
Electronically filed claims forms	49.1%	45.9%	38.6%
Electronically filed petition forms	74.5%	67.4%	65.4%

Overview of U.S. & PA Labor Market

U.S. Labor Market Data

- 143.0 million employed¹
- 12.1 million unemployed¹
- 7.8% unemployment rate¹
- 4.5 million jobs lost since start of recession²
- 9.2 million business establishments³
- 5.1% of workforce aged 65+⁴
- 36.6 million secondary and postsecondary students⁵

Pennsylvania Labor Market Data

- 6.0 million employed (5,974,000)¹
- 530,000 unemployed¹
- 8.2% unemployment rate¹
- 78,600 jobs lost since start of recession²
- 354,000 business establishments³
- 5.7% of workforce aged 65+⁴
- 1.3 million secondary and postsecondary students⁵
- 631 privately-owned business and technical training institutions³
- 257 degree-granting postsecondary institutions making program decisions⁵

Unemployment Rate by College Major⁶

U.S. Lowest

- Astronomy and Astrophysics (1.3%)
- Atmospheric Sciences and Meteorology (1.7%)
- Educational Administration and Supervision (1.8%)
- Materials Science (1.8%)

PA Lowest

- Philosophy and Religious Studies (0.6%)
- Secondary Teacher Education (0.6%)
- Communication Disorders Sciences and Services (0.9%)
- Special Needs Education (1.2%)

U.S. Highest

- Electrical, Mechanical, and Precision Technologies and Production (10.7%)
- Architecture (10.2%)
- Cognitive Science and Biopsychology (9.8%)
- Social Psychology (9.0%)

PA Highest

- Journalism (10.9%)
- Commercial Art and Graphic Design (8.6%)
- Fine Arts (8.1%)
- Political Science and Government (7.9%)

¹ Local Area Unemployment Statistics, September 2012

² Current Employment Statistics, September 2012

³ Quarterly Census of Employment and Wages, 2012Q1

⁴ Current Population Survey, September 2012

⁵ U.S. Department of Education, National Center for Education Statistics, Fall 2009

⁶ American Community Survey, 2010 One-Year Estimates (excludes majors with an unweighted sample size of 100 respondents or fewer)

Please read the contract and mail your information along with your exhibitor's fee to:

Chamber of Commerce
PO Box 161
Mercersburg, PA 17236

Make checks payable to:
"Tuscarora Area Chamber of Commerce."

Questions?

Call (717) 328-5827 or email
info@tachamber.org

LOCATION:

From I-81 N: Take Exit 5 in PA. Go West on Rt. 16 for 12 miles into downtown Mercersburg.

From Rt. 70 E: Take I-81 N Exit 5 in PA, Rt. 16 West 12 miles into downtown Mercersburg.

From Harrisburg: I-81 S to Exit 5 to West Rt. 16 12 miles into downtown Mercersburg.

Tuscarora Area
Chamber of Commerce
PO Box 161
Mercersburg, PA 17236



MERCERSBURG
SPRINGFEST
SATURDAY MAY 11, 2013
9AM-3PM DOWNTOWN MERCERSBURG

*A CELEBRATION OF SPRING IN HISTORIC
MERCERSBURG!*

*ARTISANS, CRAFTERS, JEWELERS,
FOOD VENDORS, CIVIC GROUPS,
LOCAL BUSINESSES
AND MUSICIANS ARE INVITED
TO PARTICIPATE IN THE EVENT*

Coordinated by:
THE TUSCARORA AREA
CHAMBER OF COMMERCE

www.mercersburg.org
info@tachamber.org

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

I have read the contract and agree to all the terms.

(Signature Required)

Please check, which applies below and specify a type:

Vendor/Artist/Exhibitor/Non-Profit Group
_____ \$40

Produce/Flowers/Fruit Vendors
_____ \$40

Jewelers - Handmade jewelry only. No franchised jewelry sales at Springfest.
_____ \$40

Food/Concession Vendor
_____ \$75

TOTAL _____

What do you sell? _____

VENDOR'S CONTRACT

1. The morning of the "Springfest," volunteers will be on the Square at 5:00am. Food vendors must check in and start set up by **6:30am**. All other vendors must check in and start set up by **7:30am**.
2. Each vendor space is 20 ft. long by 10 ft. deep, as designated by TACC. If you need more space, you must buy a 2nd spot.
3. All booth assignments will be made on a first come/first serve basis by the order of receipt of full payment for space.
4. No vendor may sublet or apportion space in whole or in part without committee approval.
5. No alcohol is permitted at "Springfest".
6. Vendor's space must be left clean and clear of debris. **All food vendors are responsible for clean up and are asked to provide garbage cans/bags for their customers.** Vendor's spaces that are left untidy will be charged a **\$10.00** clean-up fee.
7. "Springfest" space must be open and staffed for the duration of the show.
8. **Breakdown is 3:00pm sharp. Vendors may not breakdown or leave prior to this time. A \$35.00 penalty will be charged.**
9. No refunds will be given under any circumstance.
10. The committee reserves the right to approve or disapprove any application for space in regard to character of exhibit.
11. The Chamber will provide **NO INSURANCE**. Any insurance must be contracted by the vendor through his/her own insurance agent. **Food Vendors must**

provide proof/certificate of food serving/event insurance.

12. The Chamber will not be responsible for any injury or loss that may arise to a lessee, his/her employees or his/her property for any cause, while said persons or property is in the Borough of Mercersburg. The Vendor, by execution of the agreement waives any and all claims for damages or loss against the Tuscarora Area Chamber of Commerce, its officers, agents and employees and does indemnify and hold harmless the Tuscarora Area Chamber of Commerce, its officers, agents and employees from all claims of loss or damages resulting from vendor's participation in Springfest.
13. Confirmation of participation and/or booth assignment may be verified by calling the Chamber office one week prior to the event at **717-328-5827**.
14. **"Springfest" will occur rain or shine.**
15. "Springfest" cannot guarantee any space availability after April 30, 2013.

KEEP THIS PORTION FOR YOUR RECORDS.

Make checks payable to:
"Tuscarora Area Chamber of Commerce."
PO Box 161
Mercersburg, PA 17236

Electricity is not available.

October 23, 2013

Dear Prospective Volunteers,

The Tuscarora Area Chamber of Commerce has partnered with the Tuscarora School District again this year to provide ‘Mock Interviews’ for the mandatory ‘Life Skills’ class taught to Juniors, Tuesday, January 15, 2013. The ‘Mock Interview’ is an effort to expose students to ‘real world’ scenarios.

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?

Review the enclosed information, sign the participant agreement and return it to TACC, PO Box 161, Mercersburg, PA 17236. Any questions contact Exec. Director Mary-Anne Gordon, 328-5827 or info@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 Tuesday, January 15, 2013. 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 _____ 10 volunteers needed

Agreed Name (Sign)

Date

Agreed Name (Print)

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- 5 Ways to reduce Payroll headaches and cost

Stop hurting your cash flow and put an end to your bookkeeping nightmares with this fast-paced and informative Training Course.

Class Date:

Thursday, November 15, 2012 ~ 9:00 A.M. to 1:00 P.M.



Location: 720 Norland Avenue, Chambersburg, PA 17201
www.schultheisscpa.com

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