



New Beginnings

by Jackie Cowan,
DRA Marketing Coordinator

Start 2009 as the year of new beginnings. Over the past year, we as Americans, have been focusing on the economy so much that we have been unable to picture what 2009 has to offer.

On January 20th we will witness history when the first African-American President is welcomed into office. We will also be welcoming in some of the President-elect's ideas and plans to turn our economy around. Until his plans are implemented there are ways in which we can cope and have some fun in the process.

Did you take the time to make a New Years' resolution this year? Although most resolutions are broken or are never achieved, let's make this the year to strive to perfection. I challenge everyone to think about what really matters to them and how you plan to achieve the goals you have set out for yourself, whether they are professional or personal goals.

When setting your goals remember to make them realistic and obtainable. You do not want to set goals for 2009 that you know you just are not going to be able to achieve. Set short-term and long term goals assigning each a deadline to keep you motivated. Writing them down clearly is key! Also, remember to ask for help. If you need help with one of your goals because it requires certain resources that you may not have access to, ask your employer, co-workers, family and friends. They may be able to offer you the resources needed to achieve your goals. Spend 2009 focusing on your goals and how you plan to achieve them and everything else will fall into place.

opportunity Spotlight

51738 - Paralegal - Prestigious law firm in the area is searching for a strong and very experienced Litigation Paralegal. Must be able to draft and prepare pleadings, perform research and prepare attorneys for trials. Discovery experience a must! College degree preferred but not necessary. Firm offers full benefits and attractive salary. Temp to hire position and remember we will offer you benefits during that period. Firm has an immediate need. Contact Joyce Diaz at 757-518-8600 for more information.

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Southside

6350 Center Drive, Ste 112
Norfolk, VA 23502
(757) 518-8600

Peninsula

739 Thimble Shoals Blvd., Ste 1011-C
Newport News, VA 23606
(757) 873-0447

opportunity Spotlight

51718 - Legal Assistant - Well-established law firm in Pembroke area seeks an experienced Legal Assistant to assist with creditor's rights, collections, foreclosures and court proceedings. Must have 5 years minimum of litigation experience, be very detail-oriented and able to work 8:30 to 5:30. Busy department, business casual work environment and very attractive benefit package after temp to hire period. Qualified candidate will be able to type 60 words per minute and have strong Microsoft Word skills. Contact Joyce Diaz at 757-518-8600 for more information.

37133 - Technical Lead - Successful applicant will provide key technical leadership for all other technical members within company's group. Will be responsible for full life cycle development of visualization solution approaches in an innovative and deadline driven environment. Will serve as liaison to Group Manager, the Development staff, and all Program Managers. Must have experience working with JAVA, XML, Flash, OBDC/JBDC, SOAP, and SQL. Requires ability to write technical papers and documentation. Must have MS degree in Computer Science. Contact Brenda Bigelow at 757-518-8600 for more information.

51730 - Medical Biller - Norfolk based company seeks professional medical biller for their new billing system. The right candidate must have at least two years experience with medicare and medicaid procedures. Experience in DME and HME a must! Contact Brenda Bigelow at 757-518-8600 for more information.

51746 - Budget Analyst - Firm on the Peninsula in need of someone who has experience working with budgets in a nonprofit environment. Will be responsible for creating spreadsheets, monitoring capital expenses and assisting the Chief Financial Officer. Minimum 4 year degree in accounting or related field and two years applicable experience with nonprofit. Must also possess excellent verbal and written communication skills; be detail-oriented; and able to work under pressure to meet deadlines. Contact Sam Morton at 757-873-0447 for more information.

51733 - Tax Preparer - CPA firm on Peninsula in need of experienced tax preparer to work 2009 tax season. Must have previous experience preparing taxes for individuals and corporations. Contact Sam Morton at 757-873-0447 for more information.

37131 - Chief Financial Officer - Government contractor is looking for a CFO to direct and oversee all of the financial activities of the company. Provides leadership to the accounting department staff and coordinates the preparation of current financial reports, accounting, budgeting, payroll, auditing, tax planning and analyzing financial data to direct financial strategy, planning and forecasting. Qualified candidates MUST have government accounting/contracts and interaction with DCAA & knowledge of FAR. Knowledge of ESOP plans a huge plus. CPA plus at least 8 years of financial management experience. Contact Liza Parker at 757-518-8600 for more information.

51273 - Accounting Specialist - Accounting Specialist needed to assist in preparing, reconciling, posting and writing accounts payable. Post charges, reversals and write-offs and perform account analysis. Prepare billings, secure W-9 forms for payees, as needed and prepare trade credit applications. Must possess good time management, communications, computer and planning skills. Well-rounded accounting and bookkeeping is a must. Must be able to work under pressure and multi-task. Energy, good judgment, confidentiality and able to work with a team are definitely desired. Contact Liza Parker at 757-518-8600 for more information.

If you or anyone you know are interested in these positions, please contact the appropriate recruiter. Please visit www.donrichard.com for **additional** career opportunities.

employmentEdge

Interview Questions You Should Be Prepared to Answer

from Paul Falcone's "96 Great Interview Questions Before You Hire"

What makes you stand out among your peers?

This question is asked to assess your self-esteem and to see what your mentality is towards your previous positions.

When answering this question try to have an immediate response. It does not have to be anything long, drawn out and complicated. You can be very simple and to the point when answering this question, but you do not want to hesitate for too long when this question is asked because it might throw red flags up for the employer.

What have you done to reduce your department's operational costs or to save time?

This question is asked because the employer wants you to view the company as if it were your own and what kind of employees you would want working for you. The employer wants to know that you are going to look out for the organization and do your best to reduce costs and have come up with more efficient ideas on how to complete the tasks assigned. If you are having trouble answering this question, the employer might ask a series of questions to help you along the process and to think about what you have done in your previous positions. So do not panic if you cannot think of anything right away.

What has been your most creative achievement at work?

This question does not really mean anything "artsy" you have done in your previous positions, it is asked to see what kind of unique solutions you have come up with to solve issues that face companies each day. Employers might offer up some techniques they have used in positions like yours to kind of give you an idea of what kind of answer they are looking for and to show that they understand. This question is to show some of your achievements in the past whether you have thought of them that way or not.

What would your current supervisors say makes you most valuable to them?

This question is asked to map out the direct benefits of your actions.

A good way to answer this question would be to think back to your last review with your supervisor and think about some of the positives they mentioned in your review. This will allow you to answer the question quickly and you can go into detail about the different accomplishments mentioned by your supervisor. If you have trained any other co-workers with anything this shows supervisory responsibilities and you want to make sure you include this in your answer.



Employee of the Month

Congratulations **Tiffany Valery!** You have been chosen as Don Richard Associates' January Employee of the Month for doing such a great job at **Rehab Healthcare** as an **Administrative Assistant**. Thank you for all your hard work!



Dressing for Success on a Tight Budget

by Angie Allen,
DRA Staffing Coordinator

In today's economy, some may find it tough to purchase professional business attire needed for work, especially those who are unemployed and are seeking a new position. Most companies require employees to dress professionally, but it can prove to be challenging when working with a limited budget. You may want to consider discounted department stores, consignment shops and thrift stores to make your dollars stretch. Stores such as Ross', A.J. Wright, TJ Maxx, Marshalls, Target and Wal-Mart carry professional clothing at discounted prices and thrift stores are even less expensive.

Most consignment thrift stores have men's and women's suits for under \$20, and having them dry cleaned may cost as low as \$10. Purchasing articles of clothing that do not have to be dry cleaned can help keep expenses down. Consignment and thrift stores also have a large variety of shirts/blouses, ties/scarves, shoes and accessories at very reasonable prices. In preparing for interviews, you should have at least one dark suit, two shirts and two different sets of accessories in case you're called in for a second interview. Gentlemen should have two conservative ties that can be interchanged with dress shirts. In planning ahead, try to choose classic pieces that can complement different outfits. After securing your new position, why not plan to set aside a certain amount each pay week to expand your collection of professional business attire? Dressing professionally will improve your level of confidence and will show your employer and co-workers that you mean business. Remember, even if funds are tight, purchasing professional clothing is an investment in yourself and your future and it doesn't have to cost a fortune.



Recipe of the Month

Cheesecake on a Stick

Ingredients

1 cup(s) (lowfat) milk
11 ounce(s) package no-bake cheesecake, without crust packet
1 cup(s) (finely crushed) chocolate wafers or sandwich cookies
1 package(s) (12-oz.) chocolate chips
2 teaspoon(s) vegetable shortening
(optional) sprinkles, crushed nuts, mini chocolate chips, etc., for garnish

Directions

1. Pour milk into a large bowl. Add cheesecake filling mix and beat with an electric mixer on low speed until combined. Increase speed to medium and beat until thick, about 3 minutes. Stir in crushed wafers. Cover bowl and refrigerate at least 1 hour.
2. Line a baking sheet with parchment paper. With moistened hands, roll cheesecake mixture by the tablespoonful into 30 balls and place on prepared baking sheet. Insert a small wooden or lollipop stick into each cheesecake ball; freeze until firm, about 2 to 3 hours.
3. In a small saucepan, melt the chocolate chips and shortening over low heat, stirring until smooth. Spread our sprinkles, nuts or any other decorations you like on a sheet of parchment paper.
4. Remove pops from freezer. Carefully dip each pop into chocolate, turning to coat, then roll it in decorations and return to baking sheet. Freeze at least 2 more hours, or until serving time.

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