

# employmentEdge

January 2010

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## Ten Career Resolutions

by Dan Miller, [www.monster.com](http://www.monster.com)

Like the old saying, "Today is the first day of the rest of your life," it's never a bad time to start moving your career in a better direction. Here are 10 New Year's resolutions to help.

### Pay Attention in Class

Treat every workday like a school day. Be sure you learn something and use it to make yourself more productive. It doesn't have to relate to your skill set. It may be as simple as understanding how to work with specific peers or emotional intelligence. Take mental notes. Don't sleepwalk through the day.

### Look for the Next Rung

You need to excel at your job. This is how you gain credibility. But understanding your next step is key to career happiness. Career pathing is critical to remaining engaged on the job. Schedule discussions with your manager to get clarity on the next challenge. If you don't get it on your team or in your company, it may be time to look elsewhere.

### Understand Company Goals

Make sure you understand how your job contributes to your company's business objectives. Are you in a revenue-generating role? A brand-awareness role? Is your mission to delight the customer? Knowing how your job fits into the big picture will give you inspiration and a sense of accomplishment -- and will help you understand your job's impact.

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## opportunity Spotlight

**52216 - Accounting Specialist** - Company on Peninsula in need of experienced accounting professional who will compile, classify, record, verify and maintain data and payments to accounts payables and receivables. Position requires excellent oral and written communication skills together with ability to be a strong team player. Minimum of AS in Accounting required. Contact Sam Morton at 757-873-0447 for more information.

**52202 - Legal Assistant** - Great Southside firm in search of stellar Legal Assistant to help support their collections department with routine garnishments, warrants in debt and correspondence. Ideal candidate will have several years of local court experience, JST software knowledge and have strong attention to detail. Team players with positive attitude need only apply. If you pride yourself in delivering a high-quality work product, please contact us! Firm offers great benefits and salary commensurate with experience. Stable work history and strong references required. Contact Joyce Diaz at 757-518-8600 for more information.



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Southside  
757-518-8600  
Norfolk

**DonRichardAssociates**  
Your Staffing & Recruiting Partner in Hampton Roads

Peninsula  
757-873-0447  
Newport News

*opportunity, continued from page 1*

**37200 - CP Accounting Specialist** - Large national company is looking for accounting professionals with strong reconciliations and accounts payable knowledge and experience. Responsibilities include reviewing payables and processing payments, completing cash advance reports, processing premium financing contracts, preparing month-end reconciliations and research discrepancies and assisting in resolving outstanding balances. Must have at least an Associates Degree in Accounting and a minimum of 2 years of actual A/P and/or accounting work experience. Company offers excellent benefits package. Contact Liza Parker at 757-518-8600 for more information.

**52098 - Medical Biller** - Experienced medical biller needed for medical equipment company in Norfolk. Must have knowledge of DME, HME, Medicare and Medicaid. Contact Brenda Bigelow at 757-518-8600 for more information.

**52215 - Bookkeeper** - Firm on Peninsula in need of experienced bookkeeper. Successful applicant will have knowledge of retail accounting and inventory as well as general duties such as A/P, A/R, payroll, reconciling bank statements, preparing daily deposits, and assisting with benefits administration. Requires degree in accounting as well as 5+ years of bookkeeping experience. Contact Sam Morton at 757-873-0447 for more information.

**52144 - Paralegal/Legal Secretary** - Local law firm seeking experienced Family Law paralegal to handle a combo role with legal secretarial duties. If you can support two attorneys and have minimum of 5 years family law experience, please apply! Great benefits, business casual work environment, and reputable firm. Strong communication skills and ability to work well with Microsoft Office is a must. Timematters experience a plus! A great position working for great attorneys! Contact Joyce Diaz at 757-518-8600 for more information.

**52191 - Accountant** - Company in Norfolk is looking for a degreed accountant with a minimum of 3 years of accounting experience. Must be proficient in Excel and have strong general ledger, account reconciliations, inventory, financial statement preparation, financial analysis, month-end closing, taxes and fixed asset knowledge and experience. Contact Liza Parker at 757-518-8600 for more information.

**37258 - General Manager** - General Manager needed for the Norfolk field office of this Springfield Virginia based company. The best candidate must have a current Real Estate license with proven sales success. Dynamic personality, extraordinary people skills are a must. Recruiting, mentoring and retaining productive sales associates is primary goal to build field office profitability and build office to control majority market share in realty and home buying! Contact Brenda Bigelow at 757-518-8600 for more information.

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## Employee of the Month

Congratulations *Tiffany Barrett!* You have been chosen as Don Richard Associates' January Employee of the Month for doing such a great job at *Taylor Freezer Sales Co, Inc.* as an *Administrative Assistant.*

*opportunity, continued from page 2*

**52140 - Family Law Paralegal** - Peninsula law firm seeks a Family Law Paralegal. Must have knowledge of contested and uncontested divorces. Must be extremely organized and have strong computer skills. Will support 2 attorneys. Contact Sam Morton at 757-873-0447 for more information.

**52178 - Litigation Legal Secretary** - Reputable firm in search of a seasoned litigation Legal Secretary for a hiring need in January 2010. Must have strong litigation experience and a diverse legal background including experience in some of the following practice areas: medical malpractice, family law, and/or real estate, traffic or criminal defense or personal injury. Top-notch skills and writing ability required. Our top candidate will offer LOCAL jurisdiction experience and strong professional references. Seeking candidate with stable work history and a positive attitude. Apply today! Contact Joyce Diaz at 757-518-8600 for more information.

**37252 - Flash Programmer** - Experienced Flash Programmer needed for a company in the Chesapeake area. Must have 5+ years experience in Flash as well as Action Script. Scorm compliance helpful. Military experience or Clearance helpful. Contact Brenda Bigelow at 757-518-8600 for more information.

**52043 - Paralegal** - Firm on upper Peninsula in need of experienced Paralegal to provide support to two attorneys as well as managing the office. Must have excellent computer skills to include typing speed of 65 words per minute, ability to do mail merges, ability to create complex spreadsheets and excellent communication skills both oral and written. Contact Sam Morton at 757-873-0447 for more information.

If you or anyone you know are interested in these positions, please contact the appropriate recruiter. Please visit [www.donrichard.com](http://www.donrichard.com) for **additional** career opportunities.



### **Be Ethical**

Bring integrity to your job. Whether you're running the company or cleaning its bathrooms, be honest in all you do. Don't call in sick just to get a day off -- that's stealing. Put in an honest day's work. Be accountable. If you're working remotely, be sure you are. Do what you say you're going to do. Honesty and reliability mean a lot to your manager.

### **Stay Fit**

Ok, this was probably on your last New Year's resolutions list, but that's because it's so important. Try to break a sweat for 20 minutes, three days a week. Go for a walk at lunch. Join a gym. Lift weights. A healthy body makes a healthy mind. Exercising increases blood flow to the brain and gives you ideas. You'll be more productive at work, and best of all, you'll feel better.

### **Stretch Your Role**

Occasionally think how you can go above and beyond. Are there projects outside your defined role you could help with? Be proactive; ask to join. Come up with your own ideas, and work with your manager to implement them. If you're a hamster, step off the wheel and poke your head out of the cage. Stretch a little. This won't go unnoticed.

### **Manage Up**

Make sure you and your manager are in firm agreement on what you're doing. Be proactive and get on his/her calendar to ensure you're meeting or exceeding expectations. Don't assume he's/she's paying close attention. There are bad managers. If there's a disconnect between what you're doing and what your manager wants, you're partly to blame. Don't wait until review time.

### **Manage Across**

Even if you work primarily alone, be sure to make time to understand your peers' roles and how they go about their jobs. Show an interest. Don't just choose a few friends and become part of a clique. High school is over. You never know when you may need people -- or be reporting to them.

### **Communicate**

Don't leave people waiting for answers. If you're in an email environment, return emails promptly. Let people know what you're doing. If you're working on a project, always ask yourself who needs to know about it, then tell them. Talk to people; give them a heads up. And when someone helps you out, be sure to thank him. It's amazing this even needs to be on a list, but bad communicators abound. Don't be one of them.

### **Make Time for Play**

Have fun. Work hard, but smile while you're doing it. No one likes a grump. Approach each day with a positive spirit and stay loose. Enjoy your family and friends as well. Make time for them -- and you. It's called work/life balance. All work and no play makes life a chore.



## Understand Recruitment Cycles to Give Your Job Search an Edge

by John Rossheim, [www.monster.com](http://www.monster.com)

When it comes to connecting with the right job opportunity, timing isn't everything, but it's certainly something. Tuning into industries' and employers' annual recruitment cycles just might give you a decisive edge.

That's the consensus of recruiters and employers with fingers on the pulse of seasonal variations in hiring. Here's a quarter-by-quarter summary of how these hiring dynamics play out.

### **First Quarter: A New Year's Wave of Hiring**

Sometimes peaks of hiring correspond with workplace factors that are only loosely related, like when people take vacation. "Hiring seems to be done by consensus more than any other decision," says Scott Testa, chief operating officer of Mindbridge Software in Norristown, Pennsylvania. "So most hiring decisions have to be made when people are in the office."

Major hiring initiatives may follow close on the heels of the holidays and summer. "The big months for hiring are January and February, and late September and October," says Testa. "Job seekers who make contact right at the start of these cycles have the best chance of being hired."

Strong hiring periods like the first quarter, when demand for talent may outweigh the supply of qualified candidates, may be a good time to go for a job with more responsibility or higher pay. "If you're currently employed and looking to improve your status, you'll want to look during the peak hiring season," says Glenn Smith, president of search firm Precise Strategies in O'Fallon, Illinois.

### **Second Quarter: Gearing Up for Summer**

For those whose livelihood depends substantially on fair weather, spring is when hiring peaks. In the construction industry, hiring in April, May and June proceeds at double the pace of December, according to the Bureau of Labor Statistics' Job Openings and Labor Turnover Survey (JOLTS).

Tourism and hospitality hiring is also very strong in the spring. And businesses looking to hire professional workers before fall often do so now, before key decision makers start rotating out for summer vacation.

### **Third Quarter: Recruiters Relax a Bit, and Vacation Plays a Role**

Hiring slows down in July before picking up at the end of August. For those with nontraditional but impressive employment backgrounds, there's an advantage to looking in relatively slow hiring months like July and December, says Smith.

For example, recruiters, less pressed for time than in peak months, may be willing to take a longer look at an experienced professional woman seeking to return to work after taking years off to care for children.

### **Fourth Quarter: A Rush, Then a Lull**

The fourth quarter presents the most complex hiring dynamics of the year, with its mix of fall activity, holiday retail hiring, Thanksgiving-to-New Year's slowdown, and end-of-year financial and budget maneuvering.

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“Hiring managers and bank CEOs will typically try to reduce their operating profits by incurring search fees towards the end of each year, to avoid paying taxes,” says Josiah Whitman, an executive recruiter with Financial Placements of Lake Oswego, Oregon. His firm’s job orders are distributed this way: first quarter, 23 percent; second quarter 21 percent; third quarter, 20 percent; fourth quarter, 36 percent.

Although December hiring is at low levels in many industries, recruiters are determined to fill the year’s remaining openings by December 31, and the supply of applicants dwindles as Christmas and the new year approach.

Major industries classified as information, financial services, and professional and business services, having hired heavily in the second quarter, see their lowest level of hiring in December, says JOLTS.

But December isn’t as slow as it used to be, say some observers. And applications tend to slow down during the holiday season more than openings do -- tipping the balance in favor of those who do apply.

“It seems that business just keeps going through the holidays,” says John Challenger, CEO of out-placement and search firm Challenger, Gray & Christmas in Chicago. “There doesn’t seem to be the kind of letup that there used to be.”

So playing the recruitment peaks doesn’t mean waiting out the rest of the year. “You need to be out there looking for opportunities, not finding excuses to avoid looking,” says Tom Johnston, CEO of SearchPath International in Cleveland.

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## Delicious Ham and Potato Soup

[www.allrecipes.com](http://www.allrecipes.com)

### Ingredients:

3 1/2 cups peeled and diced potatoes	1/2 teaspoon salt, or to taste
1/3 cup diced celery	1 teaspoon ground white or black pepper, or to taste
1/3 cup finely chopped onion	5 tablespoons butter
3/4 cup diced cooked ham	5 tablespoons all-purpose flour
3 1/4 cups water	2 cups milk
2 tablespoons chicken bouillon granules	

### Directions:

1. Combine the potatoes, celery, onion, ham and water in a stockpot. Bring to a boil, then cook over medium heat until potatoes are tender, about 10 to 15 minutes. Stir in the chicken bouillon, salt and pepper.
2. In a separate saucepan, melt butter over medium-low heat. Whisk in flour with a fork, and cook, stirring constantly until thick, about 1 minute. Slowly stir in milk as not to allow lumps to form until all the milk has been added. Continue stirring over medium-low heat until thick, 4 to 5 minutes.
3. Stir the milk mixture into the stockpot, and cook soup until heated through. Serve immediately.