

employmentEdge

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I Know! I'll Let a Recruiter Find Me a Job! www.thewisejobsearch.com

It's a tough job market out there! You're struggling finding your next job and it dawns on you..."I should use a recruiter!" "They can be my agent, and they'll find a job for me!" Wrong!

There's no question, a recruiter can be a wonderful resource. I am one...have been for over 20 years and love the fact that I often get to help people find their dream job. I feel like it's been a good day when I've been of value to someone. However, although I want everyone I have conversations with to feel like I've helped them in some way, I only place a very small percentage of the people I talk to. In fact, recruiters as a whole only place 3% to 5% of the positions that get filled!

Additionally, although I talk to people all the time that I'd love to help, my primary responsibility is to my client company that pays the bill. They pay me a very substantial fee to find the best person for a particular job. That's the person that has the best skills, experience, culture and personality match for that specific role. I may have someone I think of quite highly, but if they don't match all those criteria, I can't place them.

See I Know!, Page 5



Southside
757-518-8600
Norfolk

The Employment Professionals
DonRichard Associates
Your Staffing & Recruiting Partner in Hampton Roads

Peninsula
757-873-0447
Newport News

opportunity Spotlight

51944 - Legal Assistant - Law firm in Virginia Beach seeks an experienced Legal Assistant to support one attorney with residential and commercial real estate, estate planning, corporate and business transactional practice. No estate administration experience needed. Ideal candidate will have 6-8 years legal experience, preferably in estate planning. Superior attention to detail needed along with strong written and verbal communication skills. Very attractive salary and benefit package for this temp to hire opportunity. It is an immediate need, so don't delay contacting us! Contact Joyce Diaz at 757-518-8600 for more information.

51853 - Legal Secretary - Reputable law firm has immediate need for a Legal Secretary. Will support associate attorney with litigation cases. Qualified applicant will be well-versed in typing legal documents, managing calendars, transcribing dictation and will have strong editing and proofing skills. Local court experience helpful. Must be Word proficient and be typing 70 words per minute accurately. Temp to hire opportunity with excellent salary and full benefits. Must have minimum of 6+ years experience to qualify. Contact Joyce Diaz at 757-518-8600 for more information.

37177 - Business Development Manager - Start up company is in need of an experienced seasoned Business Manager. Duties include International/Domestic business development, distribution support, sales and branding development. Strong background in sales and distribution is preferred. The right candidate will have a strong portfolio of business success start-up experience. Strong Microsoft Office skills and ability to travel. Degree in Business Management or like field a plus. Contact Brenda Bigelow at 757-518-8600 for more information.

See opportunity, Page 2

opportunity, continued from page 1

51956 - Medical Biller - Norfolk based company is in need of an experienced medical biller. The right candidate must have DME, HME, Medicare and Medicaid experience. Contact Brenda Bigelow at 757-518-8600 for more information.

37166 - Outside Sales - Seasoned professional salesperson needed for the Richmond area. The right candidate MUST have a minimum of five years experience in Outside Sales in the electrical supply industry or similar industry. Knowledge of the electrical distribution business and associated products is REQUIRED. A college degree is required with additional studies in electrical engineering preferred. Contact Brenda Bigelow at 757-518-8600 for more information.

51878 - Full-Charge Bookkeeper - Property asset management company is looking for a full-charge bookkeeper to handle A/P, A/R, journal entries, billing, general ledger, reconciliations, and financial statement preparation. Must have strong QuickBooks Pro 2007 knowledge and experience. Qualified candidates must have at least 5 years of working as a full-charge bookkeeper for companies with multiple entities. Strong inter-personal skills, analytical abilities and "big picture" thinker is required. Excellent work environment. Contact Liza Parker at 757-518-8600 for more information.

37186 - Payroll/Human Resources Manager - Multi-national financial company is looking for a strong Payroll Administrator with a solid Human Resources background. Must have experience with multi-state, bi-weekly payroll including wage deductions and garnishments. Experience working with ADP is a huge plus. Duties include employee relations, legal compliance, COBRA, unemployment claims, recruiting, benefit administration, new-hire paperwork including I-9 verification, liaison with insurance companies, 401(k) plan funding, preparing journal entries and cost analysis. Must be able to work with difficult people. Contact Liza Parker at 757-518-8600 for more information.

51961 - QA Administrative Assistant - Company on Peninsula in need of experienced administrative assistant to support quality assurance manager. Must have advanced excel spreadsheet knowledge, excellent typing and Word skills and knowledge of Crystal Reports. This is a temp to perm position. Once position goes perm, client offers excellent benefits package to include tuition reimbursement, 401k match, 8 paid holidays, medical and life insurance. Contact Sam Morton at 757-873-0447 for more information.

51962 - Marketing Secretary - Company on Peninsula in need of secretary to support VP of Marketing. Successful applicant will be creative, energetic and have excellent computer skills to include Word, Excel and Powerpoint. Position will require light event coordination, lots of descriptive writing, working with legal documents and putting together packets of information for clients. Prior knowledge of construction and/or real estate industry preferred. Contact Sam Morton at 757-873-0447 for more information.

51965 - Paralegal - Experienced Paralegal with knowledge of intellectual property laws needed on Peninsula to support busy office. Will work with VA Inventors Forum, order firm supplies, handle collections, schedule conference calls, create online announcements, assist with marketing, advertising, maintain electronic record keeping system and preparation of needed legal documentation. 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 for **additional** career opportunities.



Employee of the Month

Congratulations *Patricia Woodis!* You have been chosen as Don Richard Associates' June Employee of the Month for doing such a great job at *Alzheimer's Association* as an *Accountant*.

Meet Your DRA Recruiting Team At The 2009 Hampton Roads Chamber of Commerce Beach Bash on the Oceanfront

Admission for this event is FREE!

Enjoy exciting exhibits and contests, food samples and a cash bar all while dancing and singing along with tunes from Hampton Roads own "The Janitors".

Stop by our exhibit and pick up a complimentary drink ticket and free DRA giveaways, while they last.

Enter to win 1 of our DRA prize drawings!

Thursday, June 11th
4-8 PM
Neptune's Park
31st St and Oceanfront
Virginia Beach 23451



www.hamptonroadschamber.com



Liza, Brenda, Jackie, Jennifer and Joyce

Attention CPAs & Controllers Get Your Ethics CPE Credits at the June 18th HRFEF Meeting

Based on the Virginia Board of Accountancy's (BOA) required outline for 2009, this course updates you on current ethical and regulatory developments, including current BOA disciplinary cases, firm registration requirements and peer review, unlicensed practice and the disciplinary process. Explore practical solutions to ethical dilemmas through case study analysis of everyday professional and social solutions encountered by CPAs. The Virginia Board of Accountancy (BOA) requires ALL Virginia CPAs to take two hours of ethics CPE every calendar year. If you would like to attend the HRFEF meeting on Thursday June 18, 2009, please email cowanj@donrichard.com no later than close of business June 12, 2009.

Date: June 18, 2009
Time: 7:30 AM - 10:00 AM
Cost: \$20.00 (Cash or Check Only)

Location: Holiday Inn Executive Center
5655 Greenwich Rd
Virginia Beach, VA 23462

This session offers 2 CPE credits

Brainstorm and Select Search Strategies

"10 Best Tips for Getting a Job"

by Jim Ball and Jennifer Kuchta

Networking should be the central strategy you use for your search efforts. Start with emails to your existing contacts, updating your online profiles and posting your information on job-related websites. Then expand your efforts with telephone calls, in person contacts and networking events.

Listed below are eight search strategies. Review these and select the key organizations and approaches you will use. Focus your time and effort on those.

Search Strategy	Illustrative Examples
1. Online networking	Facebook.com, MySpace.com, LinkedIn.com, Plaxo.com, Twitter.com
2. Online search services and job boards	CareerBuilder.com, craigslist.com, Hotjobs.com, Jobs.com, Monster.com
3. Networking groups and events	trade, professional, and business associations and groups in your field
4. Personal contacts	family members, friends, classmates, neighbors and co-workers
5. Professional search and placement firms	executive search, staffing, placement and temporary placement firms
6. Placement offices	universities, high schools and public employment agencies
7. Job fairs	events held by organizations, communities, schools, universities, companies and government agencies
8. Local advertising	local newspapers, magazines and bulletin boards

It is not possible to provide here an up-to-date listing of the organizations in the categories above. More information is available on our website at www.10BestTips.com. If you are not familiar with the tools and strategies above, find a friend who can teach you how to use them. They are important and you will be at a disadvantage if you do not use them.

Dos and Don'ts

Do:

- Get a fast start with email and electronic postings.
- Get yourself out there and get yourself connected.
- Stay in touch with key contacts.
- Review the *eight search strategies* and visit the websites of organizations that provide services and offer networking opportunities. Decide which strategies you will use and how you will use them.
- Find someone who can help you with the tools and strategies available if you are not familiar with them.
- Expand your networking by joining professional and business organizations.

See Brainstorm, Page 5

I Know!, continued from page 1

A recruiter can be a resource, but certainly not your primary resource. The only one responsible to find you a new position...is you! You certainly want them to be aware of you, have a very positive and professionally credible impression of you so that they do call you if an appropriate opportunity does arise. However, your attitude ought to be that it's a bonus if you do get an opportunity from them, rather than an expectation. Your primary focus should be networking, and proactively pursuing companies you have an interest in on your own.

When you do work with recruiters, here are some key points to help you be most effective:

- Although a good recruiter will be able to provide great advice, they are primarily looking at you as a hiring company would. Consider your time with them a job interview, not a career counseling session. Put your best professional foot forward.
- A good recruiter may market you proactively to their clients IF they view you as bringing unique skills, an above average professionalism, or an exceptional presentation to the table. If you want them to market you, it's your responsibility to help them see that.
- Be accessible. If they are trying to reach you with an opportunity, they want to talk to you right away, and will move on to someone else if it's too difficult or takes too long to get in touch. Furthermore, if they have too hard a time reaching you one time, they may not try again with other opportunities later.
- Know what you want. In speaking with a recruiter, as when you're networking with others, they can't help you if they are not clear on what you are looking for. They don't want to send a candidate to their client that is wishy-washy in their objectives.
- Don't stick them with surprises, and be reliable with what you agree to. Don't tell their client something different than you tell them...especially salary history and expectations.
- Be flexible. Make it easy for them to schedule interviews for you. They are less likely to work with you if they can't find common times that you and their client are available to meet.
- Be upbeat and cheerful. You don't have to be the "life of the party", but no one wants to work with a grouch.
- Show confidence, but not cocky. "I'm your dream candidate" kind of an approach will alienate them, not make you more attractive.
- Be focused and concise. Rambling on and on to make sure they know "all" about you will not help. Give them the key points, and let them ask questions. Then give succinct answers.
- Keep careful documentation of the company contacts you've had. Do not have a recruiter pursue a company you've already presented to, and do not allow more than one recruiter pursue the same companies for you. You will likely miss out on an opportunity because of the confusion of the source of your information.

Work with recruiters, but they are not your "agent", they are the company's agent to find the best candidate for a job. They are an additional arrow in your job search quiver, but not the "silver bullet"!

Brainstorm, continued from page 4

Do:

- Participate in charitable and volunteer activities where you may meet new friends and good connections.
- Sign up for newsletters related to job search activities and opportunities.

Don't:

- Wing it.
- Try to do everything.
- Spend all of your time with any one strategy. Instead, use a multifaceted approach.

It is far better to pick a few things to do and do them well, than it is to try and do many things and end up doing them all in a mediocre manner.