

DRA | 25
Don Richard Associates | YEARS
The Employment Professionals

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Assessing Staffing Needs

by Jennifer Tomlin, DRA Vice President

According to a study conducted in 2004 by the Employment Policy Foundation, turnover costs per full-time private-sector worker reached \$13,355. Therefore, it's more important than ever for employers to recruit and retain the right talent for each position. And, that begins with a clear understanding of exactly what functions you need in each department or company.

Whether you do your hiring through an outside recruiter, your own HR department or by yourself, a solid job description will help you recruit a better pool of candidates and better assess their qualifications. It can also help to ensure that everyone involved, including others in your organization and the candidates themselves, understand what will be the functions of the position and expectations of the new employee. Once the hiring decision is made, the job description gives the employee and his or her manager a valuable tool for performance measurement.

It should go without saying that management first needs to determine if, in fact, the position is actually needed. It's a good idea to consider the following questions not only for new positions, but for backfilling existing positions, as well:

Why do you need this position? What will the organization be able to achieve with this position that it wouldn't be able to without it? What will be the consequences if the job function is not performed?

How will it impact your budget? Can you afford the level of talent you need?

How long will you need someone to do this job function? If less than long term, could you manage by hiring a temporary employee or reassigning a current employee?

How long can you expect someone to be satisfied in this position as it is currently defined, and what will you do with the person when he or she outgrows it?

Once the need for the position is established, then you are ready to design the job description.

Continued on next page...



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DRA | 25
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You will need to identify the following:

Purpose of the job. The purpose or goal is a broad statement of your reason for having this position.

Primary functions. Primary functions are those that are absolutely required to accomplish the goal of the job. These are the tasks to which the employee will devote the majority of his or her time and effort. If you are unsure whether a function is a primary one, ask yourself if the job would be substantially the same if you took it away. If not, it is a primary function.

Secondary functions. Secondary functions are the “nice to have’s.” These are the tasks or functions that will increase the employees productivity and ability to contribute to the organization, but their absence does not preclude a person’s ability to do the job.

Qualifications. The qualifications required for a candidate to do a job include not only the obvious SKAs-Skills, Knowledge and Abilities. They also include considerations such as physical requirements, security clearances, criminal background, licenses, job location, work schedule, etc. It’s important to spell all these out in detail in the job description. And don’t forget to include personal attributes, such as communication skills, teamwork and interpersonal skills.

Finding the right person for a position is a start, but looking into the future and defining how you expect it to evolve is equally as important, and what opportunities might be available to this candidate to move into with more experience. Whenever I interview a person, I am thinking about their career within my organization. I ask myself what else that person can or will be able to do for the company. How can we benefit from having this person on our team? How will the person benefit? As we strive to retain our X and Y Gen workforce, we need to develop strategies which encourage them to expand the typical couple of years to four, five or more before they leave our organizations. And these strategies have to start on their first day of employment. Eighty percent of employees decide whether to stay with or leave a job within the first six months according to DJ Chhabra, president of Enwisen, a California based consulting firm.

Companies, jobs, technology and employees evolve over time. Understanding how they change and what impact those changes have on individual positions is crucial. Organizations that have well-defined job functions and job descriptions that are regularly reviewed and revised will benefit through improved productivity, job performance and employee satisfaction.

We Have a New Website

We have recently launched our new website to assist with finding the right candidates for your open positions. Located in our employer services is a listing of some of our candidates that are looking for positions right now as well as a resource center with newsletters that are directly related to hiring candidates. The employer services center also gives a description of the different avenues to take when looking to hire an employee through us.



www.donrichard.com

Spotlight

DRA Celebrates its 10th Anniversary for the Peninsula

2008 marks the 10th year for DRA's Peninsula branch in the Oyster Point business district of Newport News. When DRA opened the branch September 1, 1998, we felt that this was going to be in the heart of a growth area for the Peninsula, and we were right. Today, DRA serves clients throughout Oyster Point and the entire Peninsula with the same services as when we started: recruiting and staffing for temporary, temp-to-hire, and direct hire accounting, administrative, human resources, information technology, engineering and management personnel.

"It has always been in our strategic plan to expand on the Peninsula, but we had to have the right professional managing the branch," said Greene. "Our current Vice President, Jennifer Tomlin, was relocating to Hampton Roads after ten years of recruiting management in Los Angeles, and I knew she was exactly the person to open the branch. With a series of promotions and growth, Sam Morton became Branch Manager in 2002, an instrumental move in the branch becoming a staple in the Peninsula's employment community."

The opening had its challenges, some probably pretty typical with expansions. Tomlin recalls spending the first day in the office on the floor as her furniture had not yet arrived. She started with no potential temps or direct hire employees residing on the Peninsula to offer clients. With one employee, a Staffing Coordinator, and herself, they built the business, one placement at a time. The first year was spent establishing client, community and candidate relationships with existing clients that had used the firm's services from the Southside office and developing new relationships with Peninsula companies and residents. Significant business billing in the first year included a contract with a computer company, college and a division of the shipbuilding industry.

"What Morton has done since 2002 is phenomenal as she has branded the DRA name and its professionalism with outstanding leadership," said Tomlin. "She has become a recognized employment professional through her articles in the *Oyster Pointer*, involvement in the community, and most of all, her ability to add value to our Peninsula client relationships. She is a trusted

advisor for them, assisting in their staffing decisions and being a valuable resource as their organizations grow.

Today, DRA serves numerous clients, many who started using the firm's services during those early years on the Peninsula. With the increased focus on regionalism throughout Hampton Roads, DRA has grown with the clients who have expanded their facilities throughout multiple cities. The firm's consistency in leadership on the Peninsula as well as the Southside has contributed to its position as one of the longest standing local recruiting and staffing firms in Virginia.

Recently Hired

Here are a few of the Don Richard Associates' recent placements:

ACCOUNTANT	\$45,000
ACCOUNTANT	\$35,000
CONTROLLER	\$75,000
BUSINESS DIRECTOR	\$40,000
EVENT COORDINATOR	\$27,000
LEGAL ASSISTANT	\$37,500
BILLING SPECIALIST	\$33,280
PC SPECIALIST	\$40,000
EXECUTIVE ASSISTANT	\$40,000



RECEPTIONIST	\$20,800
DATABASE ADMINISTRATOR	\$51,708
ACCOUNTING AUDITOR	\$62,000
ACCOUNTING CLERK	\$20,800
FINANCIAL MANAGER	\$32,000
ADMINISTRATIVE ASSISTANT	\$22,880
PARALEGAL	\$40,000
MEDIA DIRECTOR	\$70,000
BOOKKEEPER	\$36,000
ACCOUNTING SUPERVISOR	\$42,000

S-33838 INVESTMENT SPECIALIST

Candidate holds Series 7, 63, Life and Health Licenses. Motivated professional providing clients with financial planning goals. Work history includes four years with a cutting edge financial investment firm in New York. Top notch candidate! Salary in the \$30,000 range.

S-33809 ADMINISTRATIVE ASSISTANT

Candidate has strong oral and written communication skills, the ability to build warm rapport quickly and great organizational skills. Four years experience in mortgage loan processing and a medical background. Currently pursuing PhD. Salary in the \$35,000 range.

H-33788 HUMAN RESOURCE MANAGER

Candidate with 7 years experience has BA and PHR certification. Government contractor experience as well as HR experience in healthcare and nursing industries. Well versed in worker's comp claims, OSHA, benefits administration, payroll and recruiting. Salary in the \$50,000 range.

P-33840 LAW CLERK

Law school graduate open to project/contract work through October. Willing to take on document production, research or writing of briefs. A bright professional eager to work! Salary in the \$40,000 range.

P-33915 PARALEGAL

Seasoned paralegal with 18 years experience in the areas of litigation, corporate, estate planning and family law. Great skills with local court experience. Salary in the \$40,000 range.

S-34203 EXECUTIVE ASSISTANT

Sharp Executive Assistant ready to support your highly visible executives with great poise and professionalism. Can coordinate travel arrangements, prepare expense reports, organizational charts and assist with new hire procedures. A true gem in our market! Has also supported general counsels within legal depts! Salary in the \$30,000 range.

B-33794 PERSONNEL DIRECTOR/HR

Seasoned professional with over 25 years experience in law firm management, employee relations, accounting and human resources. Candidate has strong accounting experience, can lead a large team and easily implements new concepts or policies. A must meet candidate! Salary in the \$50,000 range.

P-33519 COMMERCIAL R/E PARALEGAL

Over 10 years experience in both commercial & residential real estate. Excellent analytical & organizational skills. A true gem and valuable asset to any organization. Salary in the \$45,000 range.

S-27978 EXECUTIVE ASSISTANT

Work history includes supporting high level executives. Said to be a trusted and very capable professional employee. Her strong work ethic is greatly missed by former executives. Our candidate is passively looking for the perfect opportunity! Impeccable presentation! Salary in the \$45,000 range.

S-33776 LEGAL ASSISTANT

Bright, professional legal assistant accustomed to doing both legal secretarial and paralegal work. Experience includes litigation, estate planning, domestic relations and small business formation. Superior skills and wonderful personality. New to area and ready to get started immediately. Salary in the \$45,000 range.

S-33680 ADMINISTRATIVE ASSISTANT

Candidate has great office experience and enjoys fast-paced businesses. Excellent customer service and wonderful personality. Proven ability to handle more than 10 incoming phone lines and transfer calls quickly and efficiently to over 70 employees! A truly delightful employee! Salary in the \$21,000 range.



S-33817 ADMINISTRATIVE ASSISTANT

This professional is ready to support you in your business growth. Has a heart for non profit but is flexible to any industry. Advanced skills in Microsoft Office. Salary in the \$23,000 range.

S-33839 ADMINISTRATIVE ASSISTANT

Hard-working candidate with financial aid and marine supply experience. Well-rounded administrative skills including scanning, data entry, research and generating reports. Salary in the \$25,000 range.

S-33833 ADMINISTRATIVE ASSISTANT

This professional has years of experience and is months away from being degreed. Experienced in Microsoft Office, AS400 and JDEdwards. Salary in the \$25,000 range.

C-33849 ADMINISTRATIVE ASSISTANT

Bright and bubbly personality ready to help you with your day to day operation. Strong Microsoft Office skills and great customer service. Salary in the \$31,000 range.

C-33128 RECEPTIONIST

Bright and bubbly personality for your front office. Would make a fantastic Director of First Impressions. Brings to the table over 4 years experience and skills in Microsoft Office. Salary in the \$21,000 range.

P-34245 REAL ESTATE PARALEGAL

Seasoned candidate has great experience handling real estate files cradle to grave. Holds a 4 year degree and also has experience with trusts and estates and small business formations. Salary in the \$30,000 range.

S-33804 ADMINISTRATIVE ASSISTANT

Seasoned professional with true commitment to the job. High expertise in Microsoft Office. Salary in the \$29,000 range.

S-32661 ADMINISTRATIVE ASSISTANT

Strong real estate background with 7 years administrative experience. Has current real estate license. Open to exploring other industries. Very professional and articulate. Well dressed with Microsoft Office Suite. Salary in the \$27,000 range.

S-34176 LEGAL ASSISTANT

Candidate has 4 years experience assisting with personal injury, medical malpractice and worker compensation cases. Bright and eager to learn new areas of law or grow with larger firm. Salary in the \$35,000 range.

C-26026 RECEPTIONIST

This strong communicator will come in and handle any phone system! Has handled up to 10 phone lines. Will make any customer feel welcomed! Experience in Word & Excel. Has longevity in past employment history. Call today to have this outstanding employee answer your phones! Salary in the \$28,000 range.

S-33500 ADMINISTRATIVE ASSISTANT

Truly professional work ethic. Seasoned Administrative Assistant looking for long term dedications. This is the one you were looking for. Salary in the \$27,000 range.

S-33803 ADMINISTRATIVE ASSISTANT

This professional is ready to be your right hand support. Dedicated work ethic with Microsoft Office skills. Salary in the \$27,000 range.

S-34183 EXECUTIVE ASSISTANT

Former legal secretary and paralegal of 15 years. Seeks career transition with large company. Open to industry and will make immediate contributions to team of executives. Strong computer skills, poised and professional. Call today. Salary in the \$43,000 range.

Accounting & Bookkeeping

Profiles

A-33813 PROJECT/COST ACCOUNTANT

Dynamic experienced accountant with project management, cost accounting, financial analysis, human resources, budget and contract administration. Construction, local government and non-profit industry experience. Salary in the \$50,000 range.

E-33394 A/P SPECIALIST

A/P professional with strong invoice management, reconciliation, billing and payroll experience. Computer proficient in Microsoft Office, ADP, PeopleSoft and AS/400. Salary in the \$32,000 range.

E-25546 ACCOUNTING PROFESSIONAL

Experienced accounting, billing, claims and credit professional in search of a long-term position to utilize her outstanding customer service, hard work ethic, and strong customer service. Excellent A/P, A/R, billing, collections, data entry and financial statement knowledge. Salary in the \$41,000 range.

E-13293 ACCOUNTING SPECIALIST

Experienced professional with extensive government accounting, A/P, A/R, billing, human resources, audit, payroll and grants. Salary in the \$30,000 range.

B-33782 BOOKKEEPER

Bookkeeper with both accounting and human resource experience seeks a challenging and diversified position with a stable company. Has strong job costing, project management, benefit administration and general ledger accounting knowledge. Salary in the \$46,000 range.

B-33637 BOOKKEEPER/PROJECT MGMT ASST

Experienced Office Manager/Contract Administrator in the construction industry. Has certified payroll, A/P, A/R, reconciliations, government billing, job costing, submittal preparation, and change order processing. Proficient in QuickBooks. Salary in the \$42,000 range.

B-33141 FULL-CHARGE BOOKKEEPER

Strong bookkeeper/office manager who recently moved to the area seeks a challenging position with a stable company. Candidate has solid job costing, A/P, A/R, general ledger, reconciliations, inventory, payroll and month/year end closings. Proficient in Microsoft Office Suite, QuickBooks, Peachtree and Solomon. Salary in the \$33,000 range.

B-33611 SR PAYROLL PROFESSIONAL

15,000+ employees with completed P/R processing skills. Loves the team environment. Uses ADP, AS/400, Deltek Costpoint, Kronos, Peoplesoft and Timberline. Salary in the \$53,000 range.

A-26340 ACCOUNTING MANAGER

Experienced accounting professional with extensive P&L, financial statements, general ledger, reconciliations and analysis experience. Versatile team player and wants a challenging position. Proficient in QuickBooks, SAP, Peachtree and Microsoft Office Suite. Salary in the \$55,000 range.

A-33779 ACCOUNTING SPECIALIST

Accounting manager with supervisory, billing, payroll, accounts receivable and extensive hospitality industry experience. Strong knowledge of GAAP, revenue and cash management. Computer skills include PeopleSoft, SAP, JDEdwards, QuickBooks, Oracle and Great Plains. Salary in the \$69,000 range.

A-33829 ACCOUNTING/HR SPECIALIST

Well-rounded professional candidate with a background in accounting, office management, human resources and administrative skills. Very detail-oriented and able to multi-task in high stress situations. Strong computer skills. Salary in the \$50,000 range.

A-33786 CFO CONSULTANT

Corporate and non-profit executive consultant focused on establishing financial strategies, internal controls, Sarbanes-Oxley compliance, strategic planning, grants and funding including prudent practice for fiduciary stewardship. Salary in the \$90,000 range.

A-9266 COMPLIANCE/AUDIT ANALYST

Motivated compliance, internal audit professional with strong government contractor industry experience looking for a challenging process improvement, audit position. Has knowledge of sec. 404 and SOX and DCAA audit/compliance knowledge. Salary in the \$70,000 range.

A-33844 CONTROLLER

Analytical senior accounting and financial manager with experience in all facets of accounting, operations and financial management with multi-million dollar companies. Expertise in Cost Accounting, financial reporting, payroll, fixed asset, inventory, budget and capital spending. Salary in the \$83,000 range.

A-33847 CONTROLLER

Senior accounting professional with SEC reporting and public company work experience. Has strong management, financial analysis, accounting and human resources knowledge and skills. Has MBA in finance, IPO, and M & A experience, too. Salary in the \$73,000 range.

A-33845 COST ANALYSIS/ACCOUNTANT

Strong cost accountant/payroll specialist with public accounting and private industry experience. Detail-oriented, multi-tasker who has government contract costing knowledge. Salary in the \$42,000 range.

A-16916 FINANCIAL ANALYST

Dynamic candidate with solid government contract industry experience. Strong financial and budget analysis, contract administrator, project management and Deltek/Costpoint experience and knowledge. Salary in the \$44,000 range.

A-33584 GOV'T CONTRACT ADMIN

Strong government contract admin and pricing/cost analyst with both military and government contractor industry experience. Solid knowledge of T & M, CPFF, and FFP contract types and regulatory requirements including FAR, DCAA, and CASB. Salary in the \$54,000 range.

E-31123 ACCOUNTING CLERK

This professional comes with an excellent work history and has letters of reference on file. Accounting experience includes A/P, A/R and G/L, among other duties. Software experience includes Excel, Peachtree, SBT and ECS Pro. Industry experience includes distribution, hospitality and shipbuilding. Salary in the \$30,000 range.

B-33560 ACCOUNTS PAYABLE MANAGER

Solid Accounting professional with well-rounded general ledger accounting and supervisory experience. Skilled in A/P, purchasing, bank reconciliations, tax payroll, internal controls and inventory management. Salary in the \$55,000 range.

B-18839 BOOKKEEPER

Extensive accounting experience in the Public arena. Prepared individual, corporate, partnership, fiduciary and estate tax returns. Has assisted in audit engagements, administered employee benefit plans for clients. Salary in the \$40,000 range.

B-32586 CONSTRUCTION PROJECT MANAGER

Solid candidate with extensive construction industry experience seeks a challenging project management/estimating position with a government contractor/construction company. This candidate is certified in WIN estimator and Primavera project management/estimating software. Salary in the \$50,000 range.



Certified Staffing
Professional™

B-33767 BOOKKEEPER

This candidate has extensive experience in all aspects of Bookkeeping to include A/P, A/R, bank reconciliations, general ledger, payroll, taxes and budgeting. Speaks fluent German and has worked in the construction industry. Salary in the \$40,000 range.

B-33763 BOOKKEEPER

This professional applicant has been providing Bookkeeping services to a variety of industries to include Real Estate, Non-profit and Healthcare. Very good software knowledge to include Peachtree, QuickBooks and extensive use of Excel spreadsheets. Salary in the \$25,000 range.

A-33860 STAFF ACCOUNTANT

Applicant has BS degree in Accounting. Proficient in Microsoft Excel, Word and Powerpoint as well as a thorough understanding of Accounts Payable/Receivable functions. In depth knowledge of accounting software Peachtree, QuickBooks and Team Design. Detail-oriented and can easily adapt to new technology! Salary in the \$30,000 range.

A-33821 ACCOUNTANT

Degreed professional with Bachelor's in Business Administration and a Master's in Accounting seeking an accounting position. Candidate has extensive experience in tax and public accounting. Software experience includes MS Office Suite, Crystal Reports, MAS 90, Peachtree, QuickBooks and Quicken. Salary in the \$50,000 range.

A-33812 ACCOUNTANT

This candidate has a Bachelor Degree and extensive experience in Accounting. Candidate also has corporate tax, payroll and audit experience. Software skills include MS Office Suite, Peachtree and QuickBooks. This candidate is a bright professional that would be an asset to any company. Salary in the \$45,000 range.

C-33726 OFFICE CLERK

Applicant is currently pursuing a BS degree in Business Administration. Has a great personality and excellent software skills to include Microsoft Word, Excel and Peoplesoft and will make a great addition to your company. Salary in the \$20,000 range.

C-33737 RECEPTIONIST

This bright, energetic applicant is looking to put her excellent customer service skills to work for your company in a receptionist role. Has previously worked in an office environment. Software skills include Access, Microsoft Word, Excel and Powerpoint. Salary in the \$20,000 range.

E-33789 ACCOUNTS PAYABLE CLERK

Applicant previously worked in large accounting department and was responsible for a high volume of accounts payables. Enjoyed the fast pace of A/P and the opportunity to work with her team. She is seeking the opportunity to expand her use of accounting knowledge in other areas of the accounting process. Salary in the \$35,000 range.

E-33751 ACCOUNTS RECEIVABLES

Applicant has extensive experience working with accounts receivables. Has worked in distribution, shipping, non-profit, and healthcare industries. Software knowledge includes Great Plains, Peachtree, Crystal Reports and Excel. Salary in the \$29,000 range.

E-33580 ACCOUNTING CLERK

Experienced applicant is seeking an accounting clerk position. Has previously worked with Accounts Payable within the government contract industry. Software skills include Adobe, Excel, Microsoft Word, Powerpoint and QuickBooks. Salary in the \$27,000 range.

C-33848 SECRETARY

Applicant is seeking a part time administrative assistant position. Has previously worked with the government. Salary in the \$25,000 range.

E-33765 ADMINISTRATIVE ASSISTANT

Applicant has degree in Business Administration and is seeking opportunity to utilize her skills in a professional environment. Has supervisory experience and is knowledgeable of some accounting processes such as accounts payable and bank reconciliations. Very good with Powerpoint presentations! Salary in the \$32,000 range.

S-26866 ADMINISTRATIVE ASSISTANT

This professional administrative assistant has a CPS (Certified Professional Secretary) and a CAP (Certified Administrative Professional) certification and is dedicated in providing support to your upper management team! Has excellent computer, oral and written communication skills. Salary in the \$35,000 range.

E-33667 ACCOUNTANT

Applicant has BS degree in accounting and has worked in education and non-profit industries. Has worked extensively with bank reconciliations and has held increasingly responsible roles. Would love to work as office manager that combines both accounting and administrative support. Salary in the \$25,000 range.

P-33859 PARALEGAL

This applicant has worked extensively with landlord/tenant law within the commercial industry. Solid computer skills and knowledge to include Word, Excel, Crystal Reports, Lexis/Nexis, QuickBooks, Quicken, Adobe and Timeslips. Salary in the \$38,000 range.

S-33760 PARALEGAL

This experienced paralegal has worked with wills, trusts, estate and divorce law. She has an Associates degree in Paralegal studies and is seeking stable opportunity that will allow her to utilize her exceptional computer skills, communication skills and knowledge. Salary in the \$20,000 range.

S-33447 LEGAL SECRETARY

Experienced in worker's compensation, this legal secretary is available immediately and would be a tremendous asset to a firm specializing in this area. Would be interested in part-time and/or full time employment. Lives in Williamsburg area! Salary in the \$29,000 range.

S-30847 EXECUTIVE ASSISTANT

Applicant provided support at CEO level. Handled all aspects of preparing reports, managing calendars, planning meetings/events, presentations, spreadsheets, and travel arrangements. Above average computer skills including Adobe, Word, Excel, Powerpoint, QuickBooks and Quicken. Salary in the \$45,000 range.

MO-22467 OFFICE ADMINISTRATOR

Applicant is articulate with wonderful communication skills both oral and written. Would be ideal for large office needing someone to both manage and train the staff. This is the ideal applicant to represent your firm in a professional manner and brings a solid background of experience and knowledge with her! Salary in the \$52,000 range.

E-33835 ACCOUNTING CLERK

Applicant has worked in hospitality industry providing accounting support in busy accounting department. Has worked with A/P, A/R, billing, payroll and benefits administration. Has experience with Crystal Reports and used Quicken extensively. Salary in the \$28,000 range.



IT Applicants

IT-34003 IT MANAGER/DIRECTOR

This professional is a truly dedicated candidate ready to take your department to the next level. Experience in corporate and military best business practice. Salary in the \$90,000 range.

IT-17870 IT MANAGER

Strong team lead for your project or IT department. Microsoft Certified Network Engineer and Master Certified Novell Engineer. Salary in the \$80,000 range.

IT-33597 IT TECH SUPPORT SPECIALIST

Highly professional and proficient IT technical support specialist. Salary in the \$50,000 range.

IT-33608 IT TECHNICAL SUPPORT

Sharp professional technical support specialist. Flexible in ability and specialties. Salary in the \$31,000 range.

IT-33750 IT MANAGER

This seasoned professional is the perfect choice to manage your IT department. With over 20 years experience in the field of IT from Help Desk to Web Development. Supervisory skills are the strength of this candidate. Team is the motto and the source of success. Salary in the \$72,000 range.

IT-33587 SYSTEMS TECHNICIAN

This entry level technician brings skill and education to the table. Experienced in communications electronics this individual is ready to support your office technical needs. Salary in the \$30,000 range.

IT-33723 NETWORK ADMINISTRATOR

This IT professional has multifaceted experience in the field. As a help desk technician, team supervisor and network administrator this individual will be able to cover all your IT bases. Salary in the \$40,000 range.

IT-33990 NETWORK ADMINISTRATOR

This degreed engineer brings over 10 years experience in the field to the table. In that time he has held systems and network engineer titles. He will be the perfect liaison between functional and implementation teams. Salary in the \$90,000 range.

IT-33570 DATABASE TECHNICIAN

This experienced technician brings a lot to the table. With over 6 years of experience in database installation and repair this is the candidate to keep your IT department up and running. Salary in the \$35,000 range.



Fall Drink Recipe

Pomegranate Mojito with Vanilla Sugar

1/4 cup pomegranate juice
2 ounces white rum
1 tablespoon vanilla sugar, or to taste, recipe follows
4 ounces club soda
Cracked ice
6 sprigs fresh mint

In a cocktail shaker, combine all ingredients except the mint and shake well. Mull the mint in the bottom of a cocktail glass. Strain the pomegranate mixture into the glass with the mulled mint, and serve.

Vanilla Sugar:

1 vanilla bean, split in 1/2 lengthwise and crosswise
4 cups granulated sugar

In a large container with an airtight closure, place 1/2 of the sugar. Add the bean quarters and cover with the remaining 2 cups of sugar. Close tightly. Place in a cool, dark place. Twice a day shake the container to distribute the vanilla essence. Continue the process for at least 1 week and up to 3 weeks. Replace the sugar as it is used.

DRA Mission, Vision and Values

Mission

Serve as the professional employment partner of choice in Hampton Roads, providing opportunities and solutions for both employers and career-minded candidates.

Vision

To be recognized as the leader in our community for providing staffing and recruiting solutions for our clients, and career choices for our candidates. We will develop and nurture relationships by understanding and respecting the goals and objectives of our employer and candidate partners, treating everyone professionally and embracing diversity.

Values

We value commitment to our team, excellence, and competency through professional conduct, positive attitude, honesty, integrity and character.

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In This Issue...

Assessing Staffing Needs, Southside, IT & Peninsula Profiles and much more

TAP trivia

Win Two Movie Gift Certificates!!

FALL TRIVIA QUESTION

What former speaker of the U.S. House has a chair in peace studies named for him at the University of Ulster?

Respond no later than October 31, 2008. We will notify the winner and deliver the prize. Only complete entry forms will be eligible. Previous winners are ineligible for one year. Please, only one entry per person. Copies are acceptable.

E-mail to: trivia@donrichard.com or Fax to 757-518-9436

Previous TAP Trivia Question:

Dr. Mary Edwards Walker was the first woman to receive what congressional award?

Answer:

Medal of Honor

Trivia Answer:

Entrant's Name:

Employer:

Title:

Daytime Phone:

Daytime Address:

Email Address: