

recruitingEdge

www.donrichard.com

Spring 2009



Don't Say "You're Hired", Just Because You're Tired! by Sam Morton, Branch Manager, Don Richard Associates

You are so excited. You have been interviewing applicants all week for a position you are seeking to fill. You feel like you have interviewed everyone who has ever sought employment to no avail. You are just about over the interview process and have finally found someone who you feel could do the job. You just want them to start tomorrow and be done with it! *Not so fast...*

The goal of every hiring manager is to make the best possible decision regarding the selection of new employees. Any time you spend ensuring you are making the correct hiring decision is time well spent. Once you have narrowed the field of applicants to one, you still need to ask yourself the following questions:

- Does this person really match the position being filled?
- Do they have the required experience in my industry, the education and the skills?
- Will this person interact well with other team members?
- Am I satisfied that I have interviewed enough applicants to be able to compare and contrast various backgrounds that match the position?
- Am I making this decision out of desperation? Can this applicant make a long-term commitment that will allow me to recoup my investment of the training time and resources required?
- What do they require over and above what I am offering?
- Am I satisfied with why they left their last position?
- Does the salary and/or compensation package I am offering meet their needs?
- Am I comfortable with the salary I am offering or am I making an offer that won't allow for an increase anytime soon?
- What did their references say about them?

Once you are satisfied with the answers to these questions, move forward with the next set of questions to ask yourself before making an offer:

- Should I do a background check? It is always a good idea to do a background check on all employees. There are so many companies that provide this service and the costs involved are reasonable.
- Should I verify the education they claim to have? There is an extremely high percentage of individuals who do not have the education they state.
- Should I require a drug test? Hiring someone with a drug problem can have disastrous results. Drug testing is very common and is also affordably priced.
- Should I have them sign a non-compete agreement to protect the confidentiality of my business? More and more employers are requiring that all employees who will have access to confidential information such as customer lists and pricing that can be shared with your competitors sign a non-compete agreement.
- Should I have them do any type of testing to verify their computer skills and/or office skills?

Continued on page 7...

The Employment Professionals
DonRichardAssociates

"Your Staffing & Recruiting Partner in Hampton Roads"

Southside-Norfolk

757.518.8600

Peninsula-Newport News

757.873.0447

Legal Candidate Profiles

LA-35006 ASSOCIATE ATTORNEY

Licensed in NY and will sit for VA bar in July. Candidate has large law firm experience in the areas of litigation, securities and mergers and acquisitions. Candidate also speaks Spanish. Interested in immigration law among other practice areas. Salary in the \$80,000 range.

LA-34870 ATTORNEY

Holds JD from T.C. Williams School of Law and has been a local prosecutor for one year. Interested in venturing into admiralty practice or commercial real estate. Can start immediately. Salary in the \$52,000 range.

L-34596 ATTORNEY

Prosecutor with four years local court experience open to practice areas to further legal career. Enjoys trial work and is available immediately. Obtained JD from University of Richmond School of Law. Salary in the \$60,000 range.

L-34317 ATTORNEY

Candidate has 1 year experience with local non-profit organization and was admitted to Virginia Bar last fall. Professional and interested in real estate, tax or business law opportunity. Undergrad degree includes minor in Accounting. Salary in the \$40,000 range.

LP-34897 LAW CLERK

William & Mary graduate will be sitting for July Bar. Great for legal research and drafting memoranda projects. Enjoys criminal law and speaks Spanish fluently. Can start immediately. Salary in the \$42,000 range.

LO-35030 LEGAL ADMIN ASSISTANT

Candidate has Associates degree in Paralegal studies and five months experience with sole practitioner. Looking for entry-level position within a law firm or corporate legal department. Has great skills and a fantastic personality. Upbeat and positive, our candidate is ready to make a difference! Salary in the \$25,000 range.

LS-35037 LEGAL ASSISTANT

Fantastic professional candidate with over 10 years experience. Has supported partners with labor and employment groups and most recently with securities and zoning. Strong transcription experience as well as superior communication skills. Salary in the \$43,000 range.

LS-34955 LEGAL ASSISTANT

Candidate has supported sole practitioner for one year with general practice. Great litigation foundation and ready to move up to the next level. A hard worker with a strong work ethic. Salary in the \$23,000 range.

LS-34843 LEGAL SECRETARY

Candidate has executive assistant and legal secretary experience. Strong written and verbal communication skills and types 80 words per minute. BA from London University and holds a Paralegal Studies certification from Boston University. Salary in the \$33,000 range.

LS-34367 LEGAL SECRETARY

Great candidate with 8 years workers' compensation experience. Has supported equity partners and has great references from Atlanta firms. Available immediately. Salary in the \$53,000 range.

LP-16281 LITIGATION PARALEGAL

Experienced paralegal with local and state court experience on both plaintiff and insurance defense side. Seeks position in Virginia Beach with well established firm. Can handle a file cradle to grave. Salary in the \$38,000 range.

LO-35016 OFFICE ASSISTANT

Candidate has great experience in appraisal industry. Office assistant specialized in subdivisions, condos, new construction and multi-family contracts. Fantastic personality and can start immediately. Enjoys general administrative duties and has also processed loans. Salary in the \$23,000 range.

LP-34787 PARALEGAL

Enthusiastic individual with almost 2 years experience in family law and chapters 7 and 13 bankruptcy cases. Holds BS double major in Paralegal studies and Criminal Justice. Salary in the \$33,000 range.

LP-34515 PARALEGAL

Candidate has solid litigation experience and is well-versed in personal injury. Skills include Microsoft Word, Needles, PC Law, QuickBooks and TABS. Salary in the \$33,000 range.

LP-34981 PARALEGAL/LAW CLERK

Attorney licensed in Ohio and Florida with prosecution experience has relocated in Virginia Beach and will not be sitting for VA Bar. Seeks paralegal or law clerk position and can contribute greatly to your trial practice. Excellent research and writing ability and is available immediately. Salary in the \$40,000 range.

LO-34983 REAL ESTATE PROCESSOR

Candidate has 6 years experience as residential real estate processor and post closer. Seasoned in ordering and reviewing titles and preparing all types of real estate. Available immediately. Salary in the \$25,000 range.

LS-34874 REAL ESTATE PROCESSOR

Candidate moving into our area with 7 years residential & commercial real estate experience with one firm. Great personality with strong work ethic and references. A true gem in our market. Salary in the \$40,000 range.

In Remembrance of....

It is with great sadness that we announce the passing of Jim Ball, the dynamic co-founder and CEO of The Goals Institute. Jim was also a very close personal friend and mentor to our DRA President, Ed Greene.

Jim's mission in life was to help motivate people and organizations reach their true potential by setting and achieving specific goals. Jim was optimistic, always positive and always looked for the good in everyone he met.

Jim will be missed by the thousands of people he has inspired, educated and touched throughout his lifetime.

Jim's legacy continues on through The Goals Institute and the many books he authored. Please visit at www.goalsinstitute.com.

Business Support & Administration Candidate Profiles

HR-30147 HR GENERALIST

Very polished HR Generalist looking for an opportunity in the Tidewater/Richmond area. This candidate has experience with benefits administration, recruitment, and employee relations. Bachelors degree in Human Resources-6 years experience. Salary in the \$30,000 range.

K-34386 MARKETING ASSISTANT

Delightful candidate with stellar proofreading ability, great software experience in graphic design and layout work. Also holds an Accounting degree. Available immediately. Salary in the \$28,000 range.

K-34907 MARKETING ASSISTANT

Experienced professional with vast experience in writing, editing and design. Proficient in Microsoft Office and Adobe Creative Suite II. Bright and bubbly attitude makes this a candidate you must have in your office! Salary in the \$30,000 range.

C-34239 ADMINISTRATIVE ASSISTANT

Let this bright and bubbly personality be your right hand man or your director of first impression. Expertise in Microsoft Office and experience in working with government contracts are other attributes this candidate brings to the table. Salary in the \$24,000 range.

C-34950 CUSTOMER SERVICE

Professional demeanor makes this candidate the right choice for your customer service needs. Over 8 years experience in the corporate environment and expertise in Microsoft Word. Salary in the \$33,000 range.

C-34756 MEDICAL BILLER/ADMIN

Over twelve years experience in the medical billing field. Supervisory experience and flexibility in the field make this candidate a great fit as your office administrator. Salary in the \$26,000 range.

C-34510 OFFICE ASSISTANT

Bright and cheerful candidate looking to gain office experience and growth within a great company. Able to answer phones professionally, file, scan and assist with special projects. Salary in the \$22,000 range.

C-34103 OFFICE ASSISTANT

Bubbly and friendly personality ready to help with daily clerical tasks. Experience includes handling busy phones, scanning, typing documents and data entry. ASAP start! Salary in the \$22,000 range.

C-34908 OFFICE ASSISTANT

Candidate has 9 years experience in support roles at banking institutions and is ready to work for you! Experience includes answering phones, scanning images, processing mail and performing general research. Stable work history and pleasant personality. Salary in the \$25,000 range.

C-34800 SHIPPING ANALYST/BUYER

Seasoned professional with overseas, rail and overland shipping experience. Customer service expertise in the plastics and leather goods industry. Salary in the \$42,000 range.

S-33224 ADMINISTRATIVE ASSISTANT

Candidate with strong Word and Excel skills is looking for a rewarding administrative position supporting executives or department managers. Great personality with glowing references. Has trained others in technical procedures and enjoys being the admin everyone turns to for support. A true gem! Salary in the \$35,000 range.



S-34068 ADMIN ASST/RECEPTIONIST

Bright and bubbly personality for a great director of first impressions. Four years of administrative assistant experience as well as a background in journalism make this candidate the perfect choice. Salary in the \$20,000 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 \$22,000 range.

S-33974 ADMINISTRATIVE ASSISTANT

Very flexible professional interested in the legal or healthcare field. Proficient in Microsoft Office. Salary in the \$20,000 range.

S-27246 ADMINISTRATIVE ASSISTANT

Candidate seeking a challenging position with administrative duties. Looking for a stable organization, enjoys a team environment and has experience using Word, Excel and Outlook. Candidate types 48 words per minute. Salary in the \$25,000 range.

S-31636 ADMINISTRATIVE ASSISTANT

Fantastic personality and eager to get started. Candidate has great experience in customer service and as office assistant. Can generate reports, handle data entry and assist with problem solving and training. Call today! Salary in the \$31,000 range.

S-35017 ADMINISTRATIVE ASSISTANT

Excellent candidate with experience in Government Contracting, manufacturing and construction industries. Superior skill in Microsoft Office, HR and Finance. Salary in the \$35,000 range.

S-34788 EXECUTIVE ASSISTANT

This bubbly personality is the perfect fit for your growing business. Capable of multi-tasking, calendar, travel, meeting planning, bookkeeping, and fulfilling the everyday needs of your business. Let this candidate bring the needed expertise to your business! Salary in the \$30,000 range.

S-34457 EXECUTIVE ASSISTANT

Stellar candidate with experience in a variety of industries from not for profit, engineering and medical. Let this person be your right hand! Salary in the \$44,000 range.

S-34776 EXECUTIVE ASSISTANT

This candidate is just who you need for your top level executive support. High level of expertise in Microsoft Office, office management, meeting planning and contract management. This candidate will not be on the market for long. Call today! Salary in the \$50,000 range.

S-34395 EXECUTIVE ASSISTANT

This candidate is a true professional who can be your right hand. Over eight years experience in the construction and accounting industry. Salary in the \$55,000 range.

S-14031 PROJECT MANAGEMENT ASST

Experienced construction PMA/Administrative professional with solid job costing, bid/contracts, change orders, certified payroll, subcontractor and vendor liaison and bookkeeping skill sets. Proficient in Timberline and Microsoft Office. Salary in the \$43,000 range.

Accounting & Finance Candidate Profiles

B-34995 A/R ANALYST

Highly motivated and results driven experienced A/R Analyst with extensive experience in the medical supply and healthcare industries. Strong supervisory skills and knowledge of HIPPA compliance, ICD-9 coding, medical collections, trending and forecasting. Salary in the \$30,000 range.

B-10854 ACCOUNTANT

Highly organized and detail focused Accountant with a proven track record of accurately handling financial reporting in deadline-oriented environments. Proficient in posting debits and credits, reconciling accounts, monthly & yearly reporting, A/P, A/R, certified payroll, systems conversions and job costing. Salary in the \$57,000 range.

E-35032 ACCOUNTING CLERK

Accounting professional with A/P and certified payroll experience. Excellent computer skills, detail-oriented and quick learner. Salary in the \$25,000 range.

E-34974 ACCOUNTING SPECIALIST

Motivated accounting specialist with A/P, property management, reconciliation, payroll and billing experience is looking for a career launching pad. Strong work ethic and ability to handle diverse responsibilities. Excellent team player. Proficient in Peachtree, Timberline, Microsoft Excel, Microsoft Word and Microsoft Project. Salary in the \$30,000 range.

B-18940 BOOKKEEPER/ACCTG MGR

Strong accounting professional with solid General Ledger accounting, Human Resources and IT knowledge and experience. Has manufacturing and distribution industry experience including: inventory management, payroll, fixed assets, reconciliations and financial statement preparation. Salary in the \$48,000 range.

B-34951 BOOKKEEPER/OFFICE MANAGER

Highly motivated bookkeeping and administrative professional with strong payroll, general ledger, reconciliations, human resources, A/P and A/R knowledge. Computer proficient in QuickBooks, PeopleSoft, Peachtree, AS/400 and Microsoft Office. Positive attitude and excellent communication skills. Salary in the \$30,000 range.

B-33228 BOOKKEEPER/OFFICE MANAGER

Strong bookkeeper and firm administrator with extensive law firm experience is looking for position to use her accounting and HR knowledge. She has strong supervisory skills and benefit administration. Salary in the \$63,000 range.

B-15966 FULL CHARGE BOOKKEEPER

Experienced accounting professional looking for a busy and challenging bookkeeping/office manager position. Candidate has well-rounded accounting and tax knowledge to include trial balances, general ledger, payroll, sales/tax, treasury tax, human resources and financial statement preparation. Salary in the \$50,000 range.

B-34977 OFFICE/HR/ACCT MANAGER

Strong administrative, accounting and Human Resources professional with extensive construction industry experience is looking for a new position. Has solid job cost analysis, A/P, A/R, billing, general ledger and reconciliation accounting knowledge. Proficient in Timberline, Oracle and Microsoft Office Suite. Salary in the \$43,000 range.

A-15104 ACCOUNTANT/BOOKKEEPER

Excellent part-time/contract Accountant with strong general ledger accounting knowledge. Has non-profit and healthcare industry experience, plus grants, payroll, job costing, fixed assets and high volume general ledger reconciliation skills. Salary in the \$45,000 range.

A-35025 ACCOUNTING ANALYST

Diligent and resourceful Accounting professional with general ledger, project accounting, in-depth financial analysis and budgeting experience. Very familiar with government contract regulations including FAR & DCAA. Strong audit, cost accounting and financial research skills. Salary in the \$68,000 range.

A-4812 ASSISTANT CONTROLLER

CPA with supervisory experience in a national CPA firm as well as private industry. Diversified industry background includes advertising, contractor and manufacturing. Responsibilities include financial statements, general ledger, budgeting and payroll. Salary in the \$80,000 range.

A-34777 CHIEF FINANCIAL OFFICER

Financial executive with hands-on public and private experience with the manufacturing and government contractor industries. Proven team builder and has implemented Activity Based costing programs, SEC financial reporting, variance analysis, DCAA & FAR compliance. Has strong operational & Human Resources experience. Salary in the \$115,000 range.

A-34688 CHIEF FINANCIAL OFFICER

Experienced CPA executive with Operations, Human Resources, Accounting, audit, management, mergers & acquisitions and computer systems experience. Has strong automotive and distribution industry experience. Salary in the \$140,000 range.

A-34392 CONTROLLER

Strong senior accounting professional with solid general ledger accounting, HR, job costing and IT experience. A proven team leader, strategic, excellent internal controls and tax knowledge. MUST SEE!!! Salary in the \$100,000 range.

A-34546 CONTROLLER/OPERATIONS

Seasoned Accounting, IT and Operations professional with proven ability to combine financial management, critical analysis and cost effective solutions. Has extensive government contracting, distribution and logistics experience. Excellent communication, supervisory and strategic skills. Salary in the \$125,000 range.

A-16166 CREDIT/COLLECTIONS

Experienced commercial credit/collection professional in search of a challenging position with growth potential. This candidate has over 17 years experience working with credit management, A/R, collections and A/P. In addition, she is fluent in Spanish and has strong problem solving/trouble shooting skills. Salary in the \$38,000 range.

A-34987 FINANCIAL ANALYST

Highly motivated MBA student with a background in financial analysis looking for a challenging position to take career to next level. Has strong audit, cash management, reconciliations and billing knowledge and experience working for large, public companies, government and transportation industries. Salary in the \$40,000 range.

A-31280 GOVERNMENT ACCOUNTANT

This professional comes with a MBA in Accounting Information Systems to compliment a BS in Business Management. With an excellent work history, this candidate has government contracting industry experience as well as strong government accounting knowledge. Excellent computer proficiency. Salary in the \$30,000 range.

Peninsula Candidate Profiles

C-35034 OFFICE CLERK

Professional with Bachelor's in Corporate Communications from ODU. Has experience in the transportation, distribution and retail industries. Software skills include Access, Adobe, Excel, Macintosh, Word, Powerpoint and Windows. Salary in the \$29,000 range.

C-30045 OFFICE CLERK

This applicant tested 100% on both Excel and Word. Currently working towards an Associates degree. Looking to transition from hospitality industry into an office environment. Very pleasant and well spoken. Has 3 years experience as a tax preparer. Salary in the \$20,000 range.

P-34131 ADMINISTRATIVE ASSISTANT

This applicant is seeking a position as an administrative assistant preferably in the legal industry. Has Bachelor's in Merchandising Management and Associates in Paralegal studies. Experienced in Microsoft Office Suite, LegalFiles, Westlaw and Publisher software. Salary in the \$25,000 range.

S-34840 ADMINISTRATIVE ASSISTANT

Applicant was responsible for creating detailed spreadsheets using Excel as well as purchasing responsibilities to include shipping, pricing, vendor records and expediting orders. Has used SAP extensively. Salary in the \$29,000 range.

S-34911 EXECUTIVE ASSISTANT

Professional with extensive experience in administrative support at the executive level. Has worked in the Advertising, Engineering, Manufacturing and Aviation industries. Software skills include Excel, Lotus, MS Project, Word, Navision, Peachtree, Powerpoint and QuickBooks. Salary in the \$35,000 range.

S-35036 EXECUTIVE ASSISTANT

Professional administrative assistant to provide support to CFO, Controller and other senior partners of a large financial company. Screened all phone calls, managed calendars, arranged domestic and/or international travel, assisted bookkeeper with payment of bills and created powerpoint presentations as needed. Salary in the \$30,000 range.

LO-35007 LEGAL ASSISTANT

This experienced legal assistant was responsible for scheduling office appointments, drafting and preparing pleadings and correspondence, creating trial notebooks, discovery and maintained client files and handling court dockets and calendars for two attorneys. Salary in the \$33,000 range.

P-34790 PARALEGAL

Professional with extensive experience in the legal and real estate industries. Has experience with all aspects in estate planning, real estate transfers for private, corporate and legal administration. Software skills include Microsoft Office Suite, Adobe, Publisher and QuickBooks. Salary in the \$40,000 range.

S-34859 PROJECT MGR/ADMIN ASST

Professional with extensive experience as a Project Manager in the construction industry. Has a Master's in Business Management with experience in A/P, A/R, Administration, Billing, Budgeting, Cost Accounting and Marketing. Software skills include Microsoft Office Suite, Adobe, FrontPage, Lexis, Publisher, QuickBooks and Quicken. Salary in the \$50,000 range.

S-34871 PROJECT ADMINISTRATOR

Professional with experience in manufacturing and shipping industries. Has experience in A/P, A/R, Billing, Contract Administration, H/R and Management. Software skills include Microsoft Office Suite, Adobe, AS4, Ceridian, DOS, FrontPage, JD Edwards, Kronos and SAP. Salary in the \$50,000 range.

H-34833 HR GENERALIST

Degreed professional with experience in Human Resources as a Generalist, Administrator and Assistant. Has experience in the Legal, Distribution and Staffing industries. Software skills include Access, Adobe, Excel, LegalFiles, Lexis, Lotus, Oracle and Outlook. Salary in the \$31,000 range.

H-34361 HUMAN RESOURCES

Professional applicant with her BSBA in Human Resources is seeking to further her career. Has previously worked in a human resource management role in both the hospitality and non-profit industries. Software skills include Crystal Reports, FrontPage and Lexis/Nexis. Salary in the \$50,000.

A-29512 ACCOUNTING CLERK

Recent graduate with BS in accounting looking for entry level accounting position. Has limited experience working in property management field. Computer skills include Access, Adobe, Excel, Word, Outlook, Powerpoint and QuickBooks. Salary in the \$40,000 range.

B-34948 BOOKKEEPER

Professional with extensive experience in all aspects of bookkeeping and office management. Has worked in the manufacturing, distribution and healthcare industries. Software skills include Microsoft Office Suite, Adobe, AS4, Aged Trial Balance, Lotus Notes, Peachtree, QuickBooks and industry specific software. Salary in the \$35,000 range.

A-34968 BOOKKEEPER

Professional with BSBA in Finance and extensive experience in all aspects of bookkeeping with a Certification in QuickBooks. Has worked in the Educational, Finance and Governmental Industries. Has a pleasant personality and would be an exceptional asset to any company. Salary in the \$28,000 range.

A-34572 JOB COST ACCOUNTANT

Applicant has extensive background in construction industry providing job costing support. Has a BS degree in Accounting and has solid experience working with Timberline, Peachtree and QuickBooks software. Take charge personality makes her a great fit to manage any company's projects. Salary in the \$40,000 range.

A-34747 ACCOUNTANT

This applicant has a solid background in non-profit accounting. Has worked with grants, financial analysis, payroll, A/P, A/R, bank deposits, cash receipts, donations, expense compliance, general ledger, journal entries and preparing reports for the Board. Has worked with AS/400, Blackbaud, Solomon and ADP. Salary in the \$45,000 range.

A-35019 ACCOUNTING MANAGER

This applicant has a Masters of Accountancy and will have Virginia CPA shortly. New to area! Has worked with mergers/acquisitions, cost accounting, benefits administration, financial analysis, operations, fixed assets, inventory and payroll. Has worked extensively with JD Edwards. Salary in the \$65,000 range.

A-34755 ACCOUNTANT

Professional with a MA in Accounting and extensive experience in all aspects of management, bookkeeping and accounting. Has a very pleasant and professional personality and would be a wonderful addition to any company. Software skills include ATB, Ceridian, Deltek, Lexis, QuickBooks, Quicken and Quattro Pro. Salary in the \$45,000 range.

Information Technology Candidate Profiles

IT-33877 PROJECT MANAGER/ESTIMATOR

Civil Engineer with experience working as a Project Manager for commercial and government projects. Has worked on projects in excess of \$6,000,000. Excellent negotiating skills. Salary in the \$83,000 range.

IT-32614 SENIOR DRAFTSMEN

Senior-level draftsman with hands-on knowledge of Microsoft Office, AutoCad, CAD overlay, Raster Design, project management experience. Works very well in industrial, mechanical and electrical industry. Salary in the \$50,000 range.

IT-16183 DATABASE PROGRAMMING/ADMIN

Dedicated team player with over 13 years of hands on experience covering database programming/administration, network engineering and programming on Unix, IBM and Microsoft Windows PC platforms. Above average design, coding and debugging skills. Microsoft certified professional, holds BS in MIS. Salary in the \$51,000 range.

IT-34033 IT/PROJECT MANAGER

This IT professional comes with a strong connection to developed vendors and a global mentality to bring to the table. Over 8 years experience in corporate and not for profit environment. Salary in the \$65,000 range.

IT-31787 NETWORK ADMIN/HELP DESK

Experienced networking professional can configure routers, switches, install just about any network designs but wants customer involvement. Perfect for senior-level help desk short or long term, not travel shy. Salary in the \$65,000 range.

IT-34737 NETWORK ADMINISTRATOR

Senior Technician, Analyst and administrator. Vast experience in Windows 2003 and Active Directory. Flexibility coupled with experience makes this candidate the right choice! Salary in the \$50,000 range.

IT-34633 NETWORK ENGINEER

This professional comes with years of experience and the Certifications that you need. Expert in all MS server and desktop operating systems. Strong knowledge of Lan security policies and procedures. Certifications in Novell, Citrix and Cisco. Salary in the \$80,000 range.

IT-32599 NETWORK TECHNICIAN

Degreed network technician with Top Secret security clearance and thorough understanding of PC and network architecture. Knowledge of analog and digital circuitry, troubleshooting and repair, network hardware and software. Salary in the \$40,000 range.

IT-34846 SENIOR SOFTWARE ENGINEER

Multifaceted in multiple systems, platforms and environments. Expert in analyzing, designing and maintaining systems and applications. Salary in the \$100,000 range.

IT-34738 SYSTEM ADMINISTRATOR

Seasoned Systems Administrator with over 7 years experience in the industry. National and local support experience make this the right candidate for you!! Salary in the \$60,000 range.

IT-31411 SYSTEM ANALYST/PROGRAM MANAGER

Sr Business Analyst with security clearance and excellent references, superior with relational database and demonstrated leadership/management ability. Certified MCSE Windows/Internet, with Bachelors degree in Computer Science. Salary in the \$65,000 range.

IT-34753 SYSTEMS ENGINEER

Microsoft Certified professional with over 13 years of professional network management experience. Over 13 years supervisory experience and enjoys the 'hands on' aspect of the industry. Salary in the \$65,000 range.

IT-33587 SYSTEMS TECHNICIAN

This entry level technician brings skill and education to the table. Experienced in communication electronics this individual is ready to support your office technical needs. Salary in the \$25,000 range.

IT-34984 TECHNICAL SUPPORT

Enormous amounts of technical skill is what this candidate brings to the table. Proficient in Crystal Reports, XP, Unix and Linux. Flexible to perform printer, copier and fax machine upkeep and minor repair. Salary in the \$31,000 range.

IT-34952 TECHNICAL SUPPORT

Well versed in DoD protocol with a Secret Clearance. This professional is able to support all desktop needs, HTML and Microsoft based programs. Can also support Network technologies, security and communications equipment. Salary in the \$48,000 range.

Recently Hired

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

BOOKKEEPER	\$31,200
BOOKKEEPER	\$31,720
ACCOUNTING SPECIALIST	\$27,000
DISPUTE AUDITOR	\$35,000
SHIPPING ANALYST	\$31,000
ADMIN ASSISTANT	\$24,000
PARALEGAL	\$38,000
LEGAL ASSISTANT	\$28,000

Don't Say "You're Hired", Just Because You're Tired!

by Sam Morton, Branch Manager, Don Richard Associates

Now that you have taken the time to answer these questions and are still wanting to move forward, it's time to move onto the offer stage. Employment offers can be made verbally, by phone, by email, or in a formal offer letter. Most offers include the following:

- Start date
- Title
- Supervisor
- Hours
- Any probationary period
- Salary
- Benefits
- Pay schedule

Remember that no matter what stage you are in during the hiring process, an employee's perception of your company starts with the interview and builds from there. While interviewing candidates always be mindful that you don't make promises or commitments that you and/or your company cannot keep. This will ensure a mutually successful employee/employer relationship.

Spotlight on SHRM

The Society for Human Resource Management (SHRM) is the world's largest professional association devoted to human resource management. Their mission is to serve the needs of HR professionals by providing the most current and comprehensive resources and to advance the profession by promoting HR's essential, strategic role.

There are 2 local SHRM chapters in Hampton Roads, the recently formed Peninsula chapter and the Southside HRSHRM chapter. These chapters provide a local forum for HR professionals to gain knowledge of developments in HR compliance and changes in employment law that may impact their organizations. Additionally, members benefit by building on their professional, leadership, public speaking and networking skills.

The Peninsula SHRM chapter is actively seeking new members to share their expertise with the local HR community, will compliment the current members talent, skills and HR knowledge. The Peninsula chapter meets on the third Thursday of the month at 6 pm. The dues for the Peninsula chapter are currently set at \$10 annually. Meetings are generally held at the various SHRM members offices. This gives the group the opportunity to learn more about their fellow member's companies. For more information regarding the new Peninsula Chapter or HRSHRM contact Sam Morton at 757-873-0447.

Beach Bash 2009

Don Richard Associates will be an exhibitor at this years Hampton Roads Chamber of Commerce Beach Bash on June 11th.

Beach Bash is a FREE event!!!

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

Stop by our exhibit to meet your DRA Team and pick up a complimentary drink ticket, while they last.

We hope to see you there!!!

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



PRST STD
 U.S. Postage
 PAID
 Norfolk, VA
 Permit No.2

SOUTHSIDE
 6350 Center Dr., Ste 112
 Norfolk, VA 23502
 757-518-8600

PENINSULA
 739 Thimble Shoals Blvd., Suite 1011-C
 Newport News, VA 23606
 757-873-0447

In This Issue... Don't Say "You're Hired", Just Because You're Tired, Southside, IT & Peninsula Candidate Profiles and more

recruitingEdge Suduko

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		9	5		6	8		

Solve the Suduko puzzle and return to Don Richard Associates to be entered to win 2 AMC Movie Tickets! 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 by June 30th.

Entrant's Name:

Employer:

Title:

Daytime Phone:

Daytime Address:

Email Address: