

CAREER SERVICES NEWSLETTER

July 2010

Johnson & Hill Staffing Services

95 State Street, 5th Floor

Springfield MA

(parking validation available)

Each Monday we welcome applicants from 9:00am to 12:00pm - no appointment necessary, just simply drop by with your resume any time between the hours of 9:00am and 12:00pm. Our team of placement specialists will be available to answer any questions, provide resume assistance and offer tips and suggestions on landing that great job!! Johnson & Hill Staffing Services offers full time, part time, contract and temp to hire positions, as well as direct hire jobs!

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We work with some of the leading area companies; finance corporations, Fortune 100 companies, Academic Institutions, non-profit organizations and many more.

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If you are unable to attend, please call 413-746-3535 or email your resume to info@jhstaffing.com to schedule an appointment.



Just-In-Time Hiring' Good News For College Graduates Still Looking For Jobs

Because companies and organizations are making more "just-in-time" hiring decisions, the summer hiring season looks brighter for new college graduates who are still looking for a job. Instead of hiring for what they think they will need in the future, employers are hiring more for what they need right now, says Ladd Flock, Director of Career Services at Wake Forest University. That means two things for job-seekers: they need to keep in close touch with their college career centers this summer to be aware of new openings and they need to respond immediately when a job is posted.

More hiring is likely to take place outside the traditional fall and spring recruiting cycles, he adds. And, new college graduates need to be ready for opportunities that will come up in the summer months. Some employers, who made a few hires earlier in the year are coming back to campuses looking for additional job candidates as they get funding for additional positions.



Phone Interviews: Five Tricks for Standing Out

By NicoleWilliams.com staff

Phone interviews are a useful tool for potential employers -- the conversations help screen candidates quickly and determine who's worth a face-to-face meeting. So when you've sent out and uploaded your resume online, it's essential to be ready to kick booty when the phone rings. Here's how:

Know what you speak of: Make sure you have a copy of your resume, the cover letter you sent and the original job description in a folder near your phone. It's also nice to add information about the company, the person who may be calling to interview you and any potential questions you know you'll want to ask. Be sure to be armed with a pencil and paper for taking notes.

Rehearse your responses: Prep for the conversation by thinking about the job and the qualities a candidate must have. How do your strengths match up? What are your weaknesses? Anticipate questions you might be asked and consider how you'll answer them. Bounce ideas off a friend if you're concerned about a particular aspect of the job description or use Monster's Advice Forums to gain information from others in that industry.

Watch your language: In a phone interview, it is important to speak slowly and clearly. Remember, the quality of your conversation and your ability to answer questions is all the interviewer has to go on over the phone. Keep the "ums," "ahs" and "you knows" to a minimum (think about the Caroline Kennedy debacle. Don't use slang or other informal language.

Think before you speak: Take the time you need to answer the interview questions completely and thoughtfully. Be sure not to interrupt or begin answering the question before the interviewer has finished speaking; there may be more to the question than you realize. If the interviewer calls at a time that is inconvenient for you, while you're at work or in a noisy environment, arrange another phone meeting in the near future.

Ask for a meeting: If you feel the interview has gone well, be confident and direct enough to request a face-to-face by saying, "Would it be possible for us to meet in person and continue our conversation? I'd really like to have the opportunity to meet you." If the interviewer says no, or shies away from making a commitment, be sure you understand what the next step will be. Will they call if they want to meet you? E-mail? If you are out of the running, will they let you know? Taking the time to close the deal proves your competence once again. Understanding the next step will help you sleep easier at night -- always a good thing when you are on the job hunt.

Source: <http://career-advice.monster.com/job-search/career-tips-by-nicole-williams/ace-your-phone-interview/article.aspx>

The Benefits of Temping for College Students and Grads

By Peter Vogt, Monster Senior Contributing Writer

Taking on temporary assignments can be a way for college students and new grads to do their own testing -- with respect to their career plans, at least. By working for a temporary employment agency, they can test-drive potential careers, while saving time and money on the wrong ones.

A Career/Company Test-Drive

Chances are you've heard of temping, and you probably already realize that it's a good way to make a little extra money and perhaps learn a few new skills at the same time. But what you may not know is how empowering temping can be for a college student or recent grad. It provides the rare chance to try out jobs in specific industries and companies without a long-term commitment.

The Benefits of Temping for College Students and Grads Cont.

"The joy of temping is that both the temp service and the employee are using each other to each's gain," says Phil Blair, executive officer of Manpower Staffing Services of San Diego, the third-largest Manpower temp-firm franchise in the US.

Students can temp to gain exposure to a specific industry-related skill set -- for example, marketing, venture capital, law or banking -- or to get a foot in the door of a specific company, according to Blair. "Meanwhile, the staffing agent is getting an opportunity to have a very bright and articulate candidate represent his or her firm in an important assignment that needs to be filled," he says.

Save Money, Time

Temping can be financially lucrative, too. In addition to the immediate cash you pocket for your temping efforts, you might also save yourself money in the long term, possibly tens of thousands of dollars, by temping your way to the conclusion that you love or loathe the career path on which you chose to embark.

A common case in point: Many college students or recent grads who temp in a law firm for a summer "immediately change their majors away from law," says Blair, thereby avoiding \$50,000 or more in lost law school tuition, not to mention the heartache and misery of a bad choice.

Conversely, some students and grads who temp in law "fall madly in love with it and know they've confirmed what they want to study and devote their career to," says Blair. Thus, a little validation via temping might make those law-school tuition or loan payments easier to stomach later.

Temping Brief by Nature

Best of all, temping is, well, temporary by definition. So a bunch of temp assignments on your resume won't turn off prospective employers.

"College students can temp without any kind of resume penalty, because they aren't expected to stay in one position for a long time while they're in school, and the career exploration upside is huge," says Anna Ivey, author of *The Ivey Guide to Law School Admissions*.

"And these days, even recent college graduates aren't penalized for temping for a while, because it looks more professional for people to do their homework on different careers and niches by temping than to accept a series of ostensibly permanent jobs and being faithful to none," Ivey says. "Employers would much rather see a serial temp than a serial job-hopper, even if the actual job experience ends up being the same on both types of resumes."

Get Started Temping

It doesn't take much to get started in the world of temping. You can search for temp jobs on Monster, as well as crack open your local Yellow Pages and start contacting local temp agencies. And don't be afraid to be picky.

"When searching for the right staffing service to fill your needs, asking to be sent on a specific skill-oriented assignment or to a specific company is very appropriate," Blair stresses. "And search through the staffing firms until you find the one whose customer list meets your needs."

Source: <http://career-advice.monster.com/job-search/career-assessment/benefits-of-temping-entry-level/article.aspx>



10 Tips for Nailing a Job Interview

By Vicky Oliver

After weeks, maybe months, of submitting resumes, following up and hearing, “We’re just not hiring right now,” landing an interview can make you feel as good as, well, landing the job. But the road doesn’t end there and that’s precisely when the nerves start to set in. The idea of your potential employer sizing up how well you’ll mesh with the company, let alone your confidence, can be quite intimidating. How are you supposed to wow your potential employer with your fabulous self in 20 minutes or less? Follow these ten tips and your phone will be ringing off the hook as they follow up with you.

10 Tips for Nailing a Job Interview

1. Be polite, organized and enthusiastic.
2. Plan job interviews around your prospect’s schedule, rather than your own. (Try and give yourself enough time to study the company thoroughly in advance, but be flexible.) And never turn down a job interview because you have a class that day, are meeting with a personal trainer or because it’s your day to pick up the kids.
3. Do your homework. Research the company thoroughly (even if you already know absolutely everything about it).
4. Ask contacts for the inside scoop on the company and, if possible, about the personality of your interviewer.
5. Smile at your prospect and shake his or her hand. The gracious interviewee lands the job.
6. Avoid canned answers to questions. Take answers you’ve already prepared, change them around, play with them and really make them your own.
7. Nix slang words such as “like,” “gee,” “um” and “wow” from your interview spiel. Valley Girl-speak automatically subtracts, like, major IQ points.
8. Follow the news. There could be a story about the very company where you’re interviewing. Bringing it up will give you extra points for sure.
9. Don’t leave the interview without asking your prospect at least three questions.
10. Follow up with a thank-you email or letter within three business days after your interview.

Source: <http://www.savvymiss.com/career-woman/career-advice/9-to-5-grind-archive/article/10-tips-for-being-a-brilliant-interviewee-756/news-browse/1.html>

Top 4 Resume Mistakes that Can Kill Your Career

By Allison Firestone

You may be thinking, “*Duh, I know how to create a resume and I know how to spell-check,*” but we spoke to Human Resources managers and—apparently some of us don’t. One in four Human Resources managers receive more than 50 resumes for each open position and more than one in ten receive over 100, according to a recent survey by CareerBuilder.com.* So how do you bypass getting trashed along with the rest of that giant stack? Here are the most common resume mistakes they see...that you need to avoid.

Resume Mistake #1 - Annoying typos.

“Reason for leaving last position: maturity leave.”

63% of HR managers report that spelling errors are the most annoying mistakes that they see on resumes, according to the CareerBuilder.com survey. Here’s the thing: Your word processor’s spell-check feature doesn’t know the difference between they’re and their or, god forbid, public and pubic. “Read and reread your final resume. Have people who know you well also read it and get their opinion,” advises professional resume writer Kay LaRocca, of resumewriters.com.

Top 4 Resume Mistakes that Can Kill Your Career Cont.

Resume Mistake #2 - Cookie-cutter resumes.

"Objective: An account executive position in an architectural design firm."

When an HR manager is weeding through a thick stack of wannabe employees' resumes, you've got to stand out. (And no, hot pink paper is not the appropriate way to do this.) "I've seen people e-mail one pre-prepared resume, copying twenty different companies in the same e-mail," says Stephen Keyzers, Vice-President of Employer Relations at HR Alternatives. "Mail one resume at a time, tailored to the specific company." How do you do this? Put your objective at the top of your resume and be specific about the position you're applying for. Compliment the company; prove that you've read their mission statement and that you fit into it.

Resume Mistake #3 - You get a little too personal.

"Homeowner, enjoys hiking, President of Milwaukee's Pro-Life Council."

We know you know, but—please—keep your resume simple and keep it professional. Don't include personal interests, organizations you're involved in or your favorite movie. "Someone once listed their membership to a radical group," says Keyzers. "Be very careful and know your audience. It's safer to say nothing, give no personal information." Do make it easy for employers to understand why you're perfect for the position. Put your skills and relevant experience at the top of your resume. "No one wants to read four pages of boring details," says LaRocca.

Resume Mistake #4 - Your contact information.

"Amber Cortez, 2386 W. 16TH Street #216, Los Angeles, CA 90234"

What about it? It's gotta be there. You're thinking, *"Well of course!"* but believe us, this happens more than you'd think. "You'd be surprised how many people submit resumes with only a mailing address as their contact information. Do you think I'm going to ask you about an interview via snail mail? Include your e-mail or phone number, preferably both," says Palavi Yetura, a hiring manager at a San Diego-based magazine. Your name and all relevant contact info should appear at the top and center of your resume and any other accompanying documents, like references or writing clips.

JUST. PLAIN. DON'T...

- Submit a resume longer than one page.
- Include your picture: "I've seen this done before and it is tacky, tacky, tacky! Leave the mug shot at home and let them see you in person," says LaRocca.
- List being employed by your parents in your job history.
- Get the company's name wrong. Check it and double-check it!
- List poor references: If you don't have any good ones, don't list any at all.
- Use fancy paper or paper with graphics. "This is a big no-no, unless you are a graphic artist, web designer or have some other need to show your creative flair," says LaRocca.
- List an inappropriate e-mail address: You can bet that KegStandQueen@yahoo.com is probably *not* going to get a follow up reply.

So tread carefully when sending out your resume and make no mistakes, because no one wants to be this person: *"I'm a perfectionist and never forget details."*

Tell Me about Yourself

By Carole Martin, Monster Contributing Writer

It's one of the most frequently asked interview questions: Tell me about yourself. Your response to this request will set the tone for the rest of the interview. For some, this is the most challenging question to answer, as they wonder what the interviewer really wants to know and what information they should include.

Eleanor dreaded this question. When it was the first one asked at her interview, she fumbled her way through a vague answer, not focusing on what she could bring to the job.

"I'm happily married and originally from Denver," she began. "My husband was transferred here three months ago, and I've been getting us settled in our new home. I'm now ready to go back to work. I've worked in a variety of jobs, usually customer service-related. I'm looking for a company that offers growth opportunities."

The interview went downhill after that. She had started with personal information and gave the interviewer reason to doubt whether she was an employee who would stay for very long.

- She's married, and when her husband gets transferred that means she has to leave; she did it once and can do it again.
- She has some work experience with customers but didn't emphasize what she did.
- She is looking to grow. What about the job she is applying for? Will she stay content for long?

The secret to responding to this free-form request successfully is to focus, script and practice. You cannot afford to wing this answer, as it will affect the rest of the interview. Begin to think about what you want the interviewer to know about you.

Focus

List five strengths you have that are pertinent to this job (experiences, traits, skills, etc.). What do you want the interviewer to know about you when you leave?

Eleanor is strong in communications and connecting with people. She has a strong background and proven success with customer relationships. Her real strength is her follow-through. She prides herself on her reputation for meeting deadlines.

Scripting

Prepare a script that includes the information you want to convey. Begin by talking about past experiences and proven success:

"I have been in the customer service industry for the past five years. My most recent experience has been handling incoming calls in the high tech industry. One reason I particularly enjoy this business, and the challenges that go along with it, is the opportunity to connect with people. In my last job, I formed some significant customer relationships resulting in a 30 percent increase in sales in a matter of months."

Next, mention your strengths and abilities:

"My real strength is my attention to detail. I pride myself on my reputation for following through and meeting deadlines. When I commit to doing something, I make sure it gets done, and on time."

Conclude with a statement about your current situation:

"What I am looking for now is a company that values customer relations, where I can join a strong team and have a positive impact on customer retention and sales."

Tell Me about Yourself Continued

Practice

Practice with your script until you feel confident about what you want to emphasize in your statement. Your script should help you stay on track, but you shouldn't memorize it -- you don't want to sound stiff and rehearsed. It should sound natural and conversational.

Even if you are not asked this type of question to begin the interview, this preparation will help you focus on what you have to offer. You will also find that you can use the information in this exercise to assist you in answering other questions. The more you can talk about your product -- you -- the better chance you will have at selling it.

Source: <http://career-advice.monster.com/job-interview/interview-questions/intreview-tell-me-about-yourself/article.aspx>

