

Workforce Morris, a part of the Employment Outreach Program, is dedicated to helping everyone in the community to obtain the required resources in current times. As we evaluate the ongoing economic and financial challenges being faced by so many people throughout the area, our mission is to create and deliver a variety of employment-related programs and resources that are:

- Focused
- Meaningful
- Timely
- Educational
- Informative
- Balanced

We encourage you to review each of the pages on our newsletter and website – as each one describes an important aspect or service of our program.

Workforce Morris covers:

- A listing of current job openings
- Helpful articles about landing the job you want
- Centralized listing of programs and resources (local, regional and national) that will help you with most any aspect of your career or job search

This is Workforce Morris: a resource created for you.

For more information and a link to our complete job listings visit: <http://EmploymentOutreach.org>



This Issue

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5 Assumptions Made by Job Seekers – that can kill your mojo or your search!

(4) I submitted to the job posting online and have not heard back; they must not be interested.

They may not be, but my money is on the fact they probably never even saw it given the volume of resumes received, so do not assume you have been rejected. What you can learn from this is that replying to job postings is not your only job search tactic. Approach individuals from your target companies to introduce yourself. Network with your contacts to generate job leads. Personalize your approach for personalized results.

(5) It's on my resume...I don't need to rewrite it.

Writing 'see resume' on manual or electronic applications is the kiss of death to a hiring manager. Same with beginning your answer in an interview with 'as I listed on my resume, you'll see...' Here is a newsflash—recruiters and hiring managers can read. Admittedly, they may not have read your resume entirely, but they have the job you want, so you have to play their game. And frankly, not playing the game does not help your cause—the hiring manager will think "if they cannot follow this simple direction, what kind of employee will they be here?" so show that you will be a good one.

Practically speaking, writing the information from your resume on an application allows them to enter your information accurately in the database for future consideration if the current position does not work out. Explaining in an interview something that is outlined in your resume demonstrates your communications skills and confidence to the hiring manager. There are practical reasons for asking you to do this, even though it seems administratively inefficient to do so.

(1) I don't want to bother people by emailing or calling them and outlining what I want.

Well then, they will not bother you either. Here is the deal: if people do not know what you are seeking, then they will not know how to help you. You need to be aggressive and reach out to contacts and learn how to introduce yourself in a professional manner. Not sure how? Hire a coach to do so. Learn what you do not know how to do. But only by effectively communicating to others what you are seeking will you have a chance to get what you want. Let's put it another way—if someone approached you for help in a professionally concise manner and you could help, would you do it? So allow someone the opportunity to help you.

(2) They can tell from my resume that I am perfect from the job, right?

I wish it was that simple. Hiring managers, like one's children, boss, spouse, parents, and friends, are not mind readers. You need to tell them what job you are applying for in your cover letter and how you want to be perceived in your resume during normal economic times. Add in the challenging employment situation where hiring managers are sifting through hundreds or thousands of resumes, and you really need to make your resume idiot-proof for the hiring manager to see you through the pile. The longer it takes them to figure out what you do and want to do, the less likely you will get the call for the interview. Period.

(3) I feel like I am bragging when I tell them all I did. They are going to think I am an egomaniac...They should know from reading my resume what I did.

I see many people have a problem with this. I have had this problem myself through certain points in my career,



There's an Entrepreneur in all of us. Are you ready to show it?

Contributing to Economic Growth - One Business at a Time

As one of eleven centers in New Jersey, the Centenary College SBDC serves small businesses; whether start-up or established. Depending on the industry, small businesses can include companies with a few hundred employees and millions in revenues. No business is too small and very few are too large. Consider the Centenary College SBDC as your go-to resource for advancing your business to the next level. Use one or more of these resources:

- Private consulting session with an experienced business counselor.
- Standard workshop presented by an SBDC instructor with many years of field expertise.
- Customized workshops conducted on your premises to assist your workforce help move your company to the next level.
- Well-established repertoire of on-line and in-house business books, periodicals and databases to address your informational needs.

Is that all there is? Well, no!
Check us out at
www.centenarycollege.edu/sbdc.

207 Main Street, REAR Entrance,
Hackettstown, NJ
908-852-1400 ext. 2136

so I empathize. But I have learned that if people do not know my work or good reputation, it is up to me to ensure they do in a professional, objective, fact-driven manner when appropriate. I would not walk into a room with a billboard saying, "I am the best employee you will ever hire!" – that would be bragging. But being prepared to speak confidently about your achievements with measurable facts is what successful people do—and it's often the only way someone is going to find out about you and your track record. Most people's reputations do not precede them—unless you're Bill Gates or a US President.

(7) They can tell from my resume that I am perfect from the job, right?

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(8) They told me they were very interested in me and would call me next week...it's now been 2 weeks...they were probably not interested or changed their mind, right?

Stop the bad thoughts! Here's some of what is going on behind the scenes that tells you why this happens: a) The hiring manager did not know the approving boss was on a two week vacation. b) The hiring manager had a whole different initiative to launch that week after meeting you and did not get around to setting up your follow-up interview until 6 business days after you interviewed. c) The hiring manager thought just his boss had to okay the offer and found out that it needs to be approved by the corporate office in Tokyo. d) They laid off two people in HR one month ago and your hiring manager is doing both of those jobs plus his own and he is just swamped. He has not had a chance to get to it. e) I can go on and on...you get the idea...the reason you are not getting the call back has nothing to do with you.

Recruiters (corporate or search) and hiring managers are generally upbeat, positive people who like to get the deal done. They tend to forget the fact that 3 other people need to sign off on a hire or think that it will take a week and not a month to get the approvals through to make a hire or move to the next step. Well-intentioned hiring managers unknowingly mismanage the expectations of job seekers all the time. So if they tell you a week, think 2-3 weeks. If they tell you a month, think 2 months. And, again, until you have concrete information, be ok with no answer yet and do not fill in the blanks with assumption.



(6) They must have hired someone else... I have not heard from them.

When you have interviewed 2 or 3 times for a position, and then do not hear from the employer, may job seekers I interact with assume they did not get the job. I tell my clients repeatedly, do not assume that. In absence of information, do not fill in the blanks necessarily. Unless you have been told 'no, thanks' or see a new hire on LinkedIn with that job title you interviewed for, do not assume the position was filled without you. Don't unnecessarily torture yourself with that assumption.

The budget for the position could have been cut. If the job has been open a while, maybe they realized it was not an urgent hire and postponed the hire. Maybe the process is simply taking much longer than the well-intentioned recruiter thought. There are often many reasons besides out-right rejection as to why you have not been called back yet. Demonstrate patience and resiliency by being OK with the lack of an answer and politely follow-up accordingly. Hiring managers are doing much more today than just waiting to fill the job for which you applied.

Lisa Rangel, PHR (Professional in Human Resources), is the Managing Director of Chameleon Resumes and a graduate of Cornell University. As a recruitment professional for over 13 years, she has held management and producer roles for international, public recruitment conglomerates to domestic, private search firms. Lisa knows first-hand what resumes get a response from reviewing thousands of resumes over the years and helping recruiters seek talent for their premier organizations. Lisa can show candidates which resume styles, wordings, and formats she and her corporate clients have responded to when recruiting top-notch candidates. She has written resumes, prepared candidates for interviews and performed job search coaching for professionals ranging from executive to entry-level to returning to work in various disciplines spanning across a multitude of industries and corporate cultures.

Lisa is a member of the Society of Human Resources Management, Human Resources Association of New York, and Professional Association of Resume Writers and Career Coaches. She has been featured on Good Morning America for Keith Ferrazzi's "Who's Got Your Back?" book launch, Fox Business News and local community job blogs. Lisa is the Career Services Partner for students obtaining professional certifications and attending classes through eCornell.com.

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Meet the Board

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Infusing Careers with Charisma at Cablevision

"For every sale you miss because you're too enthusiastic, you will miss a hundred because you're not enthusiastic enough."
~Zig Ziglar

With jobs in sales growing steadily at the national average rate (US Dept. of Labor), the Residential Account Executive (Sales Representative) position at Cablevision NJ offers a lot to be excited about:

- 1. What exactly does the Residential Account Manager do?**
The position entails a lot of personal interaction with residential contacts. Traveling door-to-door and cold calling, the Residential Account Executive delivers professional sales presentations to customers, in an effort to convince them to choose Cablevision as their telecommunications provider.
- 2. What is the basic level of compensation?**
The Residential Account Executive would receive a starting salary of \$25K. Candidates have the potential to earn \$40K in seventh months plus a training bonus, unlimited commission, with the potential for a monthly bonus in the first six months of employment.
- 3. What qualities or traits are desirable for this position?**
Candidates should possess the ability to communicate, negotiate with, and understand potential customers as well as the ability to cold call and close sales.

- 4. Why would a jobseeker want this opportunity? What are the benefits?**
This position offers a flexible work schedule (that avoids rush hour!) with limited driving involved. Sales Executives are assigned an exclusive sales territory within assigned towns, and work four weekdays from 12pm-9pm and Saturdays from 9am-6pm. Reps can avoid working on Saturdays by making five sales during the week. Training and coaching opportunities enable the candidate to strengthen their sales cycle skills. The job also offers camaraderie, unlimited commission plus salary, and low cost benefits.
- 5. What is the work environment like at Cablevision? Are there opportunities for growth within the organization?**
Ongoing training and coaching is a key part of the career experience at Cablevision. Our work environment is eclectic and diverse; Cablevision embraces people of various backgrounds, sales experience, and work experience. There is great mobility within the company, and the Residential Sales Executive offers great internal mobility for various career opportunities within the organization.

For more information about Cablevision and its career opportunities, please visit www.cablevision.com or www.cablevision.jobs.

Become a Member

Support your community

Join the Parsippany Area Chamber of
Commerce

www.parsippanychamber.org

973-402-6400



HOT JOB OPENINGS

For more open positions check out employmentoutreach.org!



Are you an employer looking for the right person for your open position?

If you are then contact us at employment@parsippanychamber.org or 973-402-6400. We look forward to helping you and the right candidate connect!

Job Opening 1:

Staff Accountant

About:

Position in Saddle Brook, NJ. Applicant will be responsible for a variety of tasks, including A/P, A/R, General Ledger, payroll, and month end closing.

Requirements:

- 1 to 2 years experience degreed accountant preferred or degree in accounting/finance with good GPA and internship experience
- Experience with Microsoft Excel and Word
- Fast learner, goal oriented, and team player

Contact:

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Career Blazers a division of Global Employment Solutions

Job Opening 2:

Part-Time Employment Specialist/Driver

About:

Part-time position. Looking for an enthusiastic individual to assist in training persons with disabilities placed into community employment settings. This person will be training consumers in performing job tasks, adapting to their work environment and provide ongoing support to facilitate job retention. The individual will transport program participants as needed to/from community job sites using agency van. Work hours will be predominately performed during late afternoons, evenings and weekends.

Requirements:

- BA in the Human Service field preferred and experience working with individuals with disabilities.
- Valid NJ Driver's License

Email:

Imontalbano@ehorizons.org

Job Opening 3:

Customer Service Representative

About:

This position will be responsible for supporting the company's K-1 Hotline, answering investors' questions, making corrections to the database and forwarding corrected K-1s to investors and other interested parties. Must be able to handle sensitive and confidential customer data.

Requirements:

Excellent communication skills, Analytical, Proficiency with Excel, Word & Outlook Experience in a telecommunications environment (call center) highly preferred

Accounting experience or background is NOT required

This assignment will last until approximately April 15th

Email:

resumes@primetimepersonnel.com

CALENDAR OF EVENTS

Parsippany Area Chamber of Commerce Events:

<u>Date</u>	<u>Event</u>	<u>Location</u>
Wednesday, March 10, 2010	Legislative Luncheon	Ruth's Chris Steakhouse, 1 Hilton Court at the Hilton Parsippany, NJ 07054
Tuesday, March 23, 2010	Speed Networking	Hampton Inn, 3737 Rt. 46 East, Parsippany, NJ 07054

For more information visit our website: <http://www.parsippanychamber.org>



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