



New Service Offering From Career Center, Inc. Downsize With Care For Your People and Your Business! —By George Wright

Stressful economic conditions and changing markets have forced many companies to make difficult decisions about employees. Yet many firms invest poorly in their effort to help displaced employees transition. Providing effective transition services to separating employees is not only the responsible thing to do; it makes good business sense.

How laid-off employees are treated is how surviving employees assume they may be treated. If they see the company treating laid-off employees poorly, they may start looking for a better place to work. If they stay, trust and respect might be destroyed, further hurting productivity.

Career Center's Outplacement Service succeeds because we focus on providing the displaced employee with transition services that pro-

vide effective guidance. Our service does not guarantee a new job. However, employees facing a layoff often report positive results - both in finding a new job and in dealing with the stress and emotional difficulties of a layoff.

Our Services include:

Company Sponsored Transition Workshops:

Group outplacement seminars are an efficient and cost-effective way to provide job search training to groups as small as six or as large as 100. Depending upon the program selected, we deliver one or two days of intensive training. Our coaches help participants understand the most important aspects of a successful job search. We help individuals develop the confidence, knowledge and skills to secure the best new career position in the shortest

possible time. Our seminars typically include instruction on job search focus, résumé construction, personal marketing and interviewing skills.

BONUS: In addition, we offer seminars for managers on managing the remaining employees and addressing "Survivors Syndrome."

Individualized Coaching:

These sessions are ideal for developing and reviewing job search strategies, exploring and expanding networking opportunities, polishing resumes and cover letters and preparing for upcoming interviews.

Take a positive step towards providing effective transition services for separating employees. For additional information about our Transitions Service and a copy of our guide for those going through a layoff, give us a call today—908-687-1812.

Employee Retention Tip #1 —By Nick Malefyt



When we hear the word "retention" several things come to mind—increased pay, better benefits, increased training, and creating a work environment that breeds productivity, to name a few.

However a good free first

step in retaining great people is **setting expectations**. Right off the bat, employees should have a clear understanding of what is expected of them. Way too often, "managers" and "employees" are not on the same page when it comes

to defining expectations. This can create a stressful situation—for both parties. **Setting expectations** can relieve employee stress and help supervisors manage, motivate, and evaluate their staff. E-mail your tip to nick@careercenterinc.com

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Don't Say It To The Boss...

Always leave without telling us where you're going. It gives us a chance to be creative when someone asks where you are!



&

Never give me work in the morning. Always wait until 5:00pm and then bring it to me. The challenge of a deadline is so refreshing!

Coaches Corner: Motivate Your Sales Team

-By George Wright



To succeed in business, your company needs a great sales team. But great sales teams don't grow on trees. In fact, developing a capable and effective sales force might be one of the most challenging jobs of a sales leader. Here are five tips to help:

Hire Quality, Not Quantity -The number of salespeople on your staff isn't nearly as important as their ability to set up and close sales. A few skilled and proven sales reps will not only outsell a fleet of novices, but also form a solid core for future staff expansion.

Communicate Expectations -Your sales team should have a clear understanding about what you expect from them. They should also feel free to voice their concerns and seek assistance should problems or unexpected setbacks arise. Team

meetings, group e-mails, and status reports are essential, but it never hurts to meet with team members individually, too, particularly if a team member is falling short of the goals you have established.

Offer Sales Incentives -It is common for sales professionals to be compensated on commission. But commissions can't be the only incentives you offer your team. There are lots of other ways to motivate your sales team that are just as important. Remember: Your goal is to build a first-rate sales team. Consider offering team-based motivators like group bonuses, event tickets, or special merchandise when the team reaches its goals.

Sales Training-It's easy to overlook training as a resource for building and motivat-

ing a sales team. However, training provides your sales team with the tools they need to reach their goals as well as much-needed confidence for the sales process. Consider scheduling regular training sessions with your entire staff, covering not only sales technique, but also team-building strategies and exercises.

Motivate by Example-One of the best ways to motivate your team is to lead by example. A positive, can-do attitude is contagious, but so is a negative one. Since your team will follow your lead, it's important to maintain an upbeat presence with your staff. If sales is your forte, you might even want to lead the charge by assigning yourself sales calls and mentoring new sales staff. To request your copy of our Motivation Guidebook, please [click here](#).

"How Job Posting Scams Affect Recruiting."

By Connie Powers, Certified Personnel Consultant

Television news and magazines are describing scams in which online job posting sites post bogus openings and ask for social security numbers, birthdates and other confidential personal data. As more and more contact between job seekers and potential employers is over the internet and not by either phone or personal interviews, new opportunities for fraud exist.

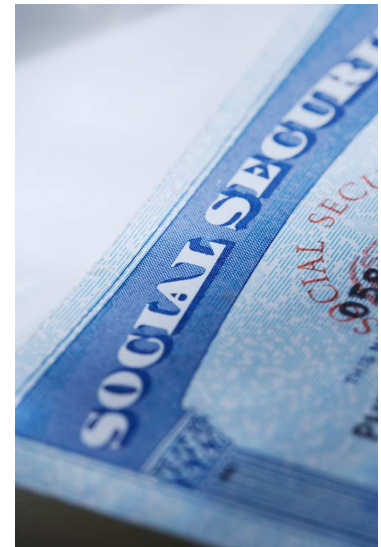
Due to time constraints and the sheer number of incoming job inquiries; employers do not have the time or ability to speak with job seekers. Wary candidates are increasingly limiting the personal contact information that they include on their resumes. They are cautious about providing personal information to unknown parties. This includes employers' requests for salary history. "Blind" postings especially create unease on the part of job seekers. We see more resumes without home addresses and home phone numbers. Even though we have a website profiling our company, we receive calls asking background information about us and our services *before* candidates decide to submit their resumes. Job seekers are less and less willing to provide their social security numbers and birthdates until

far into the hiring process. This can slow the initial screening and background check process. It may also create an issue of a lack of trust between a job candidate and a potential employer.

Although most of the job seeking public knows to guard their social security number and other information, desperate job hunters may fall prey to some of the job posting scams. The result is more caution, less open communication, and sometimes a slower recruiting process. For most of the companies in the country that are not household names, potential employees may have hesitation providing information to an organization they do not know.

As employers create more communication barriers, and candidates are more cautious about providing information, the recruiting process may fail to connect strong candidates with the right opportunities.

With these scams out there, we should expect candidates to maintain a certain degree of confidentiality during the courting process. We should look at this as due



diligence on the part of the candidate as opposed to being "uncooperative in the employment process." Hopefully, once hired, that same candidate will demonstrate the importance of maintaining confidentiality for your company—much like how you respected theirs. By the way, working with a recruiting firm allows you to put the burden of obtaining such information on our shoulders—saving you time and money!



The Heighted Risk of Employing Undocumented Workers Courtesy of Peter Tanella, Esq.

As part of ongoing border security reform efforts, the federal government is raising the stakes for employers who violate the Immigration and Naturalization Act (the “Act”). For the first time in nearly a decade, the government has adjusted for inflation the civil fines imposed against employers for violating the Act. In light of these circumstances it is now more important than ever for employers to review their policies and procedures to ensure compliance with employment-related immigration laws.

An employer who violates the Act is subject to criminal and civil penalties. The penalties increase for employers who are repeat offenders. Perhaps even more importantly, the Department of Homeland Security and the Department of Justice are making the pursuit of violators a higher priority than

they have in the past and jail time is a real possibility for repeat offenders.

The Act continues to allow employers to claim good faith compliance with the Form I-9 requirements – by reviewing appropriate documentation at the time of hire and requiring the employee to attest that he or she is authorized to work – as a defense to an alleged violation. In other words, an employer’s good faith effort to verify an employee’s authorization to work serves as adequate proof that the employer did not have knowledge of the employee’s illegal status. This defense, however, does not apply if the employer is provided with notice of a defect in the documentation and fails to correct it, or if the employer is engaged in a pattern or practice of employing undocumented workers. Also, the good-faith defense applies only in the context of

hiring and does not protect an employer who subsequently discovers during employment, that an employee is unauthorized or has become unauthorized.

In light of the increased penalties under the Act, employers are urged to review their I-9 compliance procedures. As a starting point, employers should take special care to ensure that prospectively, for all new hires and re-verifications, they are using the recently revised version of the Form I-9.

For any of your questions regarding employment law contact Peter Tanella, Esq., at 973-736-4600. ptanella@msgld.com

Cutting Edge Product From Our Friends At ARS

HR IN A BOX provides the essential information needed to select, hire, and manage a high performance workforce, reduce risks, and avoid fines. It guides employers through compliance and provides templates needed to manage the employee lifecycle - from recruitment to termination. Summaries describe who the section applies to, risks associated with not implementing as well as detailed explanations, template forms, personnel policies and a hand book .

Save over \$600 by clicking the “How did you hear about us?” section and type Career Center. The subscription and virtual implementation fees will be waived.

For more information on how **HR IN A BOX** can benefit your company contact:

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Absolute Resource Solutions

973-598-3107



www.hrinaboxnj.com

Great Recipe—Holiday Pumpkin Pie Courtesy of Lynn Cortese



One 10-inch unbaked pie shell (Homemade or Pillsbury Ready Crust), 2 teaspoons melted butter, 2 Cups canned pumpkin, ¾ Cup Light Brown Sugar (firmly packed), 1 Teaspoon salt, 1 Teaspoon cinnamon, 1 Teaspoon ground ginger, ¼ Teaspoon freshly grated nutmeg, ¼ Teaspoon ground clove, 1 Cup Milk, Scalded, 1 Small can Evaporated Milk (2/3 Cup),

3 eggs, beaten

Sprinkle pie plate lightly with flour before adding shell (optional)

Brush pie shell with 2 teaspoons melted butter

Combine pumpkin, sugar, salt and spices in a saucepan. Cook, stirring frequently until thick. Stir in milk and eggs. Beat together.

Preheat oven to 425. Bake pie for 15 minutes. Reduce heat to 350 and continue baking for 45 minutes. A knife inserted in

the center should come out clean.

We like to serve ours with freshly whipped cream, sweetened with a little confectioner sugar and vanilla.

**This recipe is adapted from the Bakery Lane Soup Bowl.

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Finding "People" Solutions

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Listed below are Career Center Inc.'s 4 key areas of concentration. If you are a New Jersey based employer looking for top talent look no further—we have access to the people you need!

→ **Corporate Recruitment**—Accounting, Administration, Customer Service, Finance, HR, Management, Marketing, Payroll, R&D, and Sales

→ **Creative Services**—e-Commerce, Graphic Artists, Project Managers, and Website Designers

→ **Culinary Staffing**—Chefs, Cooks, Servers, and Bartenders

→ **Healthcare**—Physicians, Mid-Level Practitioners, Pharmacists, Therapists (PT/OT/ST), and a wide range of executive and administrative staff.

We proudly offer direct hire recruitment and contract staffing services!

Are All Contract Staffing Services the Same? -By Nick Malefyt



On the surface all contract staffing firms exist for the same reason; to assist employers with their supplemental staffing needs.

However it is in the actual evaluation and staffing "process" where firms can really separate themselves from the competition. Use the following check list to benchmark how your current staffing firm is doing :

RECRUITING

Does your current provider:

- √ Constantly Search For Local Employees Who Are Carefully Matched To Your Supplemental Staffing Needs
- √ Have Strong Networking Contacts in Leading Schools, Training Programs, Community Based Organizations and Associations
- √ Offer an Employee Referral Bonus (to keep top talent coming through the door)

SCREENING:

- √ Verify Employment Eligibility (Use E-Verify)
- √ Utilize a Pre-Application Questionnaire (to identify "red-flags")
- √ Provide On-Site Drug Screening
- √ Have a Substance Abuse Policy
- √ Have a Release of Criminal Records Consent Form
- √ Conduct Multi-State Criminal Background Checks
- √ Personally Meet, Interview, and Evaluate Contract Staff
- √ Verify References
- √ Skill Test Applicants on Job Specific Tasks

SAFETY:

- √ Show Applicants a Job Specific Safety Video

- √ Conduct Applicant Testing Regarding Safety Requirements.
- √ Have a General Safety Rules and Policies & Procedures Checklist
- √ Educate Employees on What To Do If They Get Hurt On the Job

MISCELLANEOUS:

- √ Provide an Employee Handbook (to prepare contract staff for success)
- √ Offer Employees Direct Deposit and Payroll Card Options
- √ Offer Reasonable Contract-to-Hire Programs
- √ Offer Customized Billing Programs

If your current staffing firm is not meeting your needs and exceeding your expectations call Career Center, Inc. today. Let us put our 40+ years of staffing experience to work for you!