



# Professional Services Group – Morris

Volume 1, Issue 2

July 2009

## A note from the facilitator...

Dear PSG friends,

Networking—using all the people you know (plus the people they know) is a crucial part of any job search. In a recession, however, networking must dominate job-search strategy, as few organizations are actively seeking new hires. **Don't** limit yourself to your existing network of contacts; continue to seek out new people to add to your network. **Do** use online networking skills as well as more traditional networking.

I highly recommend all active members and alumni to join PSG's LinkedIn group; that will allow you to connect to other PSG members statewide.

June was the last month of the DOL fiscal year; I would like to share some numbers with you. There are now 12 PSGs throughout New Jersey. Dover PSG is still going strong with 200 landings last year (639 hires statewide among all PSGs) and 354 current members still in transition. With our "pre-registration for Orientation" list still growing, I expect our group to reach a record 400 members before the end of the summer, but our committees are doing their best to make the transition of our members as smooth as possible.

I want to say "Thank you" to all the members who contribute to the group's success, especially to those who volunteer far and beyond required three hours a week.

With best wishes,  
Elena Collins

## PSG - Driving Employment through Member and Organizational Strength

### OUR VISION:

**PSG will dedicate membership resources to become the leading provider of services to help fulfill our mission. Through active participation members will obtain valuable new knowledge, expand personal and life experiences and leave each meeting revitalized for the tasks of securing gainful employment and enhancing our economy. These efforts will create the organization of choice for linking job seekers to employers and alumni.**

### OUR MISSION:

**PSG is a self-help volunteer organization for professional level job seekers. Members pursue three goals:**

- **To find employment as quickly as possible;**
- **To help other PSG members find employment;**
- **To help the group as a whole.**

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## INTERVIEW TIPS:

### Hit a HOMER in Every Interview

By John Hadley, Career Search Counselor,  
[www.JHACareers.com](http://www.JHACareers.com)

When I last spoke at a PSG Dover meeting in January, I shared my "**HOMER**" template as a useful way to break down the interview into 5 stages:

H = Homework  
O = Opening  
M = Middle  
E = Ending  
R = Re-Sale

This article will talk about the Homework and Opening stages, and next time I'll get into the other three stages.

H = Homework

This is all of the preparation you are going to do in advance of interviews. First there's the general preparation before going on any interviews, which includes:

- Preparing your concise, compelling results-oriented accomplishment stories that are going to be fundamental to your answers.
- Crafting and practicing your answers to all of the questions you would expect to come up in various interviews.
- Developing your confident response to queries about any obvious "challenges" or "defects" presented in your background or resume.
- Creating a powerful HERO story to use in opening interviews.

Next comes the preparation for a specific interview, such as:

- Research into a particular company and opportunity for which you are going to interview, and the people on your interview schedule. (This assumes, of course, that as a confident, well-organized candidate, you have reached out to the company and requested a schedule in advance, with names and titles of all the people you are going to meet.)
- Deciding which accomplishment stories will best address the issues most important to that company and those people.
- Thinking of and preparing answers for more specific questions they might have that relate

to your own particular situation, any challenges you have, and any objections that tend to come up.

- Compiling specific questions you will want to ask relevant to this opportunity, department, company, etc.
- Tapping into your network both for information about the company and potential interviewers, and to create internal cheerleaders for your candidacy.

O = Opening

The first impression you make can either smooth the entire interview process, or dig a hole from which you need to climb out. It is vital that you take steps to build rapport with the interviewer right from the start, and even before you get there!



- Be on time  
– preferably arrive 10 minutes ahead, even if that means you have to do a test drive a few days ahead to scout the location and see how long it will take you.
- Smile and give a firm handshake.
- Look for commonalities you might have with the interviewer – even just commenting on the weather or location at least can give you something you both agree on at the start.
- A key is your opening pitch, which sets the stage for the rest of the interview, drawing the picture you want the interviewer to see, and reducing the tension level right from the start. For one way to put together a compelling HERO Story to accomplish this, visit this link: [www.JHACareers.com/HEROStory.htm](http://www.JHACareers.com/HEROStory.htm)

*John Hadley helps job seekers frustrated with their search. He offers a FREE monthly Career Tips Email newsletter, each month bringing valuable advice on marketing yourself for a career search, or for accelerating your career. You can find a variety of career resources on his website at [www.JHACareers.com](http://www.JHACareers.com).*

## Can You Hear Me Now? Are You Listening???

By Linda Trignano - Career Coach & "Ace the Interview" Consultant

Listening is a skill that is often overlooked and definitely undervalued. In job search, it is one of the most important skills you can use to help you connect to your next job.

Have you ever been in a conversation with another person whom you *know is not really listening* to what you are saying? Think for a moment about how you know they are not listening to you. It could be their body language or the blank look in their eyes. Perhaps their eyes are scanning the room or they might even be starting to answer you before you have finished your sentence. The point is you know when you are not being listened to and it can be frustrating and irritating!

For some, not listening or not hearing what is being said serves a purpose in their life. Whether



it's their desire to "connect" quickly with someone who can help them land their next job or a boss who is saying something they don't want to hear, they just choose to not listen. Sometimes they just don't want to hear what is being said so they can avoid being put in a position of accepting or taking action on what they heard.

If good listening skills are so valuable then why are so many of us poor listeners? The first thing is to understand that we are not born "good" listeners. It is a skill that can and should be cultivated and honed. While it does take work, with some coaching you can improve your listening skills dramatically. Good listening starts

with a genuine interest in the other person and what they have to say. Good listening is asking the right questions and then listening with an open mind to the answers. Here are some more tips to help you excel as a listener:

- Use your whole body to "hear." That includes your face, your eyes, and the position of your body.
- Listen patiently. People think faster than they speak. Give them the time they need to express their thoughts.
- Hear them out before you start judging their words or speaking yourself.
- Listen to nonverbal messages. Many messages are communicated nonverbally by tone of voice, facial expressions, energy level, or posture.
- Ask questions to clarify the information you have heard.
- Give feedback. Look directly at the speaker. Now and then nod to show that you understand. At appropriate points you may also smile, frown, laugh or remain silent.

These are all ways to let the speaker know that you are really listening. Remember, you listen with your face and the rest of your body as well as your ears! Apply these tips to become a better listener to improve your job search, your career and your life. If you want to network in a way that will aid your job search, follow the tips outline above for increasing your odds of landing your next job!

About Career Coach Linda Trignano:

*With over 20 years of experience mentoring and coaching individuals and teams, Coach Linda has focused on guiding job seekers to "ace the interview." As a former Corporate Recruiter with AT&T she provides individuals with the coaching tools to successfully handle career transitions. Additionally, Linda Trignano is focused on helping companies more effectively handle their people related functions and increase employee value by leveraging her expertise in human resources and communications to ensure that clients incorporate HR "best practices" into their business. Check our website for [Interview Skills packages](#) focused on preparation, practice and polish at [www.lindatrignano.com](http://www.lindatrignano.com)*

## NETWORKING IDEAS

### Networking Groups on LinkedIn for Job Seekers

By Andrew Brandt

If you're building your professional contacts or networking for jobs, nothing beats speaking with a colleague at a live networking session, business group or social event. There is, however, a limit to how many events you can attend and how many people you can meet when you are job hunting (even with all that extra "free time.")

Another place to network is in LinkedIn Groups. There are thousands of groups on LinkedIn including school alumni associations, fraternity and sorority groups, networking groups, job-hunting groups, and professional associations. Each of these offers the possibility of reconnecting with friends and colleagues, making new connections, asking for job-hunting advice and learning about new resources.

LinkedIn makes it easy to find groups: go to the search box on the top of any LinkedIn page, select **Search Groups** from the drop down menu, type in your key words, and click on **Search**. Also, when exploring other people's LinkedIn profiles, check which groups they belong to. If you see the name of an interesting group, click on the logo or

name and LinkedIn will take you to that group's info and a list of your connections already in that group.

Listing every group which could be useful for PSG job hunters would fill this newsletter. Instead, here are a few select

groups you might want to explore:

The **Careerlink Network** allows LinkedIn members to share career advice, job-hunting tips, links to relevant articles and blogs, and some actual job listings.

When you complete your PSG Classes and become a full member, join the **Professional Service Group of Dover, NJ** on LinkedIn as well. Members share news, articles and advice. This group is also the LinkedIn home to the **Morris**

**County Career Network**, the networking arm of PSG. There is also a new statewide group, **PSG's of New Jersey**, open to members of any NJ PSG.

Networking guru Jan Vermeiren, author of *Let's Connect!* and *How to REALLY Use LinkedIn*, hosts his own **Global Networking Group**. Since his books are published in Dutch and English, this is a true international site. (Learn more about his books and other offerings at <http://www.how-to-really-use-linkedin.com/>.)

Closer to home, several area networking groups also have a LinkedIn presence. **Careers in Transition** is open to all who attend its meetings in Short Hills. The Princeton chapter of the Financial Executives Networking Group has its **FENG – Princeton** group. The **Career Networking Group** in Basking Ridge has both a LinkedIn group and a Yahoo! Group.

Other more specialized groups include:

- **New Jersey IT Pros**
- **IT Jobs in New York Metro Area**
- **Human Resources NJ**
- **Association of Healthcare Executives of NJ**
- **New Jersey Accounting & Finance Professionals Network**
- **Jewish Job Network** for West Orange and Livingston
- **LinkedEd & Writers** for writing and editing professionals
- **Non Profit & Philanthropic Job Board**
- **The Chronicle of Philanthropy** group discusses news and jobs for nonprofits
- **Encore Careers** is for Boomers in (or considering) a new career rather than retirement

There are also LinkedIn groups for specific areas in NJ, including Bergen, Ocean, and Monmouth Counties and the cities of Summit, Randolph, Mountain Lakes, Chester, Cranford and others.

*For more information about networking and job hunting online and using LinkedIn, get Andrew Brandt's free PDF book The Job Seeker's Guide to Online Networking and Using LinkedIn. To request a copy, email [andybrandt531@yahoo.com](mailto:andybrandt531@yahoo.com), put "LinkedIn Guide – PSG News" in the subject line, and introduce yourself in the email message.*



## COMMITTEE REPORTS

### STEERING COMMITTEE

The Steering Committee is addressing the following issues:

- Work continues on the advanced search function for potential employers of PSG members. The computer committee expects to complete the proposal by next month.
- We discussed how to connect with potential new members who have not attended orientation. There was concern that we need to do a better job communicating to these potential members.

A few proposals include...

- Pre-orientation sessions prior to the general meeting.
- Providing a document which explains the process from the Membership Committee.
- The Marketing Committee suggests a mentoring program.
- A workable plan will be finalized at the next Steering Committee meeting.
- The Steering Committee is looking into ways to shorten the Wednesday meeting. Discussions will continue at the next meeting.
- The Newsletter Committee was approved by the Steering Committee.

Please contact a Steering Committee member with issues you feel need to be addressed.

*Brad Schweon*  
*Steering Committee Co-Chair*

### NEWSLETTER

The Newsletter Committee was approved by the Steering Committee.

The goal of the committee is to make a positive difference in the lives of PSG members, those in training and alumni. We will do this by offering readers current information, job search tips, positive stories and humor.

We will include tales of success from those who have landed, topical career tips from coaches, trainers and lecturers and our own feature stories.

Our volunteer staff includes PSG members with writing, communications and graphic arts experience. We aim to make each monthly issue better than the last.

The Newsletter Committee meets immediately following the Morris County Networking Group at St. Peter's Church in Morristown on the 2nd and 4th Monday of each month at 11:00 am.

We welcome contributions and suggestions from everyone - **especially alumni!** Please send us your ideas via the email on the last page.

*Brad Schweon*  
*Newsletter Committee Chair*



(L-R) Newsletter Committee members Andrew Brandt, Brad Schweon, Bob Loder and Caroline Bucquet. Missing: Peter Herbst, Sam Horton and Joyce Poff.

### MARKETING

The Marketing Committee continues to pursue its goal to build better awareness, recognition and utilization of the Professional Services Group of Morris County and to promote its candidates to employers in the greater New Jersey/New York area. Our ongoing research is helping to expand the current corporate database and identify viable "hot" target companies and networking resources.

Our marketing tools and materials are customized to PSG of Morris County and individually target specific market segments, including active companies within our current database, newly identified "hot companies," business incubators, Chambers of Commerce and other target markets. As part of this campaign, we look forward to reaching out to our alumni for networking and mentoring support.

We currently await Department of Labor approval of our new brochure, after which we will bring the fiscal 2009 marketing campaign into full swing.

As always, we welcome member and alumni input with regard to both our target markets and our means! Please contact Julie Smolin, [jkath1818@gmail.com](mailto:jkath1818@gmail.com), with your suggestions, or join us at the Marketing Committee meetings on the 2nd and 4th Mondays of each month immediately following the Morris County Career Networking meetings at St. Peter's Church in Morristown.

*Julie Smolin*  
*Marketing Committee Chair*

## June 2009 CONGRATULATIONS

**Olga Marino – Actuarial Assistant (CSB Associates)**

**Dan Doster – Part time consulting assignment**

**Victor Lagomarsino – Assistant Controller (The Newark Group)**

**Paul Cecala – Director of Career Services (Berkley College of Business)**

**Vincent Smith – Project Manager (WEN Engineering)**

**Alan Dubin - Business Development & Technical Services Manager (Rhodia Polyamide)**

**Fernando Vega – (US Census)**

**Peter Fox – Store Manager (Dollar General)**

**Gerry Davidove - Software Quality Assurance Analyst (Auto Injury Solutions)**

**Michael MacLaga – Pre-Press Manager (Linder Graphics)**

**Raj Nath – (US Census)**

**Glen Petronaci – IT Engineer ( Schering Plough)**

**Ed Bernstein – Assistant Data Manager (NYC Department of Education)**

**Uku Heinla – (US Census)**

The NEWSLETTER COMMITTEE meets following the Morris County Networking Group at St. Peter's Church in Morristown on the 2nd and 4th Monday of each month at 11:00 am. Please - join us!

### Committee Chairs:

#### PSG Steering Committee:

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*Sponsored by the NJ Department of Labor  
and Workforce Development*

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Andrew Brandt	Bob Loder
Caroline Bucquet	Joyce Poff

**Contact us here with your story ideas  
or comments.**