

March EVENTS

Mar. 7th LVP Meeting

10a.m. – 12 noon

PROGRAM: "HOW TO BE AND OUT-OF-THE BOX SPEAKER"

PRESENTER: CAROL RITTER

TRAINING: "THE 30-SECOND PITCH"

PRESENTER: RICK SMELTZ

12:15 TO 1 P.M.

NEW MEMBER ORIENTATION

Mar. 14th LVP Meeting

10a.m. – 12 noon

PROGRAM: "JOB-SEARCH IN THE DIGITAL AGE"

PRESENTER: DICK CIPOLETTI

TRAINING: "DEVELOPING YOUR PERSONAL BRAND"

PRESENTER: RICK SMELTZ

Mar. 21st LVP Meeting

10a.m. – 12 noon

PROGRAM: "FOCUS GROUP"

PRESENTER: MARLENE RUBY AND TEAM

TRAINING: "PASSING THE PERSONALITY TEST"

PRESENTER: TO BE ANNOUNCED

12:15 TO 1 P.M.

NEW MEMBER ORIENTATION

Mar. 28th LVP Meeting

10a.m. – 12 noon

PROGRAM: "IMPORTANT STRATEGIES FOR WINNING JOB INTERVIEWS"

PRESENTER: ERIC KRAMER

TRAINING: Q & A FOR ERIC KRAMER

Mock Interviews Were Held at the February 28th Meeting

On February 28th, Lehigh Valley Professionals was joined by members of the Lehigh Valley Chapter of the Society for Human Resource Management (SHRM) for the first of three rounds of mock interview sessions in 2014. From 10:15 AM to 11:40 AM, fifteen interviewers handled four sets of interviews of 15 minutes each with a 5-minute rotation in between. With help from Margaret Gering in greeting the SHRM volunteers, LVP members Kim Kintzel and Lee Vedder, as shepherds and Tom Emmerth as time keeper, the proceedings went very smoothly with all interview candidates receiving valuable interview feedback.

After the interviewers completed the sessions, Margaret introduced the panel and moderated their sharing of general impressions of the overall group. All the interviewers appreciated our hospitality during the mock interview session and felt that we were well prepared for the interviews.

SHRM members' recommendations included the following:

- 1) Always be ready to answer "What can you do for me?" or "What was your contribution to the previous employer that I can expect from you?"
- 2) Everyone must demonstrate enthusiasm, positivity, and deliver positive answers to questions in order to keep the employer engaged;
- 3) Market and highlight all the skills important to mention;
- 4) Boost the resume to reflect some important interview questions and you will increase the chance of getting called back by employers;
- 5) Don't be afraid to pause for 10 seconds to think about your response so the interviewer's question receives a clear, concise or understandable answer.

And, remember to always research any company before your interview. It is

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Networking For Life Event



The first “after business hours” LVP networking event was held on Thursday, February 27th from 4 PM to 7 PM at the Weyerbacher Brewery’s Visitors Center in Easton. The purpose was to bring together the unemployed and employed with the hope of generating great networking and perhaps job landings. Approximately 70 people attended the event and the atmosphere was very positive. Employers ranged from small businesses to large manufacturing companies such as B Braun, ABEC, and Avantor. One of the employers was looking to fill immediate positions. Two representatives from Strayer University were so impressed that they volunteered to host the next one, which is being planned for April 3rd. Weyerbacher Brewery also gave an informative tour and allowed participants to sample the many different beers they brew locally in Easton.

Jon Wilcox

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Network For Life Event

“STRAY INTO STRAYER”



Thursday, April 3, 2014 – Open House 4pm to 7pm
Registration Complimentary
Strayer University, 3800 Sierra Circle, Suite300
Center Valley, PA 18034

This event is open to professional job-seekers, employers, hiring managers, HR personnel and experienced networkers. The program is hosted by Strayer University and the Lehigh Valley Professionals, a no-cost personnel recruitment resource for companies, organizations and recruiters seeking high-caliber professionals and consultants of all disciplines in the Lehigh Valley and surrounding areas. College graduates and experienced professionals are welcome. Registration is limited to the first 150 people. Light refreshments will be available.

RSVP NOW! Call 484-821-2929 or e-mail
LVPnetwork@gmail.com



Training

Training for the month of February was focused on the preparation for the mock interviews that took place on February 28th.

On February 7th, Rick delivered a presentation entitled “Interviewing: Body language / Do’s and Don’ts.” Meeting attendees, who were divided by professional discipline, had an opportunity to ask behavioral questions to each other and to recognize, record, and provide feedback of the body language that they observed to the interviewee.

The Valentine’s Day meeting was cancelled due to inclement weather.

On February 21st, Rick delivered a blow by blow presentation entitled “Interviewing: The Main Event” where the membership learned how to prepare for an interview like a pro so that they could knock out the competition.

During the mock interviews on February 28th, there were five different training presentations given. Jeff Vitelli began by helping members reduce the stress of interviewing by presenting his annual “Stress Busting Exercise” presentation. Marlene Ruby followed with an excellent presentation on “Listening Skills” which was enjoyed by all. Rick Smeltz followed by providing three presentations. The first presentation was “Designing your own Business Cards” and the second and third presentations titled “Daily Job Search Hyperlink Document”, and the “Correspondence Log” helped members have a disciplined approach to their daily job search and to record their activities, respectively.

Rick Smeltz
Training Chairman
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Mock Interviews

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important to demonstrate your interest in the company by talking about their business and how you can provide a service they will need to accomplish their goals.

While the interviews were taking place, LVP kept its members engaged with a series of training sessions. Jeff Vitelli discussed different methods for relaxation and relieving tension. Marlene Ruby educated the group on the importance of articulating and listening clearly when discussing or receiving information on a particular subject matter. Rick Smeltz discussed the topics of business cards, a daily web job search schedule and keeping an application log sheet for every position to which one applies.

LVP would like to thank the following SHRM members for volunteering to interview our LVP members: Gary Dologite, Chris Brod, Jocelyn D’Amico, Nancy Guerro, Marna Hayden, Carolyn Johnson, Cindy Karchner, Robin Nefak, Bryan Jung, Marie Maritch, Deborah Thompson, Courtney Russell, Laura Schmieder, Kathy Taylor, and John Caponigro. All of the attending SHRM members have full time jobs, so for them to take three hours or more out of their Friday morning to help us is really appreciated.

As noted earlier, this was the first of three rounds of mock interviews scheduled in 2014. We are very grateful for SHRM’s partnership in this keystone of our Program Committee Plan to help members prepare to land their perfect job. The seeds we planted on February 28th will ensure that sessions scheduled for June 6th and December 5th will be even more productive. On behalf of the Program Committee, I hope everyone learned a lot from the mock interview session and made excellent networking connections. If you were not successful during this session, practice with a friend or relative on avoiding all the little issues that came up during your mock interview.

Good luck with your job search and keep plugging away.



Joshua Ratz,
Mechanical Engineer
LVP Program 1st Co-Chair
joshuaratz1@gmail.com

How We Landed

Christine Mann:

I have landed as an Accounting Assistant with a company named Versalift East in Bethlehem, PA. It’s a fairly small company that builds bucket trucks and aerial lifts often used by linemen. Their Parts Dept. is growing. The department consists of a manager and an assistant. They have been doing all the invoicing, shipping, processing of online orders, etc. without any administrative help. They have steadily increased sales the last two years and want to grow further but need the time to do so. This is where I come in. In addition to taking on these tasks, I will also help grow the online store and get us up on eBay.

A long-time acquaintance that I know

through a friend thought of me when this brand new position opened. After receiving her phone call and expressing further interest in the job, things moved fast. The position was never advertised.

The more people that know you are looking for work, the better. You never know where an opportunity could come from or who might think of you. This opportunity was certainly a surprise to me. I never directly asked anyone for help yet two different people came to me about open jobs at their company. I got interviews at both places.

In closing – THANK YOU LVP! After being inside the closed walls of one company for 24 years, I was blind about navigating the

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Alumni

Problems and Attitudes

The problem is not the problem; the problem is your attitude about the problem. Do you understand?

I positively love this saying.

It is an incredibly direct statement that clearly defines the obstacle and the solution to the situation, which is directly related to the way the situation is perceived. After all, perception is 9/10's of reality, and it is our perception of the situation as well as our attitude, that will eventually determine our response.

Ultimately, when a problem arises, do you soar like an eagle or sink like a stone?

There are situations we encounter that we cannot change or control and that we may have little or even no influence over directly or indirectly. Yet there is always one thing we can control and even change: ourselves and the way we act or react.

The words sound similar but they are profoundly different. To react is to respond to a given stimulus in a predictable or predetermined way. But to act requires thought first. When challenging situations arise, do you react or act? Do you give a "knee-jerk" type of reaction or do you step back a moment and think? And if or when you do think, do you think just about you or do you weigh in other important factors like the consequences to others (and your company)?

When we act with forethought, we gain the upper hand and can even steer the outcome in a more positive direction. Once pertinent factors are taken into consideration and the goal is clear, it is possible to act in a way more aligned towards achieving the desired results.

Employers want a "can-do" mentality and attitude. Right now, if you are unemployed or underemployed, one of the best ways to

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How We Landed

(Continued from pg. 3—Christine Mann)

current market. The training and education provided at LVP gave me the cutting edge to be the best I could be. Please keep smiling and keep the faith, fight the fight. Someone out there is waiting for you.

John Moser:

After being out of work since October, I have finally landed as a Marketing Consultant with Clear Channel Airports. In my new position, I will be responsible for signing new clients to advertising contracts at various airports around the U.S. Since I had a former background working with advertising agencies, this works out nice for me. Needless to say, I am very excited.

While I could not attend every Friday meeting, I found our LVP sessions most informative and helpful. I gleaned some excellent new information and truly did apply it to my resume, interviews and overall job search. I wish to thank Diane Rudolph, Marlene Ruby and all the rest of

Keith Thomas:

I landed with a company in Hillside, NJ at Capture Technologies. I learned a lot while with you all and I am grateful for everything you have done during this challenging time. The most valuable things I have learned are how to write an effective resume, what to say and ask at

I will keep everyone in mind as I reenter the workforce. It has been a pleasure meeting all of you and expanding my network with so many wonderful people.

Christine Mann
christinemann5@yahoo.com

the great Chair and Committee people. You folks really have a heart for those canvassing the job market during present challenging times.

I have one more comment. I hooked up with my new employer first at the Steel Stacks Job Fair during one of our many snow storms. I had a ton of really good excuses for not going but I went anyway. I am glad I did because initial networking conversations at the Job Fair started the whole ball rolling. So keep at it no matter how discouraging it can get some days. Stay faithful and diligent. The sun will eventually shine.

John Moser
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interviews, to volunteer my time while in transition to keep my skills current and that networking is for life. Thanks again for the training and support it was greatly appreciated.

Keith S. Thomas
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LVP is a free recruitment resource for companies, organizations, and recruiters seeking high-caliber professionals and consultants of all disciplines, in the Lehigh Valley and surrounding areas.

LVP meets every Friday (except holidays) at 10 a.m. at the PA CareerLink Lehigh Valley, located at 555 Union Boulevard in Allentown.

For additional information call, 610-437-5627, ext. 218



Alumni

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show your positivity is by volunteering. It shows an employer or potential employer that even though you are undergoing trying times, you still can focus on a situation that is larger than yourself; that you are a team player and someone who can be counted on in difficult times.

Joe Wolfe
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Programs

Here is the latest report on the Program Committee.

In February, Steve Gunn visited LVP, discussing the “Two Questions That Can Revolutionize Your Interview Strategies,” and during the last two weeks we focused on the mock interviews with preparation amongst ourselves, then with our professional interviewer guests from SHRM.

Due to the weather on February 14th, Eric Kramers presentation on “Successful Strategies for Winning Interviews” has been postponed until March 28th. March will also include Carol Ritter’s “How to be an out-of-the-box speaker” and Dick Cipoletti’s “Job Searching in the Digital Age.” As an experienced recruiter, Dick also will analyze LVP’s new website, the new hire search, and LinkedIn profiles to maximize our members’ visibility.

We welcome onboard Kim Tucker Landon, our new 2nd Co-Chair for Program Committee. If anyone is interested in serving as a Program Committee member or has ideas for future programs, contact Jeff Vitelli at 610-417-3203 or jffrsnvtll@gmail.com.

Joshua Ratz
LVP Program 1st Co-Chair
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IT/Web

March is here, the year’s windy month. We celebrate Ash Wednesday, St Patrick’s Day, Mardi Gras and recognize the Ides of March (commemorating the warning and assassination of Roman emperor Julius Caesar). Some of what is ahead for us include: potential growth in employment, improvement with professional documents, skills and training and expanding local LVP, LinkedIn and other networks.

As you wear your green clothing and join the parade of Irish, or those of us who are “Irish at heart,” take on the new challenges, obstacles, triumphs and rewards of the year. Remember that the IT/Web Committee is here to attend to your needs, and is working in the background to maintain the technical requirements of the LVP at large.

Tips N Tricks



DO OVER!” was sure to be heard when one of our playmates didn’t care for the outcome of a game. Wouldn’t it be nice if your computer came with a “Do Over” button for when you are dissatisfied? In a manner of speaking, it does. Indeed, there are several ways to ask your electronic friend to turn the clock back. Let’s take a closer look at five of these methods: the Undo command, the Recycle Bin, File Restore, System Restore and System Recovery.

Undo

Use this technique as a quick fix for recent minor errors, such as deleting a paragraph in your word processor or moving a document in your file browser. Many Windows-based programs use the convention of placing this option in the Edit menu. It is frequently at the top position of the drop-down Edit menu.

Recycle Bin

If your hunger returns, I don’t recommend retrieving that hastily discarded bagel from the trash. But you can almost always retrieve a deleted file from the Recycle Bin.

File Restore (from Backup)

We’re all guilty of doing this at one time or another. We make changes to a file, save it and then decide that the original version is still needed for some reason. No sweat. Just restore the file from your last backup. You ARE backing up your data, right?

Read the full article here: <https://db.tt/NcDDFskY>

(NOTE: This link is CASE-SENSITIVE)

When you need assistance or help, contact us individually (see names and email addresses below) or through our committee email address at LVPITWEBC@gmail.com.



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Marketing

Do you want to network with more people faster? How about building your credibility beyond your resume? Maybe you want to keep updated on new industry trends. According to U.S. News & World Report, “Job seekers who are not taking advantage of social media tools could be missing out on opportunities.” Here is a link to the full article: <http://money.usnews.com/money/blogs/outside-voices-careers/2013/12/04/adding-value-to-social-media-and-your-job-search>

LVP is active on LinkedIn, Twitter and Facebook. All members can like our posts, share our content, and start their own discussions. More importantly, using these FREE tools is vital to your job search.

LinkedIn Groups: Join up to 50 closed groups. Join anything that is of interest to you. Comment on others’ posts and share your own content. Become a member of that community and you will soon be able to make more connections. (LinkedIn Group: Lehigh Valley Professionals)

Facebook: Share LVP content with your Facebook friends. Keep your name in front of those who care for you most. They are the people who most likely to want to help. (www.facebook.com/LVPNG)

Twitter: Follow the companies where you want to work. Look out for news that may affect their hiring plans. You do not have to tweet yourself. Simply login everyday and get caught up on what is happening. (@LVProfessional)

Happy Hunting,



Jen Weaver
Marketing Committee Chair
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Membership

For most of us, job searching can be full of self-doubt and unhappiness. Last month we suggested practicing some tips on happiness from Jacob Sokol’s article “12 Things Happy People Do Differently” (www.marcandangel.com), in which he summarizes studies conducted by positivity psychologist Sonja Lyubomirsky. Last month we listed the first four items. Here are the next four:

Nurture social relationships – The happiest people on the planet are those who have deep, meaningful relationships. Did you know that studies show that people’s mortality rates are DOUBLED when they’re lonely? WHOA! There’s a warm fuzzy feeling that comes from having an active circle of good friends with whom you can share your experiences. We feel connected and a part of something more meaningful than our lonesome existence. So go out with your friends and have fun as often as possible.

Develop strategies for coping – How you respond to the ‘craptastic’ moments is what shapes your character. Sometimes crap happens – it’s inevitable. Forrest Gump knows the deal. It can be hard to come up with creative solutions in the

moment when manure is making its way up toward the fan. It helps to have healthy strategies for coping pre-rehearsed, on-call and in your arsenal at your disposal.

Learn to forgive – Harboring feelings of hatred is horrible for your well-being. You see, your mind doesn’t know the difference between past and present emotion. When you ‘hate’ someone and you’re continuously thinking about it, those negative emotions are eating away at your immune system. You put yourself in a state of “suckerism” (technical term) and it stays with you throughout your day.

Increase flow experiences – Flow is a state in which it feels like time stands still. It’s when you’re so focused on what you’re doing that you become one with the task. Action and awareness are merged. You’re not hungry, sleepy, or emotional. You’re just completely engaged in the activity that you’re doing. Nothing is distracting you or competing for your focus.

I wish you all much success in your pursuit of happiness and your next position.
Diane Rudolph
Membership Committee Chair
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The View From The Helm

Spring is on the way and soon we will begin seeing longer days to enjoy as we say goodbye to the cold and snow of the winter of 2014. This is the time to take a deep breath, get out of the house and network and/or volunteer. Networking and volunteerism cannot be stressed enough as we continue with our job searches this month. By now, you have all heard the stories of fruitless hours spent in front of your computer with little or no response from employers.

From my experience, what is now the traditional job search is not enough. Although any one of the old methods could click at any time, we have to get out and mingle.

For some, the thought of attending a networking event seems about as appealing as walking into a zombie movie nightmare. There is another way to approach networking, VOLUNTEER. First, you are filling a need in your

community and will find the sincere appreciation of the program or organization you are serving personally rewarding. Secondly, you are meeting new people on a more personal level in a less stressful environment. As they get to know who you are and what you can do, they may introduce you to a friend or acquaintance that has a connection in the industry in which you are looking. Or they may say, “Why don’t you come with me to ABC networking event and I will introduce you to someone I think you should meet?” Would that work for you? It works for me. You are now doing good works for the community, meeting new people, almost assuredly new friends, and finding help with your job search. All this while you continue to use your skills, learn new things and, who knows, find your next job.

Paula Nelson
LVP Executive Chair
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