

CCNETWORKS ALUMNI NEWSLETTER

HAPPY NEW YEAR AND NEW NEWSLETTER

Welcome to the new year and to the second issue of the CCnetWORKS newsletter. We hope everybody enjoyed a happy, safe, and comfortable holiday season. Can you believe it's 2010? Is it just me, or does that have a very science-fictionesque ring to it?

We at Career Connections are especially excited about the year 2010 because it marks our 20th anniversary and we plan to celebrate all year long. For now you can refrain from bombarding us with cards and lavish gifts, but stay tuned to future newsletters for announcements about ways that you can help us celebrate.

For those of you receiving the newsletter for the first time, a brief explanation is in order. We launched the alumni network last year as a way to keep in touch with all of the wonderful people whom we have employed and placed over the years. Membership is free, automatic, and has no obligations. To make receiving the newsletter worthwhile and to thank you for participating in our success, we are including information we hope will be of interest and use to you as well as some valuable deals and discounts we have negotiated on behalf of the group.

In this issue you will find valuable coupons from Gourmet Your Way and Bertuna Tax Service. We have announced the winner of our name contest and some other exciting CC current events. If you are still looking for a good new year's resolution, we have a suggestion in our HR advice column. We have trained this issue's showcase spotlight on a favorite client, Bruce Mitchell of *The Athens News*. We plan to feature an outstanding alumnus in our next newsletter, so if any of you are interested or would like to nominate someone, just let us know. You will also find a reminder about our referral rewards on which we have upped the ante on our gas card giveaway from \$20 to \$25. We have gifted over \$350 in gas cards since the program launched. If you know someone who wants a new or better job and you like gasoline, then you are a prime candidate to receive one of these rewards.

We hope you enjoy the rest of the newsletter!

OPT IN OR OUT

We are still working to build our e-mail address list. So please feel free to share this with people we may have overlooked and encourage them to send us their e-mail addresses so we can include them in the future.

If you are not interested in receiving the newsletter, just respond to this e-mail with a request to be removed from the mailing list, and we will do so immediately with our apologies for the intrusion.



WE HAVE A WINNER!

ANNOUNCING OUR NEW NAME: CCNETWORKS ALUMNI NEWSLETTER

Thanks to all the participants for your great suggestions, and congratulations to Wendy Jakmas, alumnus and president of the Athens Area Chamber of Commerce, who helped us to come up with a catchy name for the group and newsletter. Wendy will receive a \$50 Visa gift card for her helpful input!

We had temporarily tagged the newsletter the CCAN, which simply stood for the Career Connections Alumni Newsletter. However, we are happy to announce our official name, CCNETWORKS. We thought this would be fitting because the purpose of the group and newsletter is to create a NETWORK of alumni, and we are all about WORKing.

CAREER CONNECTIONS CURRENT EVENTS

CLEANER, MORE USER-FRIENDLY WEBSITE

Last quarter brought the long-awaited, long-long-time needed launch of Career Connections' new website. The old website, while functional, was considerably lacking in aesthetic charm. Perhaps that should have been reason enough to make the change, but in the end it was our new database that pushed the project to the forefront. As those of you who enjoyed last quarter's newsletter might recall, Career Connections upgraded to a new staffing software early this year. We have been benefiting from its enhanced candidate search abilities and other helpful functionality for months, but we had been unable to use its integrated website feature because our old site was not compatible. The new site, launched at the end of October, made us fully functional.

With this new functionality, new applicants can apply online and all applicants can express an interest in opportunities from our job-postings page. We had the latter feature with our old website, but the difference is that now those interests are noted directly and automatically in the job order and candidate record in our database, making us faster, more accurate and more efficient at our jobs. I know! Who would have thought that possible? The job postings on the new website are also more rapidly indexed, i.e., picked up and disseminated by search engines and job boards on the Internet, which makes our recruiting efforts much more thorough. Ain't technology grand?

We think the new site is cleaner, crisper, and more user-friendly. It is also a work in progress and some of the things we plan to add in the future include an online order form, online performance evaluations, and links to the current and past alumni newsletters. Please check it out at www.careerconnections.info, and if you have any other suggestions or requests, we would love to hear them.

EXCLUSIVE ALUMNI BENEFIT

\$100 off your 2009 individual income tax preparation and free initial consultation courtesy of Bertuna Tax & Accounting.



To redeem this benefit, please contact: Sal Bertuna with the contact information below to set up an appointment.

Bertuna

Tax & Accounting, Inc.

128 West State Street

Athens, OH 45701

sbertuna@bertunatax.com (e-mail)

740-593-3248 (office)

740-856-9652 (cell)

REFERRAL REWARDS PROGRAM

KNOW ANYONE WHO IS LOOKING FOR
A NEW OR BETTER JOB?

Refer your friends, relatives, neighbors, even strangers if you want, to Career Connections to apply, and after he/she completes one full week of employment (temp or perm), we will reward you with a **\$25 gas card!**

Important Policies:

- The reward is payable only to people who have previously completed an application at CC.
- The reward is payable only for referring persons who have not applied at CC within the last three years.
- Refer applicants to our online application or tell them to call 740-594-4941, 9 a.m.-5 p.m., Mon.-Fri. (Please don't send them to our office as we do not accept walk-in applications.)

CCNETWORKS SHOWCASE: BRUCE MITCHELL



Bruce Mitchell (left) and Guy Phillips (right) of *The Athens News*

Bruce Mitchell

PUBLISHER OF *THE ATHENS NEWS*

We thought it would be nice to showcase in each newsletter one of the many people who help make our world go around. Included among those are our hard-working administrative staff, our many wonderful applicants, employees and alumni, and, of course, our clients -- the employers for whom we work, the people without whom we would have no purpose, or at least nobody to pay for our purpose.

We have so many great clients and there are so many local employers with whom we have enjoyed long-standing relationships that it was going to be a tough decision. But then we thought of Bruce Mitchell and *The Athens NEWS*. Bruce, who only recently promoted Career Connections as a frequent advertiser and plastered such a big photo of Stacie and Valerie in *The NEWS* so many times that they remain unable to flip through its pages for the local news without flinching. Bruce, who *loves* seeing his own photo as often as possible. So we were not surprised when he responded positively to the invitation to be our first highlighted client.

Below are Bruce's answers to a few questions we posed about his business, about the difficulties of hiring, and his thoughts on Career Connections.

Background information: Your name, business, where you came from, and how you ended up in a position to employ people in Athens.

Bruce Mitchell, publisher, *The Athens NEWS* for the last 33 years. Originally from Columbus, came to OU in 1971 and never left.

What kind of internal hiring problems do you come across frequently?

I like to use a wide variety of tests to screen applicants. It's a real time saver to assess skills before interviewing people who can really do a job well.

Without naming names, of course, can you tell us about an especially difficult or uncomfortable hiring experience you've had?

I had someone break down crying, not once, but twice during the interview. The first time they were giving me background and recalled their father's passing, so I thought that was reasonable. The second time they were recalling a local theater troupe closing that was a big part of their life. This was the start of my two-cry policy: never hire someone who cries twice in one interview.

Can you tell about a positive placement experience you had with Career Connections?

When looking for truly top-notch employees we cast the widest possible net, and CC sure has helped.

What about the services Career Connections provides is most valuable to you?

All of their services are useful.

To what do you attribute your business's success?

That old saying, "Early to bed, early to rise, work like hell and advertise!"

What is something about you or your business that everyone should know?

The Athens NEWS works with over 175 local Athens County businesses creating effective advertising campaigns that help them build name awareness and gain new customers to improve their sales.

HR TIP: NEW YEAR'S RESOLUTION

GETTING ALONG WITH CO-WORKERS

Do the math and you will come to the shocking conclusion that those of us who work full time spend more of our waking hours at our jobs than anywhere else. For that reason it makes a lot of sense to maintain comfortable relationships with your co-workers. So important, in fact, that we think it makes an excellent New Year's resolution. To that end we are offering the following tips. Perhaps you will want to leave this page accidentally lying around your office for others to read when you are through.

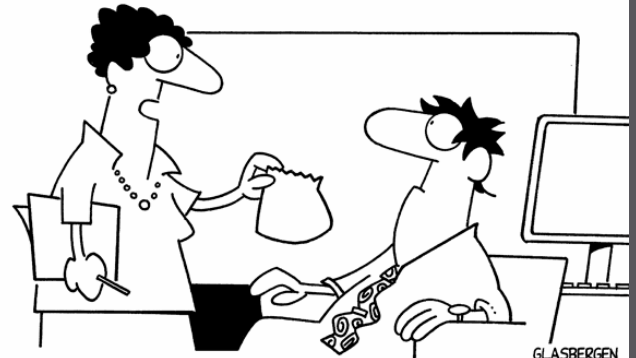
Getting along with your co-workers is just as important as getting along with the boss. And because there are usually so many more co-workers than supervisors, it requires additional effort. As a rule, however, getting along is just a matter of tolerance, respect, and courtesy.

1. Don't use co-workers as therapists.
2. If you borrow it, return it. If you borrow it more than twice, get your own.
3. If you have a problem with someone, talk to THAT PERSON about it, not everyone else in the office.
4. Focus on YOUR work, not what other people are doing. Supervising output is your boss's job. The only exception is when someone else's low productivity is affecting your own.
5. Understand the limits of your authority. Don't overstep your boundaries.
6. Don't bring your kids to work on a regular basis or for extended periods of time. A couple of hours because of an emergency situation is usually not a problem as long as the child is quiet. However, keeping your kids with you for an entire day because the babysitter needed a day off is unacceptable.
7. Don't brag about anything, including your salary, promotion, kids, and so on.
8. Don't balance your checkbook on office time. Ditto for placing an online order, addressing wedding invitations, and so on. People understand short personal phone calls and emergencies, but they don't appreciate seeing you get paid to manage your life.
9. Don't monopolize shared equipment. This includes copiers, printers, or any other commonly used pieces of equipment.
10. Don't fund-raise at the office. If you really must do it, place brochures or literature in the break room; if someone is interested, he/she can contact you.

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Current Job Postings

Senior Manager Customer Service

Skilled leader needed to ensure outstanding service to domestic and international customers by monitoring systems, procedures and personnel, and by providing critical support to operations and sales teams. Full-time, permanent with competitive salary and benefits.

Accounting Assistant

Accounting assistant needed for a government office. Will be assisting with auditing accounts, gathering and producing payroll and other duties as assigned. Full-time, permanent with competitive wage and benefits.

Details on these and all of the openings we are working to fill are available on our website at any time. Feel free to visit or refer job seekers to:

<http://www.careerconnections.info/jobs.htm>

Career
Connections

OUR CONTACT INFO:

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E: info@careerconnections.info

A: 35 Elliott St., Athens, OH 45701

W: www.careerconnections.info



What's for dinner?

How would you like to have healthy, delicious, home-cooked meals -- *without* the shopping, prep, or clean-up?

In less than 1 hour, you can prepare a month's worth of meals for your family, right here in Athens!

It's fun, easy, and affordable!

Save 10% on your first order!

Simply e-mail registration@gourmetyourway.biz and mention you saw it here -- we'll send you a code to use online

LEARN MORE: GourmetYourWay.biz