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THE NAVIGATOR



Your Job Search in 2014

(from Examiner.com)

For those of you that spent the majority of 2013 looking for a job, you can say “goodbye” to 2013. Now that we are in a new year, 2014 can be your year to re-enter the workforce and get back to work. So how do you go about conducting your job search in the New Year?

Don't waste time spinning your wheels anymore or doing the same things that generate the same results. Now that the holidays are behind us and we are officially in 2014, hit the ground running, but this time, consider a new spin on familiar job search methods:

Networking: Who have you not contacted in the last 6 months? Who still does not know that you are out of work? Utilize January to reach out to the network of contacts that maybe you have neglected and be sure you to let the ones closest to you (family, friends, and colleagues) know about your job situation. One last thing, who have you helped lately? What referrals or introductions have you made? Remember, networking is a two-way street and sometimes, what goes around, comes around. So look for opportunities to assist others while you continue your networking efforts in 2014.

Following up on jobs that went “cold”: Surely you applied to numerous jobs where you never heard anything back from your recruiter, HR or the hiring manager. If it has been more than three months since you applied, why not reach back out to say hello and to see if the position was filled? Chances could be the position was placed on hold, removed from the budget, or better yet, the position could still be open. You just might have another opportunity to sell yourself again or even talk yourself up for a new opportunity that might exist.

Working with recruiters: Has it been a while since you last talked with your recruiters? If you enjoyed working with your recruiters in 2013, then at least reach out to them, send them an updated resume, and see if they are working on any new opportunities.

Utilizing a target company list: What companies would you really love to work for? Have you even given this thought? Or did you spend 2013 like most job seekers, only applying to job postings that you found or that were sent to you by a referral? A target company list will focus your job search efforts and make your networking activity more productive because you are looking for connections and inside information at specific companies.

(Continued inside)

Your Job Search in 2014 *(continued from front cover)*

Conducting informational interviews: If you were not conducting informational interviews in 2013, then gear up and get ready to hit the ground running in 2014. What are informational interviews? These are one-on-one meetings with key contacts (known or unknown) that can provide inside information and contacts as it relates to your target company list. It's a form of networking, but you have a definite agenda in mind. Maybe you want to work for Microsoft and through your research and networking efforts, you identify a contact that has connections at the company, works for the company, or can otherwise provide key information important to you.

How to get noticed by recruiters...

(source: careerbuilder.com)

Whether you're about to start a new job search, or you're a passive job seeker who likes to keep tabs on potential opportunities, a recruiter can be a valuable ally.

Recruiters can enhance your job search by helping you broaden your network, providing job leads you wouldn't otherwise hear about and offering background on prospective employers. In addition, recruiters are an excellent source of career guidance and information. They can offer interview tips, salary data, résumé advice and other suggestions to help you improve your marketability. And once an employer makes an offer, the recruiter becomes a valuable go-between in helping you and the prospective employer reach a mutually satisfying agreement. But getting noticed by a recruiter for the right reasons is key. Regardless of the type of relationship you're looking to forge with a recruiter, here are some guidelines that will earn you a place on a recruiter's go-to list:



Work with a specialist. A specialized recruitment company boasts more industry-specific opportunities and contacts than a generalist company. As a result, a specialist company is more likely to excel at helping you accurately assess your marketability and identify openings that are a good match for your skills and preferences.

Trust the recruiter. The time to thoroughly vet your recruiter is before you engage with him. Take your time screening potential recruiters, checking out their reputation and talking through any questions or concerns you might have about how you'll work together.

Once you agree to let someone act as your advocate, step back and trust the person to do so without undue second-guessing. Remember that recruiters have a vested interest in ensuring an all-around good fit, so have faith in their ability and desire to help you find the right situation and reach a satisfying agreement.

Honesty is always the best policy. Recruiters are busy and appreciate candor. If you're unlikely to consider a job change, say so. Don't string the recruiter along just to hear what's going on in the job market.

On the other hand, if you're actively working with a recruiter, make sure the person has all the necessary information to represent you properly. This includes being honest about what you're looking for in a new job and your salary expectations.

Also, if you're trying to set up a job interview on your own through your contacts, mention this. It would be embarrassing for the recruiter to recommend you for a job that you're already pursuing.

Be helpful. If a recruiter unexpectedly contacts you about an opportunity that you're not interested in, consider whether you know someone else who might be. Recruiters love to be referred to good prospects, and the fact that they can say, "Joe Smith said I should get in touch with you" helps break down barriers to new candidates. Furthermore, you never know when something could change with your employment situation. By being polite and helpful, you'll be in a position to enlist the recruiter's help, should you need it in the future.

(Continued on back cover)

You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand. - Woodrow Wilson

Technology Initiatives at TCM - Jay Powell, Vice President, Enterprise Staffing

TCM has always made it a point to leverage technology in a way that allows our staff to continue to provide the personal touch that our consultants and clients deserve and have come to expect. Over the past year, TCM has made advances in areas such as "Big Data", "Cloud Services", "Software-as-a-Service" and "Virtualization".

In 2013, TCM retired over 20 servers from our server farm bringing us to 10 with more reductions planned for 2014. These reductions were accomplished through the use of VMWare and Microsoft Hyper-V enabling us to move toward our goals for a more efficient and virtualized infrastructure. We also recently performed an internal migration to Microsoft Office 365 and in early 2014 we will be migrating to a Voice-over-Internet-Protocol (VoIP) solution replacing our existing telephone analog technology. The implementation of these technologies has allowed us to become greener as an organization by reducing our daily energy consumption.

All of these technology improvements are examples of our ongoing commitment to be the most effective and technologically efficient staffing partner while continuing to keep our commitment to maintaining personal relationships that have helped TCM become successful over the years.

Survey says more US employers to hire temps in 2014

January 2, 2014—Staffing Industry.com

More U.S. employers plan to hire temporary workers in 2014 than did in 2013, according to CareerBuilder's job forecast for 2014. The forecast's survey found that 42 percent of employers plan to hire temporary or contract workers in 2014, up from 40 percent in last year's survey.

In addition, 43 percent of employers hiring temporary workers plan to transition some into full-time, permanent employees.

The survey also found that 24 percent of employers plan to add full-time, permanent headcount in 2014, down from 26 percent who planned to hire in 2013. Thirteen percent plan to decrease staff levels — up from 9 percent last year — while 54 percent anticipate no change.

"The general sentiment shared by employers whom CareerBuilder talks to every day is that there will be a better job market in 2014," said Matt Ferguson, CEO of CareerBuilder. "What we saw in our survey was reluctance from some employers to commit to adding jobs until the outcomes of debt negotiations and other issues affecting economic expansion are clearer. As these stories play out and employers find their footing in the New Year, there is greater potential for the average monthly job creation in 2014 to exceed that of 2013."

Hiring for science, technology, engineering and math occupations is expected to take center stage with 26 percent planning to create jobs in these areas over the next 12 months.

Hiring managers plan to recruit full-time, permanent employees for:

- Sales: 30 percent
- Information technology: 29 percent
- Customer service: 25 percent
- Production: 24 percent
- Administrative: 22 percent
- Engineering: 17 percent
- Marketing: 17 percent
- Business development: 17 percent
- Accounting/finance: 15 percent
- Research/development: 13 percent
- Human resources: 10 percent

The survey was conducted online within the U.S. by Harris Interactive on behalf of CareerBuilder among 2,201 hiring managers and human resource professionals. It was between Nov. 6 and Dec. 2.



TCM would like to recognize *Chris Zanetti* who continues to provide our medical device client with top technical support. Below is a quote from a VP within our client's delivery team. As you will read in the testimonial below, Chris went above and beyond for this client and got them up in running, communicating effectively along the way. Great work Chris! TCM thanks you for your efforts and a job well done.

Related Testimonial...



Client VP States: I wanted to make you aware of some superb technical support that I think needs to be recognized. I received a call from an IT manager at one of my accounts at 9:00 pm last evening regarding an issue he was having with our clinic's application. After he performed a back-up of the database, he was not able to get it to become operational. This is an extremely busy clinic which usually processes daily 50 transmissions and has at least 25 patients seen in the office. This IT manager was under a lot of stress because the helpdesk was closed at this point and he was concerned that the clinic would be held up due to an error of his doing. He had a conversation with the director of the clinic earlier that day ensuring him that the database back-up would NOT cause any downtime for today's clinic session. He truly felt that there could possibly be disciplinary action against him for misinforming the director.

I sent a communication to the manager first thing this morning who then sent it to the Tech Services team to see what they could do to help the IT director get the database back online. Christopher Zanetti was the technical services rep who worked with this IT manager and quickly got the database and the clinic back online. I received a call from the IT manager thanking me for being sensitive to his situation by solving his problem without causing any downtime. I also received an email from Chris letting me know that all was good.

This was a huge win for us and I would ask that the team be recognized with the highest accolades for not only delivering the technical solution but as important if not more for **delivering the solution in a timely fashion.** Time is money for these clinics, delivering service at the right time and the right place separates us from its competition and has a rippling effect that leads to wins in other areas of business — these are so important in this challenging marketplace.

How to get noticed by recruiters... *(continued)*



Spare them the extras. Recruiters appreciate job seekers who are respectful of their time and needs. They know exactly what they're looking for in candidates and how to assess a possible fit with a role, so let them ask questions and answer them concisely. They don't need to hear your life history.

In addition, don't tell them to check out your professional networking profiles, instead of offering a formal résumé. And don't try to friend them on more social-oriented sites such as Facebook. They need to learn about your skills and accomplishments, not your favorite bands or movies.

Stay engaged. Keep in mind that finding the right position doesn't always happen right away. That's why it's essential you remain an active participant in your job search.

Back up the recruiter's efforts by reviewing notifications of new openings from the recruitment firm. You might see a position that interests you that your recruiter has not yet considered. By staying informed about the job market and checking in regularly with your recruiter, you'll demonstrate that you're committed to working together to reach a good outcome.

Although staying in touch is important -- especially returning emails and phone calls promptly -- don't call or email the individual every day.

Recruiters love an easy sell, and who can blame them? Candidates who do all the right things make the recruiter's job much easier. By observing some of these fundamental rules of interaction, you're more likely to land at the top of a recruiter's dream list.

If one of your New Year's resolutions is to earn more money and pay-off holiday bills (like most of us), then please keep in mind TCM has a very generous referral program that can earn you from \$500-\$750.00 per placement. Please speak to your Recruiter or AE for details.

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