



The PSG Newsletter



Serving the Communities of Burlington County (609) 518-0275

<http://BurCoPSG.net>

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Issue 2

Message from Jack Bland, Facilitator

As we moved into a cold January and a new decade, the job market remained cautious and slow to bring new employees on board. However, the economic conditions in our region haven't dampened the "spirit" of our members. Our workshops and training sessions are well attended (filled to capacity) by our determined customers. The members of our group who make up the core attend regularly and contribute significantly. They provide market information and share their employment techniques and ideas. They know well the truth about which I am speaking.



Linda Adair and Jack Bland

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☒ ✕ ☒
Burlington County One-Stop Career Center is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

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The Professional Service Group of the Burlington County One-Stop Career Center in Westampton, NJ publishes the PSG newsletter each month. All material is owned by the PSG, which is responsible for content, and cannot be used or copied without written consent of the PSG Site Facilitator, Jack Bland (who may be either contacted directly at 609-518-0275 or faxed at 609-518-0276). Articles in this issue are submitted by committee chairpersons.

Linda, pictured in column 1 with Jack, joined our group with terrific academic and professional credentials. She brought an abundance of excitement and considerable life to our group, and it paid off for her. She secured employment as a legal secretary for Geico Insurance Company in Marlton, NJ! Congratulations and all the best Linda!



Karen Van Hoy Serving as H.R. Interviewer

Karen is a multi-talented executive administrator who has taken the role of H.R. Interviewer many times to the benefit of our participating membership.



PSG Group in Action

Our group is pictured here during a mock interview in the lecture hall.



Sam Carmel, Our Mock Interview Videographer

Sam Carmel is a technical electronics genius who faithfully served his native country and now helps his fellow PSG members as our videographer!



Mock Interview Subjects Karen Hrach, Matt Lashendock and Deborah Rose

Karen, Matt and Deborah participated in a mock interview session. The results were almost perfect as a result of their careful preparation.



Judy Piselli Seeking Marketing Specialist Position

Judy is a marketing administrative specialist who adds enthusiasm and renewed life to our group!



Ira Feingold and Karen Hrach

I can't say enough about Ira and Karen, two strong leaders, who have done so much to provide others with career guidance, resume help and job leads. Talking about "paying forward"!!!



Claudette Reeves and Isaiah Kelley Leading a Career Beacon

Claudette and Isaiah led a session on resume writing skills. These two leaders are amongst the best this unit has ever seen.



Matt Lashendock and Mary Taylor

Matt and Mary are preparing to interview Debbie Rose from H.R. and technical points of view.



Donna Callahan Participating in Mock Interview

Donna is a business-to-business credit professional who wasted no time volunteering to be the subject of a mock interview and now has volunteered to be an interviewer. This type of involvement will pay dividends.

The pictures and brief stories above are just a small sample of the progressive activity that takes place in our PSG unit daily. Hopefully, this is the year and time when our economy starts moving ahead for all of our dedicated customers.

Landings

Below is a short list of five members who reported finding employment in January. Others are close so hopefully we can include them in February.

- Tuhin Ganguly – Systems Productions Engineer for a Manufacturing Company in Philadelphia, PA –starts 01/25/2010.
- Linda Adair – Legal Secretary for Geico Insurance Company in Marlton, NJ –starts 01/25/2010.
- Karen White – Substitute Teacher in the Burlington County School District – starts 09/2009.
- Kristin Lesino – Waitress at the 45th Street Pub in Philadelphia, PA – starts 01/11/2010.
- Ann Diese, RN, CNM, MSN, as Nurse Manger of the Labor and Delivery Unit at Temple University Hospital, in Philadelphia, PA – starts 01/19/2010.

Again, congratulations to the members listed above who reported obtaining employment during the last month. Thank you for sharing the good news with your fellow members!

Career Beacon Workshops

The Career Beacon Workshops (201 Series) are conducted every Thursday from 9:00 A.M. to 10:30 A.M. in the large conference room adjacent to the cafeteria. A mock interview session will follow for one of our members following the beacon. This is always a very beneficial exercise.

- 02/04/2010 – Self Management Skills
And a Mock Interview - Mel Boskett
- 02/11/2010 – Resume Writing Skills
- 02/18/2010 – Job Search Techniques
- 02/25/2010 – Interview Skills

Calendars

See the January networking and job fair calendars for upcoming PSG meetings, Career Beacon dates and other events.

Job Fairs

NOTE: Check the web site of the job fairs you might be interested in to make sure you have all the pertinent information.

Monday, February 8, 2010

11:00 A.M. to 200 P.M.

Philadelphia Job Fair

Crowne Plaza

4100 Presidential Boulevard

Philadelphia, PA 19131

www.nationalcareerfairs.com/career_fairs/

Wednesday, February 10, 2010

10:00 A.M. to 3:00 P.M.

Diversity/Professional Job Fair

Pennsylvania Convention Center Authority

1101 Arch Street

Philadelphia, PA 19107

www.diversityjobfairs.com/

Friday, February 19, 2010

10:00 A.M. to 2:00 P.M.

Military Job Fair

Williamson Restaurant

Easton and Blair Mill Roads

Horsham, PA 19044

www.jobfairco.com/jobfairgo/

Wednesday, February 24, 2010

10:00 A.M. to 3:00 P.M.

Professional Diversity Career Fair

Sheraton Suites Philadelphia Airport

4101 Island Avenue

Philadelphia, PA 19153

www.philly.com/philly/jobs/events/

Job Development Committee

Networking Groups

NOTE: Refer to the networking board for additional information.

Monmouth Networking Group: The Monmouth Networking Group meets the second and fourth Saturday of every month (except holiday weekends) at Christ Church, 90 Kings Highway, Middletown, NJ 07748, west entrance.

Their mission is to provide support, education, and career networking opportunities for those in any type of job search. All are welcome.

See <http://finance.groups.yahoo.com/group/MonmouthNetworkingGroupCC/>

Jobseekers: Jobseekers meets every Tuesday at 7:30 P.M. at Trinity Church, Princeton as they have for the past 24 years. See www.trinityprinceton.org/Jobseekers.asp

Katz JCC Jobseekers Networking Group: The Katz JCC networking group meets every second Tuesday at 7:00 P.M. at Katz JCC Community Center, 1301 Springdale Road, Cherry Hill, NJ 08003.

Computer Committee

Office 2007 documents on PSG PCs

As you may be aware, the PSG computers run the Microsoft Office 2003 suite (Word, Excel, PowerPoint, etc.). In the past, it was not possible to open, view, and edit files created with the newer Office 2007 products. This situation has been corrected. On every PC in the PSG office, a Microsoft supplied conversion utility has been installed (FileFormatConverters.exe). This will allow you to open, read, edit, and save documents that were created with Word 2007, Excel 2007, and PowerPoint 2007 using our present installation of Office 2003. The only caveat to this setup is that any new features or tools offered by Office 2007 (and not in Office 2003) cannot be used. However, this hopefully will not be a major issue. This is still an Office 2003 setup, but now with the ability to deal with any Office 2007 documents that we may come across in their job search. If you have any questions please see any Computer Committee member or contact us via e-mail at:

westamptonpsg_compcomm@yahoo.com
on-line.

Burlington County PSG Email

The official PSG email address is *psgwesta@dol.state.nj.us*. The state of New Jersey provides us with the ability to access this email and to send email from this address. To read email from this account in the PSG work room, you must use MS Outlook Web Access. **Do not use Outlook Express on our workstations since it is not supported.**

There is an icon on each desktop which will automatically start MS Outlook Web Access. The url for such access is *http://mail/exchange*. The username is *psgwesta* and the password is *psg1*.

NOTE: A username/password sticker is attached to the bottom of the monitor of each workstation as a reminder.

Training Committee

On the first Thursday of each month we review the resume and critique yours. On that day bring four copies of your resume to the Thursday workshop. The purpose of the resume is to catch the employer's interest to get an interview. Fine tuning the resume helps you get the interview.

We also will have mock interviews every Thursday in January and several already scheduled for February. If you would like to schedule a mock interview contact Jack or Kurt Nygaard. Participating in a mock interview helps prepare an individual for a real interview with a potential employer. Following the session constructive comments are given. Watching the mock interview allows members to understand what they will experience and how to prepare for their interviews.

A key factor in the job search endeavor is how you present yourself to the employer. We will be looking at how to have confidence without any arrogance; how to overcome nervousness; and how to portray you in face to face meetings.

Becoming a certified member is the best way to get the most out of your job search efforts. Once you have met the following requirements for certification, inform the staff.

- Publish an "E" profile
- Have printed business cards

- Attend an outside networking group
- Participate in a mock interview
- Maintain active PSG membership

New Members

We welcome the following new members to our group, and encourage you to fully participate to gain the most from your time and experience – and, hopefully, make several new friends and contacts:

- Jesse Council
- Charles Sinegal
- Jack Juriga
- Josely Ellis
- Kevin Buck
- Mary Lou Williams
- Timothy DeVaney
- Christopher Leporati
- Ronald Hoerter
- Mary Taylor
- Danielle Hoskins
- Chris Sturgis
- Joyce Bostic

Book Corner

Submitted by Melody Harrison

Here are five book suggestions to help in your job search:

Federal Resume Guidebook, Kathryn K. Troutman, JIST Works America's Career Publisher, ISBN # 978-1-5-9357-426-0

Knock'em Dead Cover Letters, ISBN # 978-1-598690-673-8

Knock'em Dead Resumes, ISBN # 978-1-59869-674-5

Knock'em Dead Ultimate Job Search Guide, ISBN # 978-1-59869-672-6, Martin Yate, C.P.C., Adams Media

A Life at Work- The Joy of Discovering What You Were Born to Do, Thomas Moore, Broadway Books, ISBN # 978-0-7679-2252-4

Membership Committee

Prospective PSG members are invited to attend the *new membership orientation* meeting held every Monday at 1:30 P.M. in the conference room. If you know anyone who might benefit from *active* membership, tell her or him about this orientation.

A Final Word

By Jack Bland, Facilitator

I would like to thank all of the core members of our PSG group who have generously given so much of themselves to make this place productive and worth while for the membership. Like all organizations, we have a small number of persons who take and give little or nothing back but those individuals are only cheating themselves. The vast number of our people are true professionals and make the Burlington County PSG group one of the best networking groups in the state of New Jersey. Maybe that is the reason we orient 10 to 15 candidates each week! Again, thanks for being a great group of professionals!