



July 2013



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Dulles SHRM - Your Chapter of Choice

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- **Innovate.** We will present and deliver to you an incomparable breadth and depth of impact solutions so you will always be on the cutting edge of answers and alternatives to meet your needs today and positioned for the future.



President's Message

By Joe Sherrier

Next week, I have been assigned to come up with an energizer activity for our management team. This energizer will take place at the kick-off of our quarterly staff meeting, and should be designed to emphasize the value of teamwork. It needs to be educational and fun. I have no idea what I will do.

The group is highly diverse – by gender, experience, age, ethnicity, personality. I will need to provide a challenge and facilitate the groups as they attempt to solve a puzzle, write a song, or learn a dance. After 10 minutes together, the newly formed teams should be functional, their goals closely aligned, and their outcomes worthy of small prize. Easy, right? Just like real life.

Oh, if only managing teams was a series of fun activities like that. Maybe that's what it can be.

Our dinner meeting this month addresses a concept familiar to all of us – teams. We are either on a team, manage a team, or coach others to direct their own teams. What if these teams could direct themselves to be functional, their goals closely aligned, and their outcomes worthy of small prize?



On July 17th, Neal Henderson will walk us through the implementation of self-managing teams and explain the impact that these teams, when properly formed and managed, can have on your organization. Using the metaphorical examples from his experiences, Neal will guide the audience through the examination of organizations using a top-down perspective and those operating from a nimble, results-oriented point of view. By seeing the operating styles and the impacts of these distinct approaches to leadership, decision-making, and results-generation, the audience will come away with an understanding of the benefits of self-managed teams from both a business and an HR perspective.

Teams are formed every day. Forming a team is easy. All it takes is a bunch of people. Forming a team that understands the value of teamwork, that acts with the team's best interest in mind at all times, that survives the inevitable challenges of miscommunication...that's slightly more difficult. I am not sure that my 10-minute energizer activity, even an educational and fun one, will be enough.

I hope to see you on the 17th to learn about another approach to teams.

Upcoming Events

Dulles SHRM Chapter Discussion Group

Thursday, July 11, 2013

About our Facilitators:

Dee Cascio



Dee is a private practice licensed psychotherapist who successfully re-careered to coaching as both a Certified Life Coach and a Certified Retirement and Re-Career Coach.

Thomas W. Morris, III.



Thomas is the Founder and President of Morris Associates Inc. He is certified internationally as a Career Management Fellow and is a published author.

For more information on our facilitators, visit our website at www.dullesshrm.org

The Graying of America II – Talent Acquisition and Retention

A major challenge many organizations face is the loss of knowledge and intellectual capital as older employees leave the work force. In 2012 SHRM and AARP conducted a survey. The results indicated that 72% of HR professionals reported that their organizations saw the loss of older workers and their knowledge as a potential problem. Yet, only 5% of those companies had implemented policies and strategies to address this anticipated loss of talent and knowledge. How can companies create a positive work environment and employment policies that attract and retain our best talent? Join us as co-facilitators Dee Cascio and Tom Morris walk us through a dynamic and interactive dialogue.

Come prepared to discuss the following:

- Why older workers are essential in our labor force.
- Ways to better recruit and retain experienced workers.
- Knowledge transfer/succession planning as both a personal (career management) and corporate (talent management) responsibility.

Place:

HireStrategy
1875 Explorer Street, Suite 520
Reston, VA 20190
(703) 547-6766

Time: 7:30 a.m. to 9:30 a.m.



When visiting the HireStrategy offices, please park in either the Freedom Parking Garage (located at the corner of Explorer Street and Freedom Drive) or at the Explorer Parking Garage which also located on Explorer Street, directly across from the Freedom Parking Garage.

Please join us to share your thoughts and ideas with the group. You are welcome to extend an invitation to interested colleagues. No fee is charged for attending. However, registration is required on-line, at least 24 hours in advance, via the Dulles SHRM web site (www.dullesshrm.org) -- Chapter Discussion Groups. If you have questions, contact Wistaria Krigger at 703.716.1191 or discussion@dullesshrm.org. Participation may be limited to the first 25 people who sign up.

Upcoming Events

July Chapter Meeting, July 17, 2013

Self-Managing Teams: Impact and Implementation



Self-managing teams: you've heard the term, but have you experienced the impact? If implemented correctly, self-managing teams can help you improve employee engagement, develop your succession bench, and improve organizational quality, efficiency and results.

In today's environment, the catch phrase "the only thing that is constant is change" provides essential reasoning for creating dynamic, self-managing teams. The ability to quickly adjust to changing demand signals, think creatively, shift strategies, and amend priorities on the fly are the essential skills that today's successful organizations use to produce the timely, high-quality products and services that customers demand.

Using the metaphorical examples of football and rugby, Neal will guide the audience through the examination of organizations using a top-down perspective and those operating from a nimble, results-oriented point of view. By seeing the operating styles and the impacts of these distinct approaches to leadership, decision-making, and results-generation, the audience will come away with an understanding of the benefits of self-managed teams from both a business and an HR perspective.

When: Wednesday, July 17, 2013

5:15 – 6:00 pm Registration and Networking
 6:00 – 7:00 pm Dinner and Announcements
 7:00 – 8:00 pm Program
 8:00 – 8:10 pm Door Prizes/ 50-50 Raffle/ Wrap-Up

Where: Hidden Creek Country Club
 1711 Clubhouse Road, Reston, VA 20190

To register, visit the Dulles SHRM website at www.dullesshrm.org

This program has been approved for 1.0 recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program.

About Our Speaker

This month's speaker is Dulles SHRM's very own Neal Henderson!

Neal Henderson, SPHR, GPHR, Coach, Trainer, and Consultant is the founder and President of Front Row Performance Coaching, has spent 30 years creating successful organizations that are grounded in organizational- and leadership development practices.

Neal began his career in the Marine Corps before switching over to the U.S. Navy in 1986, where he reached the position of Master Chief Petty Officer. After leaving the U.S. Navy, he joined the Department of the Navy to develop and implement human capital policy for the Navy's enlisted forces.

Neal is the Chairman of the Leadership Development Special Interest Group for the DC-Metro Chapter of the American Society for Training and Development.

To view more information on Neal visit the Dulles SHRM website at www.dullesshrm.org



How to Succeed during an In-Person Interview– Tips from a Recruiter

By: Katie Sculion



During the past 8 years I've interviewed hundreds of people in face-to-face interviews, and I've seen it all. Candidates who show up 2 hours early, candidates who don't show up at all, and candidates who eat a sandwich during the interview – and yes, that did in fact happen!

It is extremely important that you prepare for the face-to-face interview, and walk into the interview confident and ready to show how you can add value. Here are basic dos and don'ts to help you through this crucial step in the hiring process – the In-Person Interview:

Basic Do's and Don'ts:



- Do your research! And don't just skim the organization's website – read it well and be prepared to sum up what the organization does and its mission in 2-3 sentences.
 - If available, review on the website information regarding the division/team that this position will be a part of. Be ready to ask specific questions about the team structure and talk about how you can add immediate value to the team and how your skills will fit into your potential workgroup.
 - Find the interviewers on Google, LinkedIn, Twitter, etc. You need to know a bit about their backgrounds – proving that you have done this level of research shows that you really want this job! A simple way to show that you have done your research is to ask the question, "I noticed that you have been with this organization for X years, what is it that you like about working here?"

- Take detailed notes on information that you learn – and make sure you incorporate it into questions that you can ask during the interview.
- Make SURE you have at least 3-5 detailed and well thought-out questions to ask during the interview. Create a list of questions that reflect your research, and bring them with you to the interview. You must ask at least 2-3 questions to every person who interviews you!
- Bring at least 3 printed copies of your resume, and make sure it's the resume that you used when applying for this position. Be prepared to talk about your work experience without reading off your resume, and think about successes that aren't reflected on your resume.
- Bring a notepad and a pen – and take notes!
- Arrive 10 minutes early – but NOT earlier, and definitely not late. If you get there too early – review your resume and questions in the car. If you are stuck in traffic, CALL the interviewer and apologize profusely, and let him/her know that you've hit unexpected traffic, and that you believe you will be late. Once you meet the interviewer, make sure you apologize again for being late.
- Dress professionally and conservatively – a black suit, tie for men, close-toed shoes and pantyhose for women.
- Be confident in your skills and abilities – this is your time to sell yourself, and it's ok to do so!
- Listen to the questions being asked, and make sure your response answers the question – do not go off topic and be succinct.
- Do NOT ask about salary, benefits, working hours, vacation – etc. during your interview. You only should ask these questions as you progress through the process and you have been told you should expect an offer. At that time – you can ask these questions to your main POC.
- If asked about expected salary – be honest, and realistic. Use your last salary as a basis – and aim for roughly a 5% - 7% increase. Unless you have truly extenuating circumstances, aiming for a 5%-7% increase is realistic, but remember to be flexible depending on benefits. You want to make it clear to the interviewer that the opportunity is important to you, not just the compensation associated with the role.
- Smile, relax, and be friendly; employers want to hire people they like!
- Watch your body language – don't fidget! Maintain eye contact, smile, and lean forwards in your chair during your conversation.
- Finally – thank everyone that you have met for their time, and follow up with well crafted and timely thank you notes. An emailed thank you note is fine - just make sure you have NO spelling or grammar errors, and that you have the names of your interviewers spelled correctly!
 - Your thank you note should also be more than 1-2 sentences. Ideally, this is at least two paragraphs – in the first, thank the interviewer for his/her time. In the second paragraph – reflect on the main points of the interview and remind the reader why you are the best person for the job. A well crafted thank you note is crucial.

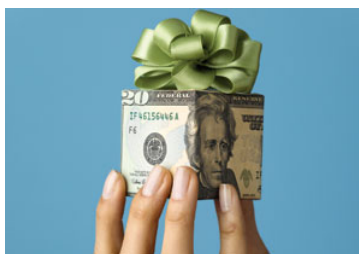
Good luck! If you need additional advice, please feel free to email me at katicullion@gmail.com.



The SHRM Foundation is offering a free DVD highlighting how to find, recruit and retain military veterans in the civilian workforce. Designed for recruiters and HR professionals, the DVD was announced during the SHRM Talent and Management Conference (April 15-17) at the Mandalay Bay Resort and Casino in Las Vegas. The DVD, "Dollar General's Commitment to the Military Community," shows a business case study come alive with interviews from military veterans, chief executives and hiring managers. Dollar General is a \$15 billion, Fortune 200 company, employing more than 90,000 employees across the country and headquartered in Goodlettsville, Tenn. "The DVD highlights best practices in hiring and supporting our military veterans, America's heroes and dedicated employees" said Mark Schmit, executive director, SHRM Foundation. The DVD was produced by the SHRM Foundation and funded by the SHRM Ohio State Council. The Employer Support of the Guard and Reserve (ESGR) was key in helping the SHRM Foundation identify a company with an up and running, successful, military veteran hiring initiative. ESGR is a Department of Defense operational committee.

You can use the link below to request a copy of the DVD or to watch it online.

<http://www.shrm.org/about/foundation/products/Pages/DollarGeneralHiringVeterans.aspx>



SHRM Foundation 50-50 Raffle

Each month we raise funds for the [SHRM Foundation](http://www.shrm.org/about/foundation) with a 50-50 raffle. Tickets are \$1.00 each or 7 for \$5.00. The winner gets 50% of the total collected and 50% goes to the Foundation.

We Raised \$34 for the SHRM Foundation at the June Chapter meeting

The SHRM Foundation helps predict where the workforce is headed because we they've been studying its evolution for over 40 years. The vision is a world of inspired business leaders implementing the winning combination of employee fulfillment and business success. The SHRM Foundation offers unmatched workforce knowledge for the benefit of professional workforce leaders with a total focus on studying and reporting the management practices that work. Supporting the SHRM Foundation is a chance to contribute to an ongoing study of the direction of human resources in society. The SHRM Foundation is a 501(c)(3) non-profit affiliate of SHRM.

For more information and news about the SHRM Foundation visit their website <http://www.shrm.org/about/foundation>

Get Involved

Dulles SHRM continues to support the needs of the [Embry Rucker Shelter](#) for the homeless in our community. Their highest needs are cash and gift cards to local area stores (like Target) - amounts in \$10, \$15 or \$20.

We raised \$40 for the Embry Rucker Foundation at the June chapter meeting



Welcome New & Renewing Members



New Members

*Laura Erdman
Chris Marbaker
Carla Bryant
Carrie Stalnaker
Jill Rakicsany
Chandra Krohl
Patricia Ward
Joanne Hardison
Joanne Hardison
Kathy Hommas*

Renewing Members

*Lindsey Dulo
Paul Sandhu
Tina Atwell
Kelley Ridge
Laura LeBoeuf
Angela Marinich
Rosemary Edmonds
Sandy Hauck*



HR Career Opportunities



Looking for a new career opportunity?

Check out these HR positions now at the Dulles SHRM Career Center

Senior Manager, Human Resources (Communications)

Date Submitted: 6/21/2013

Location: Bethesda, MD

Company: Marriott International

Company Website: www.marriott.com/careers

Director, Organizational Capability (Organizational Effectiveness & Change Mgmt.)

Date Submitted: 6/21/2013

Location: Bethesda, MD

Company: Marriott International

Company Website: www.marriott.com/careers

Compensation Analyst

Date Submitted: 6/12/2013

Location: Arlington County, VA

Company: Arlington County Government

Company Website: WWW.ARLINGTONVA.US/PERS

Contact Person:

Contact Phone:

Contact Email:



Joe Sherrier - President
Cindy Snyder, SPHR - Media Director

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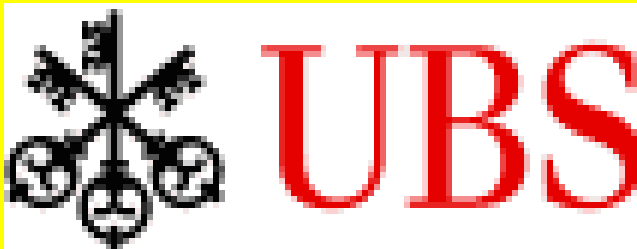
Email submission requests to dullesshrmmedia@gmail.com. Dulles SHRM is an affiliate of the [Society for Human Resource Management \(SHRM\)](#).

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http://www.ubs.com/us/en/wealth/exp_ubs.html