

Randisi & Associates, Inc.

February 2009 Newsletter

Helping Employers Protect their Workforce, Clients and Reputation Through
Employment Screening, Drug Testing and Skills Testing

February 2, 2009

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Quotes That Inspire

Take possession of your own mind. And you may soon make life pay off on your terms. Your mind is unquestionably your most valuable possession. You may lose every material thing you own, but knowledge can never be taken from you. With it, you can earn a new fortune, build a new home, and buy anything you truly desire. No one else can control your thoughts; even the cruelest tyrant cannot force you to think about something you refuse to accept. When you make a deliberate decision to take control of your mind and feed it positive, constructive thoughts, you are on your way to taking control of your life. The thoughts you allow to dominate

This month we present the following articles for your consideration:

1. Social networking sites ? What percent of employers are using these web sites to screen applicants and monitor employees? What should employers do to advise applicants that these sites are being used? This article has the information you need to stay up to date and out of trouble.
2. Do you have interruptions in your business day? Want some great advice to help deal with interruptions? This article has some great advice.
3. Many companies use Temp personnel in their workforce. What are some basic steps you can take to make their use more effective? This article lists those things that will maximize the impact of Temp personnel.

Information in this newsletter is not intended as legal advice. Please consult legal counsel before taking any actions.

I hope you find this month's newsletter beneficial.

Jim Randisi
410.494.0232

www.preemploymentscreen.com
jim@preemploymentscreen.com

your mind will determine what you will get from life.

Dr. Napoleon Hill To subscribe to Napoleons Hill's Thought For The Day please visit

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Common Employer Mistake in Employment Screening - Not using skills tests to assure applicants have the skills and personality to help your firm survive and thrive.

There are currently many more people looking for jobs than there have been in the past ten years. Many companies tell you they are not currently hiring. But, with so many more people to choose from, now more than ever, is a good time to, as Stephen Covey states, "put the right people on the bus". No matter how good applicants look on paper or how positive they appear during a job interview, many job candidates do not have the skills or behavioral characteristics needed for a job. And some applicants are experts at fooling even the most experienced recruiter.

One in five employers uses social networks in hiring process - CareerBuilder.com says one third of hiring managers rejected candidates based on what they found

September 12, 2008 (Computerworld) More than one in five employers search social networking sites to screen job candidates, according to a survey of more than 31,000 employers released by CareerBuilder.com this week.

Of the hiring managers who use social networks, one-third said they found information on such sites that caused them to toss the candidate out of consideration for a job, the survey said.

The study found that the number of hiring managers that are turning to social networks like MySpace and Facebook to delve into candidates' online behavior is increasing quickly: Some 22% of employers said they already peruse social networks to screen candidates, while an additional 9% said they are planning to do so.

The top areas of concern found on social networking sites include:

- Information about alcohol or drug use (41% of managers said this was a top concern)
- Inappropriate photos or information posted on a candidate's page (40%)

Towson, MD 21204
Phone: 410.494.0232
Fax: 410.296.6131

- Poor communication skills (29%)
- Bad-mouthing of former employers or fellow employees (28%)
- Inaccurate qualifications (27%)
- Unprofessional screen names (22%)
- Notes showing links to criminal behavior (21%)
- Confidential information about past employers (19%)

The study did find that 24% of hiring managers found content on social networks that helped convince them to hire a candidate. Hiring managers said that profiles showing a professional image and solid references can boost a candidate's chances for a job.

"Hiring managers are using the Internet to get a more well-rounded view of job candidates in terms of their skills, accomplishments and overall fit within the company," said Rosemary Haefner, vice president of human resources at CareerBuilder.com, in a statement. "

CareerBuilder recommends that job seekers:

- Remove pictures, content and links that can send the wrong message to potential employers.
- Update social networking profiles regularly to highlight latest accomplishments.
- Consider blocking comments to avoid questionable posts; avoid joining groups whose names could turn off potential employers.
- Consider setting profile to private so only

designated friends can view

Employers should make it clear that a person's public online identity may be viewed. By giving notice, an applicant would have a more difficult time claiming a reasonable expectation of privacy.

For employees, an employer should have clear written policies concerning personal online use.

HANDLING INTERRUPTIONS

Summary of an article by Fran Tarkenton -
Founder's Corner

If you follow your time budget and work on priority items off your "To Do" list, you will make maximum use of the time available to you. You won't accomplish every task you can identify, but you will accomplish the most important. But you must follow your plan. To do so, you must handle interruptions—anything that will cause you to depart from your plan. Unexpected phone calls, drop-in visitors, and business crises are all notorious interruptions. Here are some general rules to follow to minimize interruptions.

Plan for Interruptions

No plan is ever perfect. Therefore, it is wise to plan for some interruptions. When working out your time budget, set aside an hour or so each day to deal with the unexpected. Try increasing your estimates of time to complete each task by 10 or 20 percent to allow for interruptions. When you delegate a task—particularly when a person is first learning the task—set a target date for completion

of the task a day or two prior to when the task must be completed. The extra time will give you a chance to review the work and accomplish any required revisions.

Manage Your Telephone Usage

While your telephone can be a big time saver, it can also rob you of much of your valuable time. To manage phone usage, do the following:

Set aside telephone time. Make or receive phone calls only during these hours.

Have someone screen your calls.

Avoid the temptation to respond to telephone messages in the order they were received. Instead, review all of your messages once or twice a day and return calls in priority order. Whenever possible, delegate the task of returning a call to someone else.

Carry a cellular phone in your car and use time in transit to make some of your calls.

If you just need to send a message, confirm an appointment or anything else for which a two-way exchange isn't necessary, try emailing a short message rather than making a phone call.

Equip your phone system with a switch that allows you to turn off the bell on your office phone.

When you call someone, be pleasant, but tell them you don't want to waste their time, so you'll get right to the point of the call.

Effective Use of Temp Service Personnel

Hiring temporary service, or contract, workers enables an employer to adjust its workforce to meet changing business, market and economic needs. In some situations, however, you may be paying more for temporary workers than you would if you filled the position with a permanent employee, so it is important to develop goals and provide supervision for these shorter-term workers to be sure that you get your money's worth.

With permanent employees, because their responsibilities are generally broader than those of temps, it is difficult to judge the job fit and performance on a short-term basis; that is why most companies establish a probationary period of 90 days or more. With temporary workers, on the other hand, the tasks are generally more focused and sharply defined, so it is easier to evaluate the suitability of a worker very quickly.

The first step, even before bringing a temp on board, is to put the job's responsibilities in writing and share the information with your permanent employees so that they understand the reasons for the position and how it relates to their own responsibilities.

Next, identify the employee who will supervise the temp and be sure a workstation is set up in advance of his or her arrival.

Based on the documented responsibilities already developed, create a plan for the worker, including deadlines wherever possible, and have the supervisor and the temp review the plan together.

Because they have worked in a variety of organizations and have no prior connection to your business, experienced temps can be sources of good ideas and objective feedback. Learning about their background, experience and expertise is a good idea, because they may have skills that go beyond those required to get the job done.

Orienting the temp to the physical and business environment helps get the relationship off to a good start, and it is also a good idea to offer an overview of the organization and how the worker's tasks relate to the company's mission and general activities.

By giving very specific tasks and prompt feedback, the supervisor can quickly determine the competency level of a temporary worker. If there are problems, they should be reported promptly to the agency.

To get the most for your money manage temp workers with the same degree of care that you would devote to managing your permanent workforce.

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