

Randisi & Associates, Inc.

March 2009 Newsletter

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

March 1, 2009

IN THIS ISSUE

1. **The Face of a Liar**
2. **Recognizing the Value of Others**
3. **Five Things You Can Do to Have a Great Day at Work**

Quotes That Humor

Waking up in the recovery room after surgery, the patient discovered his throat was dry and sore from the oxygen tube they had inserted. One of the nurses asked if he would like some ice chips to help alleviate the problem. "You know what," he said to her, "I'll give you ten dollars if you bring me a soft drink." "Ten dollars?" she said. "Sir, this is a hospital. A Dr Pepper here costs a hundred dollars."

Quotes That Inspire

You are more apt to "rust" out your brain from disuse than you are to wear it out from use. Unlike a mechanical device that

This month we present the following articles for your consideration:

1. Face of a Liar - Think you know how to conduct an interview? This article has some advice on common sense do's and do not's.
2. Recognizing the value of others - Want to learn how to move mountains? This article has the secret.
3. Five Things You Can Do to Have a Great Day at Work - Need I say more about the important advice in this article

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

The Face of a Liar?

This is a summary of an article by Stephenie Overman in Staffing Management, a publication

eventually wears out and must be replaced if it is used continually and consistently, the mind grows only stronger when it is active. The more you exercise and stretch your brain, the more proficient it becomes. Disuse, however, will have the same effect upon your mind as it will upon a machine. The most intricate, most powerful machine in the world and the greatest minds will rust away unless they are used. Unless you manage your schedule to permit time for study and learning, it is easy to yield to the temptation to spend your free time in thoughtless, mind-numbing, escapist pastimes. Relaxation is important, but so is gaining new knowledge. Make sure your daily schedule includes an allotment of time for both.

Dr. Napoleon Hill To subscribe to Napoleons Hill's Thought For The Day please visit <http://www.naphill.org/tftd/join.asp>

Common Employer Mistake in Employment Screening ? Not instituting a standard ?minimum-level? employment screening package at a firm with many independent divisions

Recently, a very large firm that provides services to the US Government hired an individual with an alleged

Philip R. Maltin has made his share of interviewees squirm. As a young lawyer, "I used to take depositions. When conducting job interviews, it's easy to conclude that nervousness on the candidate's part is a sign that he or she is lying, Maltin says. But "mainstream researchers will tell you there's no one form of nervous conduct that exists across all situations that betrays dishonesty," he says. Statistics show that people are not as good at detecting duplicity as they secretly believe they are, Maltin notes. Studies, in fact, indicate that "the higher the confidence, the greater the error," he says. "The inclination is to think you've got somebody in a lie when you've really got somebody in something else. You have to spend some time in finding out what that something else is," he says, and whether it even relates to the job question at hand.

Prescription for Better Interviews

How can you improve your technique, the better to uncover hot spots and inconsistencies? Industrial and organizational psychologists who train interviewers recommend choosing questions that are clearly linked to aspects of job performance and probing so candidates have to be as detailed as possible in their answers.

"Ask: 'What would you do?' 'What did you do?' Use follow-up questions. It's hard to fake a response when there are three or four follow-up questions," says psychologist Dr. Brian Cawley, a senior consultant with CorVirtus in Colorado Springs, Colo. "Go back and forth between 'What did you do?' and 'What would you do?' "The interview itself is just one part of the hiring process, Cawley notes. "Up front, remind candidates that you take a comprehensive

?clear? government clearance to work on a special project for their client, the Government. That particular division normally hired an individual and just waited for the results of the government?s own investigation into the individual?s past, expecting a clear. Other divisions of that same firm normally performed a minimal background search into an applicant?s past. Well, this individual ended up having multiple felonies in his background and had to be immediately removed from the government work site after training and working on the site for several months. A minimal investigation into the person?s background would have immediately revealed several problems.

different lenses.

Let them know you will be looking for consistencies and inconsistencies." Dr. Jeffrey Daum, president and CEO of Competency Management Inc., which has offices in Las Vegas and Detroit, notes that candidates often have pat answers ready, and "You can often trip up a person who has prepared just a single response for what they think you want to hear. "Say to the person, 'I'm interested in what you did then and what you did after that.'

Most people will begin to feel uncomfortable if you do that and they're making it up." Watch for non-verbal clues and listen carefully to whether the candidate responds to questions in generalities, Daum says. "It's the responsibility of the interviewer to 'train' the interviewee to be very specific. Some people may avoid using the word 'I.' Going for the 'we' may be a stylistic response," but it might also be a sign that the individual is claiming credit for group efforts. Taking notes during the interview helps make clear to the candidate that you are likely to remember their remarks and maybe even to check up on them, say Daum and Cawley.

RECOGNIZING THE VALUE OF OTHERS

More than money, more than fame, more than any material thing, this is the greatest reward you can give anyone - to let him know that you appreciate him for himself alone, rather than for what he can do for you.

Psychiatrists and psychologists are coming to realize, as philosophers and priests have realized for centuries, that this is the basic drive of Mankind - not sex, or the urge for security, but the demand for simple, egotistical recognition.

None of us has so long to live that we can afford to waste a precious moment in such a negative way as carping criticisms of others. But every moment spent in praise of someone else rebounds to our own credit. For nowhere is it more true that like begets like than in this instance.

That doesn't mean that you must engage in fatuous flattery or apple polishing. Nor does it mean that you must overlook errors and ineptness in subordinates.

But it does mean that every word of criticism you offer should be given in a spirit of helpful instructiveness, with a view to making the subject a better person, a better worker, than he was before. It also means that you are willing to recognize the good points as well as the bad and give them greater weight of appreciation.

It will help you, too, to remember that no man or woman is entirely free of the drive for recognition. That includes your superiors as well as your subordinates. Your boss at this moment is probably more tired, lonely and disheartened than you realize. He would appreciate a word of sincere praise from you every bit as much as the one you hope to receive from him.

As a matter of tactfulness, too, beware of the person who invites you to "go ahead and criticize me. I want your honest opinion." Few of us are so self-disciplined that we actually enjoy criticism. Such an invitation is merely a sign of a person's need for recognition.

Although realizing the need for discipline and uniformity, even military leaders realize the inherent dangers they hold as killers of personality and spirit. Hence, they make sure that each man knows that he is valued and respected as an individual person.

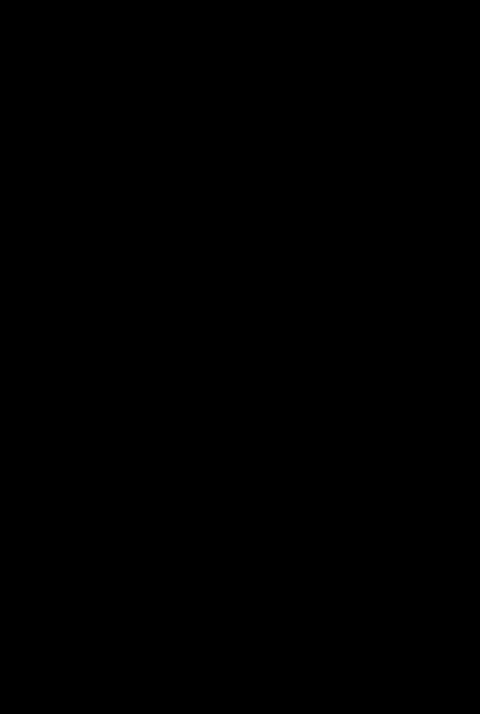
By adopting the same attitude, you will be taking a tremendous step toward becoming a leader yourself.

Source: Success unlimited. April, 1966. Vol. 13, No. 4. Pgs. 33 & 34.

Five Things You Can Do to Have a Great Day at Work

Taken from 101 Ways to have a Great Day at Work by Stephanie Goddard Davidson.

1. Set more than just goals - Write down five things you would really like to see happen to you this year. Make sure these cover physical, social, romantic, career and spiritual areas. File this list in a thirty day file that you can refer to every month to check your progress.
2. Get it out of the way - Do the things you dislike most about your job first. Then reward yourself by doing the things you like best about your job.

- 
3. Maximize your salary - Determine one thing you can do to make better use of your salary this year.
 4. Do something healthy - Do one thing today that you consider "healthy". It may be skipping that mid-afternoon candy bar or taking a walk at lunch hour. Whatever you choose, don't discount it as too easy or silly. You have just sent a message to your subconscious that you are valuable.
 5. Plan by relationships, not by the hour - Try planning today by the relationships that are most important to you, instead of by schedules or deadlines. Everything we do is really just a reflection of the relationships we have with others or with ourselves. Schedule at least two of these relationships into your day.