

[Hello Real World] August 2006 Employer Quarterly

Welcome to HELLO REAL WORLD Quarterly for the Employer

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If you find these tips helpful, please share them with others. Friends and colleagues can subscribe directly and view back issues by visiting

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Contents

1. Announcing new blog updates & features!
 2. It's back to school time!
 3. August tip 1: Reflect on your summer
 4. August tip 2: Prepare for your new hire (resource: Talent Balancing by Jim Stedt)
 5. Speaking log. Referrals appreciated.
 6. My Amazon30 goal
 7. Your feedback appreciated
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1. Announcing new blog updates & features!
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Here are the highlights of the posts since May.

12 = Number of posts promised since May (at least one per week)

21 = Number of new posts since May (average almost two per week)

Bookmark, share, and visit <http://hellorealworld.blogtastic.com/> often!

New categories:

“Behind the Scenes” for those interested in authoring their own work

“Book Review” for those interested in further reading

New articles under the Networking/Mingling category:

Part 3: Keep Your Weak Ties Intact

Part 4: Too Close for Comfort

Part 5: The Hand Wave Goes a Long Way

Part 6: Be Fake Before Offensive

New articles under Once You Are There category:

Ring. Ring. Call If You Want Something Done
Ask Yourself First on the art of asking questions

New articles under the General category:

- Parents and Your Job
- The Curse of a Good School
- Don't Be Resume Greedy

My favorite non-article posting:

<http://hellorealworld.blogtastic.com/uncategorized/where-the-pre-conversation-could-have-saved-the-day/> inspired by a call with an old friend.

Note: Many non-article postings have not been highlighted.

Old Goodies:

Articles under Networking/Mingling category:

- Part 1: The Most Abused Word
- Part 2: It's a Small World

Top three most popular articles from last quarter:

- 1st Place: Facebook, Google, and Your Job
- 2nd Place: Wish List of Courses They Should Teach
- 3rd Place: Freshman 15 (and Your Health) at Work

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2. It's back to school time!
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Do you know someone who has cold feet about returning to school?

A college student who has forgotten his/her ultimate purpose of going to college to begin with?

For many of us, we went to school to get a good job. However, school doesn't teach us how to get a job or how to excel in the real world.

The best gift you can give your college-aged friend, protégé, or relative is one that lays the foundation for their futures. Give them HELLO REAL WORLD! so they can get a jumpstart on their college and professional careers.

For the price of two movie tickets or a nice dinner, you are putting a HUGE down payment towards someone's future.

Visit <http://www.hellorealworld.com/index.php> or www.Amazon.com for product information.

*** Check out the publications, features & reviews, including a RADIO INTERVIEW about HRW! at <http://www.hellorealworld.com/reviews.php>

Discounts available on bulk orders. For inquiries, please contact Jengyee@hellorealworld.com

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3. August tip 1: Reflect on your summer
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The most important lesson I learned from my less than ideal experiences is how much influence I have over my work experience. I learned to take preventative measures to ensure that I had smooth transitions into my new assignments regardless of how on top of things my employer was. However, if you are an employer committed to retaining your talent, you must impress! The easiest way to impress is to show how on top of things you are! You should learn to take preventative measures to ensure that you and your hire both have a successful experience regardless of how fresh your hire is to the real world.

Ask yourself some simple questions. Actually, they may not be easy to answer...

1. How pleased are you with the performance of your Generation Y colleagues?
2. How quickly were your summer interns and new hires able to acclimate to their new work environments?
3. Would you recommend interns to your peers? Why or why not?
4. If you are hesitant about recommending interns to others or taking them on again, why? Was there anything you could have done differently to make the outcome more agreeable?
5. Were the feelings mutual? Did you and the student or new graduate both find the summer enjoyable and productive? (Or, were both of your disappointed?) If there is a discrepancy, explore the reasons why.

Keep a record of your responses so that you can refer back to them when you are about to extend an offer and before the arrival of your next hires. You may want to share your findings with other managers or the human resources department.

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4. August tip 2: Prepare for your new hire (resource: Talent Balancing by Jim Stedt)
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I recently read the book, Talent Balancing (Greenwood Publishers Group, 2006) by Jim Stedt. It had a great overview of the recruiting process, and I couldn't agree more with the suggestions for how to prepare for a new hire, which is the last step in the recruiting process.

I've included here the definition for talent balancing, a great quote about the importance of preparing for your new hire, and the most comprehensive checklist I've come across on what to prepare. How well have you done?

Talent balancing is “the ability to balance the workload with the appropriate and competent staff. The objective is to be able to produce goods and services to meet corporate goals with a minimum number of employees at the highest level of productivity. At the same time, employees need to be challenged, comfortable with their responsibilities, and capable of meeting their goals. Talent balancing is a dynamic process-it always involves a specialized methodology in recruiting staff with an eye toward balancing current and future capacity and goals. It also builds teams that stay together and continue to be very efficient and productive. Finally, talent balancing includes an effective management technique in order to keep the staff challenged and fulfilled.” (p. 162)

“One of the key talent balancing concepts is the proper care and feeding of the candidate as a new employee. After working so hard to make the hire, it would be terrible to see the candidate leave due to problems that could be easily solved. The HR department should be the focal point in making sure everything is ready for the new employee and that they feel important and wanted.” (p. 152)

New Hire Checklist (p. 158)

- Business Cards
- Temp Badge
- Work Area Ready
- Work Area Stocked
- Computer
- Passwords
- Cell Phone
- Notebook
- PDA
- Map of facility (coffee, bathrooms, area printers, location of other workers)
- Corporate organization charts
- List of weekly meetings they will be attending
- Schedules such as status report deadlines, monthly meetings, etc.
- Product manuals
- Corporate and product collateral
- Employee handbook
- Parking pass/validation/parking lot map/assigned parking information
- Copy of employee referral program

Find more info about the book at www.talentbalancing.com

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5. Speaking log. Referrals appreciated.
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I've given several more book talks and formal presentations since my last newsletter. For the speaking history of my formal presentations and details about my speaking services, please visit <http://www.hellorealworld.com/contact.php>.

These were my favorites engagements...

The most FUN was the hour presentation on "structuring effective internships" to the Coastline Community College One Stop Staff on 7.21.06. The audience's positive energy was contagious!

The most PROFITABLE was the 10-minute talk to my high school alma mater PTSA on 5.30.06

The most INTIMIDATING was the 3-minute talk at a Chinese School graduation in Cerritos, CA on 6.17.06. This was my first time speaking formally in Chinese.

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6. My Amazon30 goal
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My goal is to get at least 30 Amazon reviews by December 31, 2006. I'm currently at 20 reviews. I would appreciate your positive reviews of my book. With your contributions, I'll be reporting that we've met this goal by the next newsletter installment in November!

As a special bonus, I'll offer a 30-minute free consultation or mock interview session conducted over the phone to the positive reviewer or a friend of the reviewer. Please email Jengyee@hellorealworld.com when you've posted the review to schedule an appointment.

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7. Your feedback appreciated
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This is the third issue ever of this newsletter. Remember, you can view back issues by visiting <http://www.hellorealworld.com/newsletter.php>. Please share with me via email: Jengyee@hellorealworld.com what is or is not working for you and what you would like to see in future blog entries or newsletters. The next quarterly will be published in November.

Also, if you benefited from the tips in my book, I would appreciate your recommendation to friends and a www.Amazon.com customer rating!

Thanks for reading!

Till next time,

Jengyee Liang, author & speaker
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