

How to Identify and Assist Those Employees Who are "Emotionally Unavailable" to Return to Work.

The presentation will include HR Critical Incident Guide Objectives such as:

- Define crisis, stress, critical incident stress, cumulative stress, and Post Traumatic Stress Disorder.
- Describe the relationship between routine or general stress and cumulative stress.
- Identify basic indicators in behavior that can be stress related.
- List the options available to assist employee stress reaction.
- Define a CISM defusing and a CISM Debriefing (CISD).
- State the importance of follow up after encountering a traumatic event.

On the CUTTING EDGE

Our SHRM affiliate across the Bay, Suncoast Human Resources Management Association, is holding their 8th Annual "On the Cutting Edge" seminar for human resources professionals at the **Safety Harbor Resort & Spa** from 7:30 am – 5:00 pm on **Wednesday, April 13, 2005**. Attendees will receive six (6) HRCI recertification credits. The cost is \$50.00 for SHRMA members and \$100.00 for non-members. For more information or to register to attend, please click on the link here: <http://www.suncoasthr.org/cde.cfm?event=89110>

Bio

Presenter

Diane F. Fojt

Diane Fojt is President of Corporate Crisis Management, which provides critical incident response, training and evaluation services. She is a certified traumatologist—a specialist in crisis incident management—and is an experienced responder to workplace traumas, both natural and manmade. In her 28-year career in human services and emergency medicine, Diane has worked with numerous businesses and organizations including: hospitals, insurance companies, banks, credit unions, manufacturing and construction firms, retail stores and the government.



Diane has presented internationally numerous times and has appeared on local and national television as an expert on Critical Incident Stress. She has also been a trainer at numerous conferences, including the Governor's Hurricane Conference for the past three years.

Diane is also a contributing author for the Tampa Bay Regional Planning Council's Business Disaster 2004 informational CD, which is currently being distributed nationwide.



May 18th
Breakfast

Amie Devero
"Building the Strategic
HR Department"



June 15th
Dinner Cruise

New Member Orientation Luncheon



Rachel LaPresti, Samatha Jones and Tish Billings

HR Tampa's first New Member Luncheon was held at Maggiano's on March 31, 2005. With 7 members of the Board and 26 new members in attendance, an orientation was conducted. This was facilitated by some fabulous food. It is expected that these new members will participate fully in all that HR Tampa has to offer; perhaps some will even join the Board and help lead us in the future!



Suzanne Skelton Parker, Christine Clark and Julie Gildea



Debbie Williams



Sonya Thomas, Leslie Query and Rebecca Sosa

Continued on page 10

The Job Network Connection

by Carol McDaniel

(This article appeared in the "Tampa Tribune," 3/27/05)

The odds are probably very high that you, like the majority of classified advertising readers, really want to make a job change in 2005. However, you may not know all of the actions you must take to lead to a new job. You've made it through the first few months of 2005 reading the ads with headlines such as, "Come Grow with Us," "New Year, New Career" and "Start Your New Year Here." But are you actively seeking a new position by just answering recruitment ads? Or, have you taken the steps necessary to fulfill your innermost desire of changing careers? Sure, there are classes, workshops and presentations offered to



teach you how to write your resume, present yourself to the hiring manager and answer questions during the interview. But how do you become "networked?" How do you get yourself in front of the CEO, Hiring Manager, or

even the Recruiter of Key companies?

Over the next few months, I'll be offering suggestions and recommendations in this column about the "art" of getting connected to the people within an organization who can hire you. You'll learn about the best networking groups, which local organizations offer the best opportunities to meet human resource professionals from companies that are hiring, and where you can meet hiring managers without scheduling an interview!

I meet and speak with many people through my professional work and my HR Tampa volunteer activities. Most people seeking to change jobs need to be more informed, connected and networked in order to find a new position. If you are currently seeking employment, looking to change careers, or just know it's time to pursue your "New Year, New Career" idea, make it a priority to be informed of the latest layoffs, hiring initiatives, new companies in town and who's who in the employment world.

Successful job seekers sometimes tell us, "It's not what you know, it's who you know." As unfortunate as that may sound, it often rings true. The best question to consider is, "How can I meet

and get to know those responsible for hiring?" Who is responsible for hiring within targeted employers and where do they network with one another?

First, please realize there are no substitutions for a stellar education, a phenomenal resume,



and excellent interviewing skills. Consider those attributes your triple threats to other candidates who are vying for the same position. Most employers find tremendous value in candidates who communicate well, have strong presentation skills and experience. But what if you believe you're lacking in one of those key areas? Are you forever doomed to never find your dream job?

Be assured that timing is also crucial in landing a new position. Maybe you've heard the phrase, "listen carefully because sometimes opportunity knocks very softly." It's another age-old truth of the job market, where it always pays to keep your ears open. If you haven't joined a networking group, now is the time! There are dozens of organizations here in Tampa Bay that cater to a wide variety of professional interest groups. You can meet fellow IT professionals, HR professionals, Training and Development

Continued on page 3

Monthly Networking Events in the Tampa Bay Area:

April 12th, 2005 – Women for Hire Employment Job Fair For more information, visit: www.womenforhire.com or call 813-224-9622

April 12th, 2005 – Network of Executive Women (N.E.W.) RSVP: www.networkexecutives.com or call 813-251-9172

April 13th, 2005 – Tampa Bay Technology Forum's Executive Women's Alliance Meeting (TBTF), RSVP: www.tbtf.org

April 20th, 2005 – HR Tampa Monthly Meeting RSVP: www.hrtampa.org

April 21st, 2005 – Sales and Marketing Executives of Tampa Bay (SMEI), RSVP: www.smei.org or call 813.289.7575

April 21st, 2005 – Bay Area Manufacturers Association (BAMA) www.bama-fl.org, RSVP: (727) 536-5809

The Job Network Connection

Continued from page 2

professionals, Event Planners, Public Relations professionals, Manufacturers, and Sales and Marketing professionals. And don't forget about job fairs. That's the ideal place to meet employers that are hiring and an even better place to network with people you might not normally have a chance to meet.



Each month I will share a list of professional groups and their meeting dates and locations, and exactly what attending these meetings and networking with others can offer you. In subsequent articles, you will also find interesting perspectives from top employers in the Tampa Bay area as well as "Professional Networkers" and founders of networking organizations who have enhanced the "art" of job search. Remember, even Hiring Managers, CEOs and Recruiters spend time away from the office to work on their network, network for potential candidates, and keep informed about the employment market.

Networking is key to any successful job search and can provide an outlet for sharing information, meeting new people and extending your own professional reach, so GET OUT THERE NOW!

Network Nite!



Had a rough day at work? ■ Want to meet other HR professionals? ■ Looking for a job? ■ Want to share a story? ■ Need information?

Come join us for **Happy Hour** and the start of our unique quarterly event

1st HR Tampa Networking Nite

Wednesday, May 4, 2005

5:30pm-7:30pm

At the Westshore Wyndham Atrium Lobby

MEET AND GREET your fellow HR Tampa members for an evening of fun, prizes and raffles, AND GETTING TO KNOW YOUR HR COMMUNITY!

\$10 fee (regardless of membership status)
Includes ONE Drink Ticket & Appetizers

Register online at www.hrtampa.org

Guests In The Professional Community Are Welcome!

Meet Your New Board Member!



HR Tampa has added a new Board position, that of Director for Workforce Readiness. We are incredibly fortunate to have prevailed upon Judith (Judie) Flynn, SPHR, to accept this appointment to the Board, since there could scarcely be anyone more ideal to fulfill it!

In July 2000, Governor Jeb Bush appointed Judie to the 45-member Board of Workforce Florida, Inc. ("WFI"), a not for profit corporation created by law to be the principal workforce policy organization for the State of Florida. In 2002, she was also named as Chair of the Better Jobs, Better Wages Council that is one of the three (3) standing Councils of Workforce Florida Inc. At that time, she was also named to sit on the 8-person Executive Committee for Workforce. The Executive Committee members are Board members.

Workforce Florida Inc. has a website: www.workforceflorida.com where you'll see Judie listed as a member of the statewide Board, Chair of BJBW and part of the Executive Committee.

The Florida Legislature created Workforce Florida, Inc. (WFI) in 2000 to be the principal workforce policy organization for the state. WFI is a not-for-profit corporation governed by a (45-member) Board of Directors. Judie is on a Board of Directors made up of business leaders, labor organizations, educational institutions and government agencies. By law, the majority of Board members must come from the private sector. The purpose of Workforce Florida Inc. (WFI) is to design and recommend strategies for assisting Florida businesses in employing a more highly skilled workforce.

That's just her *volunteer* job! In professional life, Judie is the Executive Director of Human Resources with Time/Warner Retail Sales and Marketing in Tampa.

Judie will be contributing news and articles to HR Tampa's eNews in the future, enabling us all to have a deeper understanding of what is required to move workers from underemployment into better skills enabling them to get better jobs, with better wages that provide economic self-sufficiency.

Could we have found any-one more perfect for our Board?



The President's Perspective of HR



Beverly King, Hospitality/Registration, and Allane Taormina, Tampa Tribune, greeting attendees at March meeting.

Left to right, Joanne Start, Debra A. Douglas, Administrative Partners, Inc., and Mark Fitzgerald.



From left to right, Debbie Schultz, Charlene Mixa, and Shelley Strickland.



Paulette Beaudoin with presenter, Scott Goyer.



Karen Drummond



HR Tampa Receives Distinguished Award

The Society for Human Resource Management (SHRM) in Alexandria, VA has awarded the Superior Merit Chapter designation to HR Tampa for its scope of work in perpetuating and supporting the mission of the organization in 2004.

"By achieving Superior Merit designation, your chapter has distinguished itself as an outstanding organization dedicated to serving the networking and professional development needs of your members and to the advancement of the human resources profession" noted Keith J. Greene, SPHR, Vice President for Member Relations for SHRM.

We will receive a Certificate of Recognition, a specialized banner to display at our meetings and events, and we are being recognized in SHRM's publications and at its conferences.



Are you interested in cost-effective recruiting sources that work for you?

The Employer Assistance & Recruiting Network (EARN) is a free, nationwide service that connects employers with workforce talent and solutions. Join us for a FREE breakfast seminar near you to network and learn more about disability employment issues and EARN services.

Hiring people with disabilities makes good business sense!



2005 Seminar Dates

March 17 th	Phoenix, AZ
March 24 th	Cincinnati, OH
April 7 th	Minneapolis, MN
April 28 th	San Diego, CA
May 5 th	Tampa, FL
May 19 th	Orange County, CA
June 9 th	Norfolk, VA
June 23 rd	Atlanta, GA
July 14 th	Nassau/Suffolk County, NY
July 28 th	Washington, DC

To register contact 1-866-EARN-NOW or visit www.earnworks.com/seminars

SHRM 04/05

LEGISLATIVE UPDATE

By William D. Mitchell

Report on the 2005 Legislative Conference



Get Involved

SHRM wants your input! Not just as part of a letter writing program but as a professional with unique insight into the workplace. Remember, few

people on Capitol Hill have workplace experience and depend on you to tell them which laws work and which do not. Sue Messinger, SHRM's President, expressly stated that SHRM does not take the position that "one size fits all." She recognizes that on many issues a diversity of opinion will exist.

The Big Picture

Several Long Term Trends were Explored at the Conference:

International Economic Competition. The conference keynote speaker, former House Speaker Newt Gingrich, predicted that by the middle of this century, China, not the United States, will be the biggest market in the world. Since 1850 the United States has held that position. If this prediction is correct manufacturers will have less interest in catering to the U.S. market. The immediate policy issue is how the United States can take steps now to become more competitive in a global economy. Obviously human capital is a key component of our ability to compete. Ideas and proposals that make employees more effective can attract a following on Capitol Hill.

Massive Deficits. The existing massive government deficits are very much a factor in determining the fate of legislative proposals. As a practical matter this means that HR professionals are most likely to be successful in proposing changes that cost little money.

Health Care. Health care costs are a bigger part of the United States

economy than any other advanced economy. We have fewer doctors per capita than other advanced economies. Perhaps employers can reduce health care costs by pressing for more medical schools and doctors. The private sector may through technology be able to cut some health care costs. Speaker Gingrich is part of a think tank that is focusing on the problem of reducing health care costs by improving employee health and designing incentive systems that encourages employees to economize on health care. He gave several examples of how the use of new technology may reduce health care costs.

SHRM Legislative Proposals

SHRM is focusing on three areas: health care, retirement security, and FMLA. SHRM's FMLA proposals attracting some interest and may become law. Everybody agrees that both healthcare and retirement security need improvement, but there is no consensus on how to achieve those goals. Dramatic action in both of these areas is limited by financial constraints.

Congressional Visits

During the conference I and others met with Senator Nelson and the staffs of Congressmen Davis and Bilirakis. The group I was with received the best reception from Congressman Davis's staff, but then again I used to practice with him and know him personally.

Social Security Privatization

You will not be surprised to learn that almost everybody believes that Social Security privatization, as proposed by the President, is not going to pass, if for no other reason than the size of the existing deficit. Personal/private accounts would double the size of the deficit.



DO YOU HAVE WHAT IT TAKES? More Interviewing Tips

By Michael S. Levy

We've all read or heard stories of people who have run a 26-mile marathon. Or maybe you're one of those people who took on the challenge yourself! I learned a lot about the preparation for one of these marathons when, during one recent career coaching session, my client revealed that he ran in such a race. You can certainly understand my curiosity as I battered him with questions of how he prepared himself for such an exciting yet challenging event.

Can you imagine the preparation, practice, and persistence required to accomplish such a feat? Not only was top physical form required, but mental preparation as well: Constant self-talk was key in maintaining self-discipline, confidence and persistence toward the goal. I was literally on the edge of my seat listening to the rigors of training and preparation, knowing that there would be hundreds of others in the competition.

After his story, our discussion led to an upcoming job interview and the timing couldn't have been better: We compared his preparing for the marathon and his preparation for job interviews. It quickly was apparent that just as he had practiced and prepared for the race, he must do the same for the interview.

Why do so many interviewees show up without having prepared or practiced, knowing full well they will be competing for an important prize? Could it be a misunderstanding of what the interview is all about? It's much more than a day of answering questions and hoping to get a few right answers, more than putting on your best attire and flashing a lot of smiles, more than dazzling the interviewer with your technical expertise. It's a day to give it "all you've got".

Just like the runner following a daily regimen preparing for the big race, the candidate has to prepare before the interview. One big difference is that the runner can size up his competition the day of the race; the interviewee will never see who she or he is up against. I call this "blind competition".

So here are some pointers that both the marathon runner and the interviewee can add to their checklists:

1. Size yourself up. - Take a look in the mirror and get a visual check. The interviewer certainly will! See if you're prepared and in shape for the competition. Have you put on a few pounds? Can you use a good haircut? Do you look like a strong competitor?
2. If you're not exercising, start! - You'll need all the stamina and endurance you can get. Exercise will keep you alert, in tone, feeling good about yourself, and able to continue to race.
3. Eat right! - It's a known fact that some foods cause us to be sluggish and sleepy while others, such as veg-

etables, seafood, and fruits keep us healthy and sharp.

4. Get in the habit of a good night sleep. - Experts suggest seven to eight hours a night to keep the body lean and mean. It will assure no yawning at the interview.
5. Practice with a friend. - During practice, marathon runners sometimes will have someone to run with and help set the pace. You can do the same with interviewing practice. Purchase a book with various interview questions and role-play. Listen to your responses. Are they flowing, choppy, do they make sense? Be critical, the interviewer will! Videotaping is also an excellent way to catch inconsistencies.
6. Have well-fitted clothing. - 26-miles are a long haul. The runner wants to have the most comfortable yet best fitting outfit for the race. Not much different with the interviewee. Although you should not consider wearing shorts and running shoes to the interview, both men and women will want to have a conservative (but not old-fashioned) suit that is always interview ready. It should fit comfortably and be neither too tight nor too loose. A good appearance is essential!
7. Wear minimal jewelry. - The runner wouldn't think of wearing any more than a watch to clock their time, and perhaps a ring. You might not have to be so strict, but if it weighs you down, leave it at home. Nothing flashy; be tasteful.
8. Stay ahead of the competition. - Keep up on the daily news, both local and national. Know what's happening with the newest technology, changes in the marketplace, or whatever will give you an edge against your competition.
9. Keep a daily activities journal. - Just as a marathon runner tracks progress, do the same. Track your progress after each interview, noting strengths and weaknesses. Have the right equipment. - Buy yourself a nice pen and "feelgood" accessories, giving you added confidence. Anyway, don't you deserve it?

Continued on page 9



Spotlight On YOU

Have you changed jobs?
Been promoted? Elected to
high office? Chosen to
appear on "The Apprentice"?

Please share with your
fellow HR Tampa members
by sending your announce-
ments to aladd@tatis.com
and see your achievements
immortalized in the eNews.

DO YOU HAVE WHAT IT TAKES?

More Interviewing Tips

Continued from page 8

Like the marathon runner reaching the finish line, preparation and practice are essential to effective interviewing and to coming out a winner! Oh, and in case you're wondering, my client did finish the race.

Michael S. Levy is founder and executive director of Career Designers Services, LLC, a company offering services ranging from career coaching to corporate training. He has successfully assisted hundreds of clients through career development and transitioning. Michael's website can be found at:

<http://www.careerdesigners.com>

careers@careerdesigners.com



Westshore Alliance Human Resource Expo -
Tuesday May 3, 2005

DoubleTree -Tampa Westshore Airport

4500 W. Cypress St.

Tampa 7:30-11:00am

Topics to be discussed will include Minimum Wage –Wage Compression, Health Savings Accounts (HSAs), Health & Wellness, Managing for Performance, Minimizing Employment Liability and Employee Handbooks. The cost is \$25.00 (must be pre-paid) for Breakfast and Educational HR Training Program. RSVP or information call Melanie Rodriguez (813)289-5488 or Rodriguez@westshorealliance.org

New Members

First Name	Last Name	Certification/ Designation	Company Name	Title
Jon	Whittemore		Hunter's Green Country Club	General Manager
Melissa	Meredith	SPHR	BST Global	Director of Human Resources
Christina	Clark	PHR	TECO	
Suellen	Sienkiewicz		YMCA of Greater St. Petersburg	
Jason	Johnson		The Tampa Tribune	Recruitment Account Manager
Alvin	Brown	LL.M, JD, CPP, CFE	Brown Security & Law Group, P.A.	Brochure Pic
Frances	Jarmon		NAPA Distribution Center	Human Resource Manager
Yanira	Hernandez-Velez		Self	Human Resource
Amber	Kammers		BENSERVCO, Inc.	President
Sandie	Stecker		Embassy Suites	
Andrea	Eisenhauer			
Brenda	Paul	SPHR	Capital One	Sr. Human Resources Consultant
Leslie	Query		Colliers Arnold	Human Resources Director
Carol	Bourgeois		Oakwood Corporate Housing	
Samantha	Jones		PricewaterhouseCoopers	
Ellen	Donegan		Tampa Armature Works, Inc.	Recruiting Specialist
Richard	Pungello	PHR	Spherion	Sr. Account Executive
M.	Wright	SPHR	Siemens Medical Solutions USA, Inc.	National Staffing Programs Manager
Brian	Frank		Lazzara Yachts	Human Resources Manager
Nanci	Odom			VP, Human Resources
Valerie	Prevo		The St. Petersburg Times	Advertising Account Rep
Ignacio	Garcia		Ogletree, Deakins, Nash, Smoak & Stewart P.C.	Attorney
Nelson	San Pedro		MAF Background Screening	Account Executive



HR TAMPA NETWORK NITE WORD SEARCH!

F	B	E	N	E	R	F	Y	I	P	L	S	R
M	M	T	J	B	D	E	V	E	L	O	P	Y
L	S	L	V	L	S	A	F	E	T	Y	F	S
T	W	C	A	M	C	O	N	F	I	D	E	K
E	A	S	T	N	E	M	Y	O	L	P	M	E
P	R	N	T	P	R	O	M	O	T	I	P	D
H	S	O	E	L	M	P	T	A	J	P	E	C
U	A	N	R	O	E	R	R	P	F	L	R	O
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E	H	B	R	E	W	A	R	T	F	U	S	A
V	O	I	N	S	U	C	O	M	P	E	N	B
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I	A	S	A	L	H	U	P	O	L	I	Z	M
N	C	T	C	I	E	D	E	S	C	R	I	A
T	H	R	A	C	A	I	L	P	P	A	T	N
E	I	I	T	I	L	N	O	I	N	U	Y	A
R	N	K	I	E	T	M	A	N	A	G	T	G
P	R	O	M	S	B	I	N	C	E	N	T	I
R	N	O	I	T	A	L	S	I	G	E	L	P

Word Key:

FMLA
Benefits
Nonexempt
Safety
Liability

Applicant
Lobbying
Performance
Staff
Records

Compensation
Union
Policies
Employment
Legislation

New Member

Orientation Luncheon

Continued from page 2



Brian Frank and Ricard Pungello.



Fran Jarmon, Carl Bass and Rebecca Lukban.



Corie Tregoe and Susie LeDuc.



Sandie Stecker and Joyce Bair

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