

The Official Newsletter of HR Tampa



Join HR Tampa for a Night of Celebration & Networking Aboard the Yacht StarShip Dinner Cruise!

Holiday Party Sponsor



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Get ready for a fun-filled evening of dinner, drinks and networking. The yacht will be departing from the Channelside Dock/Tampa promptly at 7:00pm and returning to the dock at 9:30pm. We will also be selling raffle tickets for the SHRM Foundation and giving away some great prizes! Come out and join the fun!

Yacht StarShip

603 Channelside Drive
Tampa, FL 33602

Wednesday November 30, 2011

Board Time: 6:30 PM

Sailing Time: 7:00 PM

Return Time: 9:30PM

Cost:

Premium Members-FREE

Basic Members-\$30.00

Note: Registration is only open to members at this time. No guest registrations will be accepted.

- **Location:** Yacht StarShip • 603 Channelside Drive • Tampa, FL 33602
- **Date:** Wednesday, November 30, 2011
- **Time:** 6:30pm



AFFILIATE OF
SHRM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

HR Tampa can now be found on Facebook
and LinkedIn. Just search for HR Tampa.
However, you must be a HR Tampa member to join.



SHRM Chapter #0074

Table of Contents

Night of Celebration	1
HR Rocks Expo.....	3 - 5
Tampa Bay HR Student Chapter	6-7
Membership Update.....	8
Volunteer Opportunities	9-10
HR Tampa 2011 Memberships.....	11
Sponsorship Opportunities	12
Board of Directors	14



Thank You, Speakers



Patrick Grady
President
Today and Tomorrow Enterprises
“Who Packs the Parachute?”



Laurel DeMattia,
HR Administrator – URS
“Crafting Company Guidelines
for Cross-Border Assignments”



Joyce Chastain
HR Consultant, Chastain Consulting
“Executing HR with Dignity”



Heather Vogel
Managing Director & Senior Partner
Vogel & Vogel, Inc.
Master Series 1 & 2 “HR’s Financial IQ”



Cheryl Wilke
Hinshaw & Culbertson LLP
“Retaliation Claims – What Every Employer
Needs to Know to Avoid and Defend Them”



Michael Doyle
Vice President – General Manager,
Southeast Division-Manpower
“Talent is the New ‘IT’”



Barry Banther
President – Banther Consulting
“People, Productivity, Profit
Are All Three Possible?”

Thank You, Sponsors



JOB SEEKERS OFTEN FEEL CONFLICTED WHEN THEY DON'T HEAR FROM A PROSPECTIVE EMPLOYER

Author: Rebecca R. Hastings, SPHR, is online writer/editor for SHRM.

Should they follow up with an employer after submitting a resume, or will that be perceived as “pushy”? A new survey suggests there’s no reason to be timid.

In the survey, developed by staffing firm Robert Half International, Inc. and conducted by an independent research firm, executives were asked, “How long should a job seeker wait to follow up with the hiring manager after submitting a resume?” Eighty-two percent responded that job seekers should contact hiring managers within two weeks of submitting application materials. Only 5 percent said professionals should refrain from communicating once a resume has been sent.

Executives also were asked, “In your opinion, what is the best way for a job seeker to follow up with a hiring manager after submitting a resume?” The top three responses were via e-mail (38 percent), telephone (33 percent) or handwritten note (23 percent).

“It often takes a minimum of three to seven contacts to get an employer to consciously remember a job applicant,” says Linda Rolie, president of Career Counseling Services in Ashland, Ore.

Before making follow-up phone calls, Rolie encourages her clients to:

- Write and practice a 10- to 20-second scripted message.
- Begin by asking the hiring manager if he or she has a couple of minutes to talk.
- Sound upbeat and energetic as opposed to high-pitched and nervous.
- Tailor the message to the specific job.

“Follow-up e-mails should be brief and to the point,” says Rolie. She suggests that applicants use the job title and/or posting number in the subject, insert the name of the individual in the message and limit the message to no more than two or three short sentences.

Rolie suggests candidates use one of the following statements when following up by phone or e-mail:

- I was wondering if you could tell me how the candidacy selection is coming.
- I was hoping you could tell me about my standing in the application process.
- Can you tell me where the company is in regard to the hiring process for the position?
- I was wondering about the status of the hiring process for the (insert job title).

Leaving a brief phone message is appropriate if the hiring manager cannot be reached, says Rolie. “It is acceptable to leave up to about five to seven voice mail messages for which your persistence may pay off,” Rolie says, “but 15 messages is going too far.”

Including the following type of statement may increase the likelihood of a returned call, says Rolie: “I am available until 4 today and 3 the rest of the week. If you haven’t reached me, I’ll keep trying to reach you until we can connect.” Rolie even suggests trying to reach the hiring manager before or after regular business hours.

Demonstrating persistence, enthusiasm and professionalism throughout the application process is essential. After all, “How a candidate interviews and follows up is a reflection of how they will perform on the job,” says Rolie.

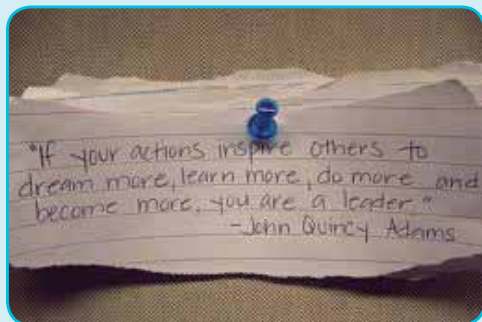
Reprinted with permission of the Society for Human Resource Management (www.shrm.org), Alexandria, VA, publisher of *HR Magazine*.

You Are Important to Our Future!

Host companies are needed for Tampa Bay HR Student Chapter monthly meetings.

The purpose of SHRM student chapters is to educate and mentor our future HR professionals. Meetings can be held the third or fourth week of the month from 5:30 to 7:30 and the host company can choose the day of the week that is most convenient for them.

As the host, you will have the opportunity to facilitate a presentation or discussion relevant to HR issues affecting your company or industry. To learn more about available dates, contact Diane Berry, Tampa Bay HR Student Chapter Director of Corporate Relations, at diane.berry@phoenix.edu or 813-342-5641. The difference between try and triumph is a little umph. ...



IN THE KNOW

In September I had the privilege of attending the SHRM Professional Chapter dinner meeting and found the experience to be a great opportunity to network with a variety of HR professionals. These HR practitioners shared real-world experiences with me that I would not have gleaned from any other source. Specifically, their sense of pragmatism channeled what I learned about HR in a theoretical setting into something tangible, and they were eager to provide any advice I could use in furthering my own HR career. It provided an opportunity to network as well, and I was able to connect with a number of people who were more than happy to give me contacts for either internships or job resources.

Moreover, beyond the insightful interaction with HR practitioners, the meeting was also an educational session. I learned about organizational behavior and how understanding one's co-workers can alleviate – and capitalize on – differences of personality that could potentially result in conflict if not addressed proactively. In retrospect, attending the meeting had a profound impact on my experience as a student of HR. It is an ideal opportunity for anyone who endeavors to be a HR professional to attend these meetings, since it provides a channel to real-world experiences and people who are invaluable resources to advancing one's career.

- by Neal Downing, HR Tampa Bay Student Chapter Treasurer

Building Employee Growth Through Higher Education

The Tampa Bay Higher Education Alliance provides higher education opportunities to businesses and organizations within the Greater Tampa Bay area.

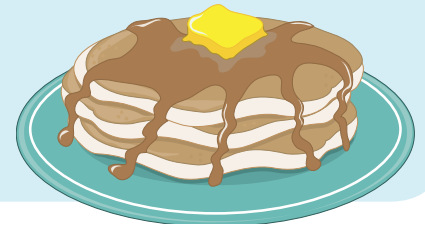


www.TBHEA.org

Have Breakfast or Dinner On Us!

By referring a NEW member to HR Tampa who successfully joins, you will be eligible to have a meal on us!* E-mail hrtampamembership@yahoo.com with your name and the person who you referred or have them add your name in the referral box when they sign up!

*Premium members will be eligible to bring a guest for a breakfast or dinner meeting on us!



Reminder from the Membership Co-Directors:

Please keep your profile current at all times including your SHRM information. We are presently looking for Ambassadors to greet guests and new members at the monthly meetings. If interested, please contact Jill Conklin or Layla Jamil at hrtampamembership@yahoo.com.

We wish everyone a successful year and please do not hesitate to contact us with any questions.



Jill Conklin, PHR,
Membership C0-Director



Layla Jamil, PHR
Membership C0-Director

Workforce Readiness

Workforce Readiness Needs You

The success of the Workforce Readiness Intern Program depends on the generosity of our sponsors. If you or your organization would be interested in getting involved by donating toward our scholarship fund, or if you are a HR Professional who would be interested in giving the students a tour of your HR department and discuss your role, please contact Cheryl Brown at (813) 414-6215 or cheryl.brown@gtefcu.org.

Workforce Readiness is thrilled and privileged to work with our high school community! This is one of the ways your membership is giving back, so thank you!!



Cheryl Brown,
MBA, PHR
Workforce Readiness
Director

HR SUPER HERO VOLUNTEER OPPORTUNITIES

Would you like to become more involved with HR Tampa?

Check out the exciting volunteer opportunities below and make the difference today!

Hospitality Committee

Volunteers are needed for our Hospitality Committee! Hospitality Committee Volunteers assist at the registration desk before our monthly meetings. Duties include greeting members as they enter the meeting, checking names against the registration list, collecting meeting fees, and issuing badges to attendees. Hospitality Committee volunteers stay busy, but also have fun and have the opportunity to meet many HR Tampa members. After the registration process has finished, volunteers are free to enjoy the HR Tampa program and meal.

Volunteers are needed for both our morning and evening meetings. We ask morning volunteers to arrive at the meeting by 7 am and evening volunteers to arrive by 5 pm.

For more information, please contact Shaun Androff at shaun@hiregy.com or at 813-767-9974.

Certification Committee

Want to get more involved in HR Tampa Certification? We have volunteer opportunities for study group speakers.

If you are a current certified member of HR Tampa and would like to help facilitate one or more of the study sessions, please contact Patricia Sullivan at certificationhrtampa@yahoo.com. The study groups meet once per week for 12 weeks to provide an overview of the major areas of Human Resources: (1) Strategic Management, (2) Workforce Planning and Employment, (3) Human Resource Development, (4) Total Rewards (formerly Compensation and Benefits), (5) Employee and Labor Relations and (6) Risk Management (formerly Occupational Health, Safety, and Security). The Study Groups focus on learning through participation and shared learning.

By helping to present at one of the study group sessions or helping with the facilitation of the study group, the individual will be eligible to receive re-certification credits.

This is a wonderful opportunity to receive re-certification credits and help others become a professionally certified member of SHRM!

College Relations Committee

The College Relations Committee focuses on the future of the HR profession, overseeing the Tampa Bay HR Student Chapter, the mentor and internship programs and career workshop.

Volunteer Opportunities Include:

- College Relations - general volunteer assisting with monthly meetings and student chapter events
- Monthly Meeting Host
- Career Workshop - resume' review, mock interview, speaker, vendor or sponsor
- Become a mentor
- Host an intern

For more information, please contact Susan Styx at sstyx@hinshawlaw.com

Diversity Committee

The Diversity Committee is responsible for spearheading the effort to diversify HR Tampa's membership and to publicize successful diversity programs in the Tampa Bay community.

We meet on a monthly basis at a time that is convenient for most of the committee members. As a volunteer on the Diversity Committee, you could participate by helping to organize diversity-related events, writing newsletter articles, researching Tampa area resources and events, developing materials to distribute to our members, helping out at monthly meetings or special events, or by participating in the initiatives that the committee develops each year.

For more information, please contact Ana Swiger at aswiger@travelers.com

Membership Committee

Do you want to be a Membership Ambassador?

If you can give an hour before the meetings to be a greeter and resource to our guests and new members, then the HR Tampa Membership team wants you! Please contact Jill Conklin or Layla Jamil to find out more at hrtampamembership@yahoo.com.



Non-Dues Committee

We are seeking individuals who are willing to make a commitment and donate their time and energy to assist in promoting HR Tampa to the Hillsborough-area Community. We need forward-thinking, creative individuals with a marketing background, excellent relationship building and communication skills and a good reputation within the media. You will also need to have the support of your company since some of the projects will require the ability to work during normal business hours.

A sound understanding of social media is essential to help promote our organization through your LinkedIn, Facebook and Twitter accounts.

You must be a member in good standing of HR Tampa and SHRM. The rewards are endless if you are willing to give of your time and energy. You'll make lifetime friends while being recognized for a job well done! Email: chris.greene@shaker.com

SHRM Foundation Committee

The SHRM Foundation was founded in 1966 as a non-profit affiliate of SHRM. The Foundation funds research, publications and education to advance the HR profession and enhance the effectiveness of HR professionals. To support its important work, the SHRM Foundation conducts an annual fundraising campaign.

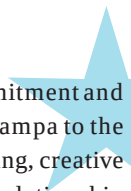


As mentioned, the Foundation promotes research, innovation and the use of research-based knowledge. Some of the major research projects the Foundation is currently funding are: Aging Workforce, Changes in the HR Function and Roles, and Global HR just to name a few.

Individuals and Chapters are encouraged to donate to this worthwhile cause; HR Tampa truly believes in the Foundation's efforts and is one of the leading chapter's in the Nation for contributions.

Committee members will assist in continuing the Chapter's efforts for the Foundation and their cause by determining, assisting and participating with Chapter activities to raise money for the Foundation. Become a committee member – let's have fun, raise money and give back to the profession to continue its growth!

For more information, please contact Lisa Murfield at murfieldld@yahoo.com



Workforce Readiness Committee

Workforce Readiness' vision is to reach out to the community to strengthen the workforce through skill and professional development, coaching, and mentoring programs by a collaborative effort between HR Tampa members, the local community, State and Federal government, and local businesses. We also advance the Human Resources professional by partnering with local schools, technical colleges, and two and four year colleges.



We assist individuals in developing their skills to become more competitive in our local and global economy. We partner with small businesses by providing expertise, training, and support in Human Resources practices through education and hands-on training. We also encourage students' interest in the Human Resources profession through education and on-the-job-training.

For more information, please contact Cheryl Brown at cheryl.brown@gtefcu.org (or 813-414-6215).

IT'S A GREAT TIME TO JOIN HR TAMPA

Choose your level of membership

PREMIUM Membership **Early Bird Special PREMIUM Membership** **\$225 till 1/31/2012**

Dues plus all regular monthly meeting costs inclusive - a value of over \$505 (\$100 is applied towards annual operating costs). This premium membership status allows access to the HR Tampa Website, Directory, Newsletter, Free Job Postings for your company and ALL Monthly Meetings and most Special Events included per year.

BASIC Membership \$100

Dues Only - Meeting Fees and Events Paid Separately. This standard membership status allows access to HR Tampa Website, Directory, Newsletter, Free Job Postings for your company, and ALL Monthly Meetings and Special Events on a pay-per-use basis.

Our chapter is a 100% chapter, which means that each member must also be a member of the National SHRM. Please designate HR Tampa as your local chapter (#074) when joining SHRM.

HR Tampa is committed to bringing you the most meaningful programs to supplement and enhance your HR knowledge and have fun at the same time. We hope you choose to be a part of one of Florida's largest and most active chapters.

The success of the National Society for Human Resource Management (SHRM) depends on local chapters. Our HR Tampa chapter depends upon your membership. Joining HR Tampa is an excellent way to be involved. Our chapter services/programs will benefit you in several ways:

- Regular monthly breakfast and dinner meetings featuring expert speakers on current pertinent human resource topics (many meetings qualify for HRCI credits) generally held the 3rd Wednesday of the month
- Keep current with HR developments, trends, position openings, and events etc. on our website
- Networking with over 400 local HR Tampa members
- Free study group (for active Basic & Premium paid members) for PHR/SPHR certification
- Monthly electronic newsletter featuring legislative updates, local HR news and events
- Joint diversity meeting with the Pinellas chapter providing further professional development and networking opportunities
- Association with professional HR industry focused vendors
- Assistance in HR internship programs and finding candidates
- Professional Mentor programs for college students
- Access for your company to advertise open HR positions on our Job Board for Free or discounted rate (\$100 cost per posting for non-members).
- Volunteer opportunities in the community in your profession
- Special Events, Conferences, and Expos to earn continuing education credits
- Reduced rates at the annual FL State Conference

Our chapter is a 100% chapter, which means that each member must also be a member of the National SHRM. Our chapter receives additional quarterly funding from the SHRM Chapter Financial Support Program for each member who joins our chapter. This allows us to bring a higher quality of events and services to our members. Annual dues for the National SHRM membership are approximately \$160. National SHRM regularly has \$145 dues specials for first-time members. You can complete your membership application with SHRM on-line and automatically receive a membership number. Please designate HR Tampa as your local chapter when joining SHRM.

Sponsorship Opportunities

2012 MONTHLY MEETING SPONSORSHIPS - NOW AVAILABLE

MEETING SPONSORSHIPS

2012 - January & February Sold

NEWSLETTER ADVERTISING

Quarter Page Ad – 3.625 x 4.5 - \$ 150.00

Half Page Ad – 7.75 x 4.5 - \$ 250.00

Full Page Ad – 7.75 x 10.25 - \$ 400.00

Volume discounts can be negotiated for multiple ads.

RESOURCE DIRECTORY ADVERTISING

\$125.00 per business specialty listing – calendar year.

**Contact Chris Greene – chris.greene@shaker.com
for more details!**

OTHER GREAT SPONSORSHIPS ALSO AVAILABLE!

- College Relations – contact Susan Styx - ssstyx@hinshawlaw.com
- Membership – contact Jill Conklin or Layla Jamil - hrtampamembership@yahoo.com
- Workforce Readiness – contact Cheryl Brown - Cheryl.brown@gtefcu.org



Chris Greene
Non-Dues Revenue Director

[Back to Table of Contents](#)



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