

HRCA Newsletter

Volume 2 Issue 2

September/October
2003

HRCA Newsletter
September/October 2003

Hello Everyone:

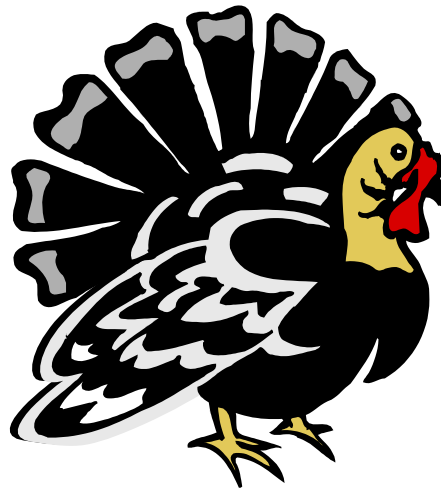
Happy Holiday Season!

In this newsletter we will be sharing news articles, a report on the HRCA October event, HR articles, Holiday Hints, and HR Calendar.

I request your input, your involvement by providing constructive feedback, by contributing articles, by participating in our social, educational and networking events.

Please feel free to contact me anytime.

Merrill



Cell: 650-207-0785
Work 510-486-5327
Mlmartin@lbl.gov
coachmemartin@aol.com

HRCA Board Contact information:

Officers

Terrie Rayl, President, trayl@staffingsource.com
Susan Fox, Vice President, suef@duranhcp.com
Merrill Martin, Sceretary, coachmemartin@aol.com
Loan Therene, Treasurer, loantn@yahoo.com

Committees

Susan Fox, HRCA Communications & Membership, suef@duranhcp.com
Bev Auton, Generalist Committee & Law Update Program, b.auton@sbcglobal.net
Jan DiNuoscio, GTRN & HRCA Web Site & Vendor Marketing, dinuse@aol.com
Cynthia Fritz, HRCA Holiday Party, cynthia@beconnectedusa.com
Merrill Martin, HRCA Newsletter, HRCA Job Postings & HRCA Job Leads Group, coachmemartin@aol.com
Regina Panikar, San Jose Mercury/Job Fair, rpanikar@comcast.net
Terrie Rayl, Client Marketing, trayl@staffingsource.com
Joe Compton, Recruiting Committee, joestaffing@yahoo.com
James Duran, Compensation Program, jamesd@duranhcp.com

HRCA Business Office, Helen Frederick, hrca@earthlink.net

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How to be Strategic in HR

October 28, 2003

What a successful HRCA event! All of us who attended, approximately 65 people, had a wonderful time networking and having the opportunity to listen to our panelist:

Eric Lane – Director of Talent Acquisition and Mobility with Intuit was the facilitator

Carol Mahoney - Director of Talent Acquisition with Yahoo Inc.

Ken Krings – Senior HR Manager with Intuit

Cindy Haugh – Director of Global Staffing with Electronic Arts

I felt the electricity from the moment I entered the Intuit lobby. For me it started with delicious horsd'oeuvres and then networking with friends both old and new. I had the pleasure of seeing some HRCA members who I worked with who came for the first time to an HRCA event since I have been involved, and then I reacquainted myself with some potential new HRCA members who I had known in my previous work with Raychem Corporation, SYVA/Syntex (USA) Inc., Apple Computer Inc., and Visa International/Innovant, Kaiser Permanente IT and now with Lawrence Berkeley National Laboratory.

The topic of being strategic in HR is an essential skill to have. The key points from this panel discussion:

Listen and learn the business you are in – the key drivers for success.

Align your position/department with the outcomes needed to make a successful business

Make your plan simple.

Be bold, confident, prepared and know your audience when you raise the flag to get resources for your plan. Use of spreadsheets to outline requirements, probabilities, outcomes, timing, challenges.

It is healthy to do surveys to determine the experience for each of our customers - employee, candidate, hiring manager and management. Build your action plans around the negative feedback.

Thank you very much to our panel and all the HRCA members, and HR professional who attended.

As I settled into my ride back to Redwood City I was very happy I attended this event.

Merrill



11/06/03 Economy looks up in valley and U.S. BUT THE GAINS MIGHT HAVE A CATCH
By David A. Sylvester

Mercury News

Jobless Rates Down! Hiring Surges & Payrolls Grow

Abridged: Los Angeles Times

LOS ANGELES, CA -- Ending more than three years of anemic hiring, employers added 126,000 workers last month in the clearest sign yet that the U.S. economy is on the road to full recovery. The October jobs-growth number, issued Friday by the Labor Department, was nearly twice what analysts had predicted and helped push the nation's unemployment rate down a tenth of a point to 6%.

The size of the swell in payrolls was especially encouraging because it was accompanied by revisions of previous month's figures to show substantially greater job gains than initially reported. The economy has

now added jobs for three straight months, something it had not managed since mid-2000. "We're finally seeing the first signs of the long-overdue turn-around in the labor market," said Princeton economist Alan B. Krueger.

All of the recent U.S. job growth was in the service sector, which added a net 143,000 workers in October and an upwardly revised 138,000 in September. Among the biggest gainers were retail, education, health services, professional services and business services. Temporary help hiring, often considered a harbinger of recovery, also saw a significant increase.



Ten Healthiest Jobs

by Allan Hoffman

Monster Tech Jobs Expert

Is your career healthy? Daily life can be complicated enough without a job to make it more difficult. Luckily, some jobs lend themselves to healthy lifestyles -- typically due to low stress, healthy surroundings and the chance to help others.

To find out which jobs promote a healthy lifestyle and environment, we consulted *Jobs Rated Almanac, 2001* and *Best Jobs for the 21st Century*. While you won't find pro football player on our list, you will find athletics-related careers, as well as jobs that help others achieve health and balance.

Here are 10 jobs that give new meaning to the word healthy:

1. Activity Specialist

The job: Coordinate recreational pursuits at hotels, nursing homes and other facilities.

Why it's healthy: With a focus on staying fit, both mentally and physically, activity specialists work with others to maintain an active, positive attitude toward life.

2. Chiropractor

The job: Treat patients with back

problems and other spine-related ailments.

Why it's healthy: Focusing on a holistic attitude toward health, the profession is concerned with diet, exercise and other issues related to well-being.

3. Choreographer

The job: Work with dancers, directors and set designers to arrange dances.

Why it's healthy: Choreographers are often dancers themselves, so they practice their craft on a daily basis, while focusing on a group endeavor.

4. Florist

The job: Provide flowers for a variety of celebrations and events, from Mother's Day to weddings.

Why it's healthy: Florists surround themselves with beauty, and many find the art of flower arranging relaxing.

5. Massage Therapist

The job: Perform massages at health clubs and spas or in private sessions.

6. Nutritionist

The job: Work with patients and other clients at clinics, corporations and hospitals to craft proper diets.

Why it's healthy: Too many of us don't think about what we eat. Nutritionists do all the time.

7. Personal Trainer

The job: Work with individuals to help them lose weight and get in shape.

Why it's healthy: The nature of trainers' work requires them to work out with clients, thereby benefiting from the extra exercise. What's more,

unless trainers are fit, they'll never find clients to work with them.

8. Professor

The job: Tenured professors teach two or three classes each semester and work on scholarly articles and books.

Why it's healthy: With flexible schedules and opportunities for time off, including sabbaticals, professors have ample opportunity to craft a healthy lifestyle while pursuing intellectual stimulation.

9. Running Coach

The job: Mentor and motivate student athletes.

Why it's healthy: Often runners themselves, running coaches stay fit, even as they lead others in an endeavor about both team dynamics and individual goals.

10. Yoga Instructor

The job: Hold classes at health clubs, schools and other facilities.

Why it's healthy: Yoga can be physically demanding but is also a meditative practice. Instructors often adhere to eastern philosophies emphasizing balance and contentment.

Quote of the Week

“Keep your fears to yourself, but share your courage with others.”

Robert Louis Stevenson



Five Super-Stressful Jobs

No matter what the job is, stress can be unavoidable. "Stress, fear, anxiety

-- the feeling goes by many names, but in the workplace, foreboding of some kind is as commonplace as Post-it Notes and coffee cups," according to *Jobs Rated Almanac 2001*. The book's survey lists these as some of the most stressful occupations:

Air Traffic Controller

Quick decision making is required, with thousands of lives at stake in every decision.

CEO

Corporate executives have to please everyone, from stockholders and board members to employees and customers, with millions of dollars

on the line.

Firefighter

As Sept. 11 proved, being a firefighter is an exceptionally dangerous job. Even under typical circumstances, firefighters risk their lives.

Police Officer

Danger, emergencies and unknown circumstances characterize this work.

Taxi Driver

You may have the patience of a saint, but listening to passengers scream about the traffic or the planes they need to catch can frazzle even the calmest person.



The economic news is very good as stated in an October 31, 2003 article written by Sam Zuckerman in the San Francisco Chronicle titled -- "Economy rockets to 7.2% growth".

The US economy grew at a 7.2 percent increase, the biggest boost in 19 years. Consumers are more confident and their spending soared, fueled by rebates from the Bush tax cut as well as record mortgage refinancing. Meanwhile businesses, which had scaled back spending during the recession, showed new willingness to invest. The economy's explosive growth

in the third quarter cannot be sustained, economists say. But healthy growth of 4 percent or more is possible especially if jobs begin to grow at a more rapid pace.

Other news of note:

11/15/03 State's employment picture brightens Jobless rate rises, but more jobs are added

Sam Zuckerman, Chronicle Economics Writer

California posted its biggest jobs gain in almost three years in October, the strongest signal yet that the state's ailing labor market is on the mend.

Payrolls outside the farm sector rose by 34,800 during the month, the state's largest increase since December 2000, led by higher job totals in trade, construction, leisure and business services, the California Employment Development Department reported Friday.

Still, the jobs increase was too small to bring down the state's unemployment rate, which rose to 6.6 percent in October. The number will probably be revised upward when a complete tally of the month's unemployment claims is available. California's jobless rate was 6.5 percent in September.

11/08/03 Jobs join economy's recovery -- finally New positions and a dip in unemployment fuel optimism

Sam Zuckerman, Chronicle Economics Writer

The nation's economy posted an increase of 126,000 jobs outside the farm sector in October as rapid economic growth prompted employers to hire, the Labor Department reported Friday.

At the same time, the unemployment rate ticked down 0.1 percentage point to 6 percent. The jobless rate in June reached a high of 6.4 percent for this business cycle.



Job Termination and Your Resume

by Kim Isaacs

Monster Resume Expert

Your employer just let you go. You need to find another job, but how should you handle your termination on your resume?

The days when you signed on with a company and stayed with it until retirement are gone. In today's climate, employers are much more understanding when they see a less-than-perfect work chronology. Follow these tips regarding losing your job to ensure you're creating the strongest resume to up your chances of being called in for an interview.

Don't Mention It

No matter how sour your termination, do not explain the circumstances on your resume. You will have a much better chance of impressing hiring managers if you deal with this question in face-to-face interviews.

Be Honest

If you were recently let go, resist the

urge to keep your position listed as "to present" on your resume, giving the appearance that you're still employed. You will have to explain yourself later on, and potential employers might think you tried to mislead them.

Laid Off? Use Your Cover Letter

If your termination was due to a layoff rather than a performance-related issue, consider mentioning it in your cover letter. Employers are more forgiving of layoffs, so mentioning this might work in your favor. You can write something like this:

As you may have read, (company name) announced a round of layoffs, and my position was eliminated. Although saddened to leave this company, where my performance has consistently been rated as outstanding, I am looking forward to repeating my same record of success for my next employer...

Focus on Your Accomplishments

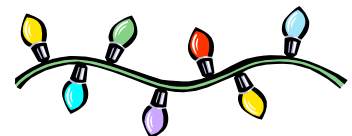
Your goal is to wow your potential employer by highlighting your accomplishments and skills on your resume. Even if hiring managers are wondering why you left a certain employer, your resume should be strong enough for you to receive invitations to interviews in which you can explain your situation in person.

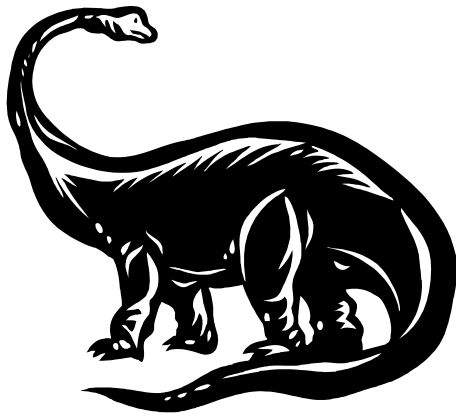
Assess Your Contributions

When updating your resume, it can be difficult to put your emotions aside and write a strong description for the employer that let you go. But this is exactly what you need to do. If you're stuck, seek the opinions of colleagues who respected your work and ask them about your performance -- they might remind you about contributions you've made that you took for granted or

forgot about. Here are a few questions to ask yourself regarding your performance:

- Did you take on responsibilities outside your original position scope? Were you able to juggle multiple projects and duties while maintaining the highest emphasis on quality?
- What were your key contributions to your employer? In what ways did you excel at your job, and how did your employer benefit from having you on board? Specific, measurable outcomes of your work have the strongest impact.
- Did you go above and beyond the call of duty? How did you contribute to bottom-line results?
- What types of challenges did you face? What did you do to overcome these challenges? How did your performance benefit the company?
- Have you instated procedures that improved overall efficiency? Were you known for fast or accurate work output?
- Were you part of a team that was recognized with awards or accolades? Did you receive positive commendations by your supervisors (or clients, vendors, coworkers, etc.)?





Long-Term Employment Resume Tips

by Kim Isaacs

Monster Resume Expert

The Resume Tips message board often receives questions about how to handle job-hopping and long periods of unemployment on the resume. But occasionally we are asked how to handle long-term employment -- jobs lasting 10 years or longer with one company. Increased job opportunities have contributed to a more mobile workforce, where employees often jump at better job offers without feeling they owe their current employers anything. Gone are the days when employees stayed with one employer for an entire career. This leaves long-term employees wondering, "Am I a dinosaur?"

The answer, of course, is no. The key is to present your long-term work history as a positive attribute, proof you're in for the long haul. Recruiting a new employee is an expensive endeavor -- companies are always looking for ways to promote long-term tenure -- so demonstrate you are a worthwhile investment. If you would like to use your

solid work history as a selling point, here

are seven ways to enhance your resume:

1. Keep Learning.

Some employers might view your long-term employment as an indication that your skills have stagnated. Prove them wrong by constantly refreshing your skills through formal education and self-study. Participate in professional-development courses sponsored by your employer or paid out-of-pocket. Create a Professional Development section on your resume to list your ongoing education.

2. Remove Outdated Skills and Credentials.

Obsolete skills are a sure sign of a dinosaur, so omit them. If you aren't sure, ask a trusted colleague or potential hiring manager whether or not a particular skill is in vogue. You can also glean this information by scouring job ads; if the skill isn't included in job postings, it should probably be omitted.

3. List Different Positions Separately.

Promotions illustrate that your company realized your worth and offered you more responsibility. Even lateral moves indicate your employer recognized your diverse talents. Instead of grouping all of your positions under one heading, give your positions individual descriptions along with distinct time periods. Reinforce your internal mobility with terms such as "promoted to" or "selected by CEO to assist with a new department startup." If you've been in the same position for your entire tenure, show how you've grown in this position and made a difference to the organization. To jog your memory,

think about how your current job

duties differ from when you first started.

4. Display Accomplishments.

Your employment description should go beyond merely listing job duties. To get noticed in this competitive job market, your resume should feature a track record of accomplishments. If you feel stifled in your current position, volunteer for a project that's outside your core competency to experience new challenges and develop new skills.

5. Use Your Employment History to Your Advantage.

Use longevity, dedication, commitment, loyalty and perseverance as selling points, both on your resume and in interviews. You also have the advantage of having seen your accomplishments through from beginning to end.

6. Highlight Experiences Related to Your Goal.

If you've been with a company for many years, chances are that you boast a long list of achievements. However, your resume should only present the experience, skills and training that relate to your current goal. Since a resume is a marketing piece rather than a career history, don't feel that your resume must cover every detail of your career. Edit down your experience so that you are armed with a powerful resume that is tailored to your current job target.

7. Create a Career Summary Section.

A well-written summary at the beginning of your resume will present your career in a positive light. The summary provides an initial hard



Ten In-Demand Job Skills

by James Gonyea

Monster Contributing Writer

As everyone who has held a job eventually learns, your future career prospects depend on the skills you have to offer an employer. And those workers with in-demand skills on their resumes are the ones who get the job.

The skills you should develop depend upon your interests, abilities and aptitudes, resources and career goals. But, with uncertain economic times ahead, it's important to look at the skills that will be useful in advancing your career. Here are 10 skills that the US Department of Labor says are on employers' wish lists.

1. Problem-Solving Skills

Many of the tasks we face each day in our personal and business lives are complex in nature. People who can identify problems, research solutions and make effective decisions are increasingly desired in such fields as business administration,

management consulting, public administration, science, medicine and engineering.

2. Vocational-Technical Skills

Today, technology is advanced in all areas of human endeavor. Installation, testing and repair of most electrical, electronic and mechanical equipment in fields such as engineering, telecommunications, automotive, transportation and aerospace require people with advanced vocational-technical skills.

3. Human Relations Skills

All companies with more than one employee face inevitable problems dealing with how people interact with each other. Often, the success of a company depends upon how well people can work together. It is the job of human resource managers, personnel officers, department managers and administrators to understand the needs of workers and how best to meet those needs within the confines of the employment environment.

4. Computer Programming Skills

Understanding how to harness a computer's power and program it to meet the specific needs of a particular company can dramatically increase your employment opportunities.

Specific languages most in demand today include C++, Java, HTML, Visual Basic, Unix and SQL Server.

5. Teaching-Training Skill

Our modern society develops and collects more new data in a day than our ancestors did in a year. As a result, there will continue to be a demand for people with teaching and training skills in the fields of education, social services, management consulting and commerce.

6. Science and Math Skills

Great advances are being made daily in the fields of science, medicine and engineering. Bright minds skilled in the sciences and math are needed to meet the challenges of these fields.

7. Money-Management Skills

With Americans enjoying a longer life span, it's essential today to carefully plan one's finances to ensure a comfortable life and retirement. Investment brokers and security officers, retirement planners, accountants and CPAs are in continual demand to meet this need.

8. Information-Management Skills

In the Age of Information, America now produces information as the basis of its economic system, and individuals who possess the ability to manage information are critical to most businesses. Systems analysts, information technologists, database administrators and telecommunication engineers are examples of people with highly developed

information management skills.

9. Foreign-Language Skills

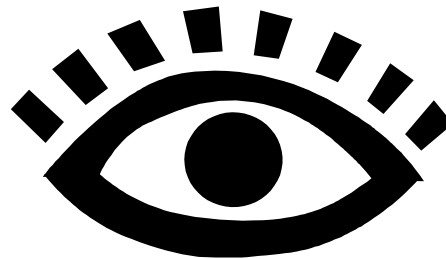
America depends upon many nations for raw materials and goods, as well as for global markets for our own goods and services. The ability to speak a foreign language -- today's hot ones include Russian, Japanese, Chinese, and German -- can enhance your employment opportunities and compensation.

10. Business Management Skills

The business of America is business! Understanding of how to run a successful company is highly in demand. At the core of these skills is the ability to manage people, systems, resources and finances; to understand the needs of consumers and how to translate those needs into business opportunities.



Interviewing:



QUICK TIP: Be Quiet and Focus

One common mistake candidates make when interviewing is talking too much. It's important to listen to the question asked and answer that question. Keep your answers to two to three minutes at the most. When you limit your time, you tend to stay more focused. It is very easy to stray off the subject and ramble about things irrelevant to the job if your answer is too long. Watch the interviewer's eyes -- if they glaze over, you've lost them.

-- Carole Martin

QUICK TIP: Look Them in the Eyes

Eye contact is one of the most important aspects of nonverbal communication and can make a significant difference in how you present yourself. If you look away when speaking to someone, you're viewed as lacking confidence or interest. If you have a problem looking into your interviewer's eyes, try looking at the "third eye" right above and between the eyes.

-- Carole Martin



Holiday Hints:

Holiday Card Help

by Anya Martin

Monster Contributing Writer

When Nevada Title Co. wanted to send a truly memorable holiday card to its clients, it sponsored a contest for the students of a local elementary school to design the card, says Patti Speer, an executive assistant with the Las Vegas-based firm.

What's more is that Speer addresses every card she sends by hand to ensure that recipients "feel really appreciated for their business," she says.

However, for many admins, client lists have grown so long that giving each card and gift a personal touch can sap one's holiday spirit. Here are some tips to keep the process from turning you into the office Grinch.

Time-Saving Services

The United States Postal Service (USPS) and numerous other vendors offer online greeting-card mailing services that are easy to administer.

At USPS's Web site, customers may choose a card design, or they can upload their own graphic, company logo and/or signature scans. Then they may either manually enter individual addresses or import an entire mailing list. USPS prints up the cards and mails them.

The cost for this type of service typically falls with increased mailing volume. This service is efficient; address lists can be stored and reused for future mailings.

Electronic Tidings

Another way to maintain the seasonal spirit while saving time and money is to send e-cards, says Patricia Rideout CPS, a secretary at Health Care Corp. of St. John's in Newfoundland, Canada.

For the past two years, Rideout's department has used a graphic editing package to add personalized holiday greetings and scans of staff signatures. The end result resembles a signed postcard, which can be emailed using Outlook Express's stationery option.

Seasonal Gifts on a Budget

Company cost cuts and new regulations regarding gift ex

penses have limited overall gift spending. This has made it more challenging to select gifts, Speer says. "Last year, we sent a gift basket from a brownie company," she says.

The Sacramento, California, office of Vanir Construction Management Inc. uses only one gift vendor to assure quality and save time and money, says Senior Administrative Assistant Kelly Kelley, CPS. The company selected a vendor with access to other vendors that provide engraved gifts for a more personal touch.

Avoid the Christmas Rush

While this may sound Scrooge-like, skipping Christmas cards and gifts may make good business sense, suggests Rick Stroud, communications manager of the International Association of Administrative Professionals (IAAP). Clients and customers are flooded with mailings in December, so your mailing might stand out more if it came at another time, such as Thanksgiving, New Year's, the first day of spring, your company's founding anniversary or customer birthdays.

"Be creative in choosing an event or 'off-peak' holiday," Stroud says. "Your card or gift will stand out more from the crowd."



The Dos and Don'ts of Office Holiday Parties

by Susan Bryant
Monster Contributing Writer

Your company's holiday party is just around the corner -- time to let loose and party hearty with your coworkers after a long year, right? Wrong.

According to Hilka Klinkenberg, founder of Etiquette International, a firm specializing in business etiquette, the cardinal rule is to remember that no matter how festive the occasion, it's still about business. Don't fall off the fast track to success or risk damaging your professional reputation in one night of inadvertent blunders. Klinkenberg offers the following advice to ensure a smooth and enjoyable evening.

- Eat, drink and be merry -- in moderation. Where else but the office party can you find the CEO and the mail-room clerk bellied up to the bar together? Beware

of the spiked eggnog, though. Alcohol plus you and your boss can equal Monday morning's "I can't believe I said that." If you do choose to drink, do so minimally.

- Dress appropriately for the occasion. Klinkenberg says this rule especially applies to women who sometimes use company parties for strutting their

stuff. Anything short, tight or revealing should stay in the closet; you've worked hard to create a professional image and revealing clothes can alter your coworkers' and boss's perception of you as a competent professional. Unless you want to be the subject of post-party gossip, leave the party dress at home.

- Your company party may be the only time you see the president, CEO or VPs in person. Introduce yourself. This is a great opportunity to become visible to your organization's higher-ups. At the very least, don't spend the entire evening with your regular office buddies. Get in the holiday spirit and mingle with people from other departments.

- Clarify exactly who is invited to the event with the party coordinator. Spouses, boyfriends and girlfriends are not necessarily always on the guest list. Find out beforehand to avoid a potentially uncomfortable evening.

- If you've been a star performer in your organization this year, you may be honored with a toast. Accept the honor gracefully, but don't drink to yourself or clap when others are applauding you. Also, make a toast to the person who toasted you, thanking him for the recognition.

- Pay attention to the time you arrive and the time you leave the event. Even if you don't really want to attend, avoid arriving 20 minutes before it ends just to make an appearance. On the flip side, don't party until the wee hours of the morning either. Both errors in judgment will be noticed.

- Be sure to thank the person who coordinated the party. He likely put in a great deal of effort hoping you would have a good time. Not only is saying thank you the nice thing to do, it also makes you stand out from all those employees who don't.

In Charge of Planning the Party? A Few Reminders:

- Keep in mind the diversity of your employees. A Christmas party may alienate some of your staff. Promoting a holiday party is more inclusive.

- Is a daytime or evening party more convenient for attendees? For employees with children, arranging child care may be an issue. If a party is planned during office hours, however, make sure everyone can attend.

- Make sure employees understand who is invited to the party. If spouses or children are not included, make that clear.

- Plan a party that reflects well on the company. Choose an appropriate location, control the flow of alcohol and take your employees' interests into consideration.

Gift Giving in the Workplace

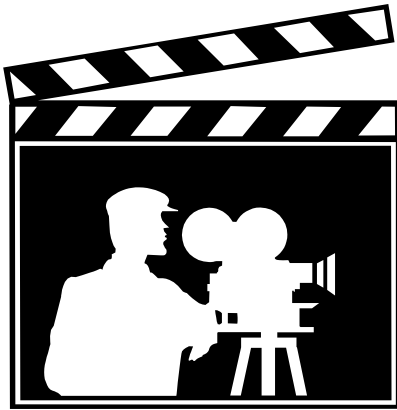
Aside from the standard no-fruitcake policy, here are some tips on appropriate workplace gift giving:

- Normally subordinates do not give their bosses gifts. Doing so can be perceived as brownnosing, especially if the gift is expensive. A better idea is to have everyone in a department chip in for a group gift.

- If you have an assistant, definitely buy him a gift. A bonus does not count as a gift.

- Gifts given in the workplace should not be too personal in nature. The professional environment dictates more conservative gifts.

- Unless you are giving gifts to all your peers or staff members, give gifts intended for individuals privately.



HR Calendar:

Tuesday December 2, 2003

TVHRA Job Lead Group will be meeting at 1 PM at Max's in San Ramon

Contact: Tom
Dotson,snow.dad@earthlink.net.

Tuesday December 2, 2003

The HRCA South Bay Job Leads Group meets at the Blue Pheasant in Cupertino every other Tuesday @ 7:00PM. To get into the group, contact

Merrill Martin, coachmemartin@aol.com.

Thursday December 4, 2003, 6:00 pm

Tim Sanders & Company Cultures That Hit The Bottom Line!
Network Meeting Center, Techmart Building
5201 Great America Parkway, Santa Clara

Friday December 5, 2003

Recruiter's Networking Luncheon, at Michael's at Shoreline, at 11:30AM

The Silicon Valley Recruiters Luncheon offers recruiters the opportunity to network, exchange ideas, discuss hiring trends, and pursue employment opportunities. It's an informal gathering requiring no membership, just an RSVP. For more information or to attend email Susan Raskin at susan@cjwelch.com

Sunday December 7, 2003

On Hornblower Yachts

Leaving Pier 33 on Sunday, December 7, 2003

Board at 10:30 – Enjoy a lavish brunch buffet with unlimited champagne arriving back at the pier at 1:00PM

Enjoy a day on the Bay with your “piers” and then hit Union Square for some Holiday Shopping! See you On Board!

The HRCA has negotiated the rate of \$55.74 per person. To book your space with HRCA on

the 7th, call 1-800-668-4322 and then press 8 for central reservations. Ask for the Fritz party and use the confirmation code C 98211-1

Wednesday December 10, 2003

HR Metrics Made Easy
NCHRA Training Center, San Francisco

Thursday December 11, 2003

The HRCA Board Meeting is at 11:45 at Chapala Mexican Restaurant - 570 Shoreline Blvd, Mountain View.

Tuesday December 16, 2003

The HRCA South Bay Job Leads Group meets at the Blue Pheasant in Cupertino every other Tuesday @ 7:00PM. To get into the group, contact Merrill Martin, coachmemartin@aol.com.

Wednesday December 17, 2003

TVHRA Job Lead Group will be Wednesday, November 19th, 5:30 PM at East Bay Works, 5020 Franklin Drive, Pleasanton

Contact: Tom
Dotson,snow.dad@earthlink.net.

Tuesday January 6, 2004

The HRCA South Bay Job Leads Group

meets at the Blue Pheasant in Cupertino every other Tuesday @ 7:00PM. To get into the group, contact Merrill Martin, coachmemartin@aol.com.

Thursday January 8, 2004

The HRCA Board Meeting is at 11:45 at Chapala Mexican Restaurant - 570 Shoreline Blvd, Mountain View.

Tuesday January 22, 2004

The HRCA South Bay Job Leads Group meets at the Blue Pheasant in Cupertino every other Tuesday @ 7:00PM. To get into the group, contact Merrill Martin, coachmemartin@aol.com.

February 2004

Our next professional development and member meeting will be in February when our favorite legal mind, Ron Garrity from Simpson, Garrity & Innes will clue us all in on the latest in HR and employment law. I go to a lot of these types of presentations and can honestly say that Ron is one of if not the best at clarifying the data and keeping it lively.

March 8-10, 2004

21st Annual Employment Law & Legislative Conference
Washington, DC

March 22-24, 2004

27th Annual SHRM Global Forum Conference & Exposition
Bal Harbour, FL

April 19-21, 2004

35th Annual Employment Management Association Conference & Exposition
Washington, DC

June 27-30, 2004

56th Annual Conference & Exposition
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