



# Atlantic Personnel Search

## “Sirloin Tips”

### Summer Edition 2015

#### What to Do During the First 90 Days in Your New Job...

**Why are the first 90 days in a position crucial to your success at a new company? These first 90 days at a new company usually mark your probationary period, a time when the employer evaluates your performance and a time that sets the tone for your future career with the company. What can you do to ensure success?**

#### What Your Boss Expects

**You will impress your boss by adhering to this short list of "to do's" during your probation. In fact, your career can only benefit by applying these tips throughout your work life:**

- Stay busy doing the company's work. Do not allow personal calls or errands to interfere with your workday. If you complete an assignment, ask for another job, or suggest one yourself.
- Go the extra mile. Volunteer for assignments, stay late or come in early.
- Be timely in completing all assigned projects.
- Be aware that you will make mistakes - after all, you're human. Own up to your mistakes and learn from them so they won't occur again.
- Your boss doesn't want you to bring problems alone to him/her. Your boss will appreciate it if you identify a problem and suggest solutions.
- Don't be afraid to ask questions.
- Clarify your assignments so you know what is expected of you.
- Periodically inform your boss of your progress.
- Be discreet; don't gossip about anyone at your new company, or your old company, for that matter.

#### Getting Along With Others

It is important for you to establish good relationships with as many people in your new company as possible. You will be considered a team player if you help build alliances and relationships within your department, in other departments, and with organizations outside of your company. Here are some guidelines:

- Be pleasant and positive with every contact you make.
- Don't complain about a problem or situation. It is much more professional to address a problem with constructive suggestions.
- Don't use humor that is racist, sexist, or off-color.
- Participate in office and company activities including parties, picnics, and luncheons.
- Don't agree too enthusiastically with any one particular criticism. You don't know what anyone's agenda is and you may find yourself in a sticky situation if you align yourself with disgruntled co-workers.

#### Dress for Success

Your appearance plays a tremendous role in defining how others view you. Impressions regarding your competence and intelligence are made on how you present yourself to the world. You made a good first impression in your interview; otherwise you would not have been offered a position. It is now your job to create a lasting impression to enhance your professional image. It is important to pay close attention to the culture of your new employer. Just because you **can** dress casually does not mean you **should** dress casually—use your discretion when choosing your business attire. You do not need an extensive business wardrobe to make an impression. Be sure your clothes are clean and pressed. They should fit well - not too snug or loose. Polish your shoes, keep jewelry to a minimum and tasteful, and do not wear overpowering cologne or perfume.

#### You Made It!

Well, you followed the steps above and guess what? You passed through your probationary review with flying colors! These tips and guidelines offer a foundation for creating a good relationship with your new employer. Don't stop here though! Continue to practice these skills and to develop and hone other skills that will make you an outstanding, valued employee.

## What to Expect When You Tell Your Boss “It’s Over!”

Alyssa Sherman, CPC

Congratulations YOU got the job!! Now what? You need to resign from your current employer. The thing is, it is not as easy as it sounds. Employers have been given specialized, top flight training to handle these occasions. Here are 4 stages to keep in mind so you can handle what lies ahead.....

### Stage I: Day One “We have such great plans for you!”

“I can’t believe you’re leaving! We’re shocked! We had such great plans for you!

### Stage II: Days Two and Three: “The Cold Shoulder”

Your management team totally ignores you! It’s like you’re invisible. This tactic is intended to get you to question why they are not treating you with the approval and appreciation as day one! They want to make you want them!

### Stage III: Day Four: “Meeting with the BIG BOSS”

Your boss says you are so important to the company; his boss’s boss wants to see you for a special meeting before you do anything else.

### Stage IV: Day Five: “We have a deal you can’t refuse”

You meet with the big boss and your other managers to discuss what they have “in store” for you IF you stay. Promises of 20% raises, trips to Cancun, promotions and other special perks are common.

### In Closing...

Just say NO!! Remember the real reasons you wanted to leave this company in the first place. Nothing has changed. This counter-offer deal is one-sided: they need to keep you so they can spare themselves the expense associated with hiring a new manager and because they are most likely struggling with retention anyway.

Don’t fool yourself into thinking that this resignation thing was just the leverage you needed to get your boss to finally “come around”. In ten years of staffing, I have heard back from countless people who took counter offers only to realize that it was a self-serving ploy.

**\*Opportunity is a perishable commodity. Don’t let it slip away!!!**

## Reasons for People to Keep Their Jobs...

- ❑ Good Benefits- bonus, vacation, 401K will be lost
- ❑ Time on job is too short (less than 1 year), need to improve track record (more than 2 jobs in past 5 years)
- ❑ Promotion pending- giving up too soon, i.e. your company genuinely has big plans for you
- ❑ Lack of experience to obtain a new position (need to stay longer)
- ❑ Pay is so competitive, no company can beat or even match it
- ❑ Specialized schedule has been accommodated by current employer
- ❑ Company changes may seem disturbing but often things will “sort themselves out” as they have in the past
- ❑ Credit, criminal and driving background is being checked by almost every employer and yours is not in good shape
- ❑ Transportation – You don’t have your own!
- ❑ Problems or issues you have with individuals in management normally sort themselves out (transfers, terminated)
- ❑ Your company has a great reputation and is well respected, so the more time you spend there, the better

## Ask the Recruiter

### Question #1

I have been thinking about leaving a few jobs off of my resume so that I can find a new job. I don’t get many “call-backs” and I think it is because I look like a job hopper (FYI: one of the companies I started working for went out of business and I also have a job that is not in the industry)

**John from Manassas, VA**



### Recruiter's Answer:

John,

I would agree that on certain occasions, it is acceptable to leave off a very short term position BUT you still need to disclose it to the hiring company on the application and during the interview process. Most companies run background checks that will list your former employers. If you want to use the term "Hospitality Experience" and only list restaurant positions, this is acceptable but keep in mind that employers are still going to want to know what you were doing during employment gaps. I don't have a problem with seemingly "unrelated" jobs as long as the person has a stable work history and is dedicated to the restaurant industry at the time of the interview.

### Question #2

I have been out of work now since I was laid off from my full time job as an Area Director this past June. I have interviewed at every company you can imagine. At first, I attempted to interview with companies that needed multi-unit level talent but now, I just need a job. When I ask why I am not being selected for positions, I am told I am "overqualified". What should I do?

### **Kim from Washington, DC**

Kim,

I am sorry to hear you have been looking for so long with no luck. It does not seem fair. I really think you should get back to work no matter what the pay. There are temporary firms and catering companies that hire people for weddings and private events. Since you are technically not working, you should take advantage of these "gigs". You will become more self-confident and it will show at the interviews.

### Question #3

I have always been a "company woman". I have moved 3 times for my employer, I have opened new locations with little to no notice (out of the area and I stay in hotels for weeks). I always accommodate whatever my boss asks of me. Recently, I was asked to move to the Maryland area to help open a new store. I was promised that if I moved here to help open the unit, I would become the GM. A few months later, my "new boss" started. I was shocked. When I asked why this happened, the AD told me that someone with better qualifications "came available". He said that he knew the person as they had worked together at a past employer. I am beyond annoyed. What do you think I should do?

### **Colleen from Rockville, MD**

Colleen,

Only you can determine what is best for you. I would personally start looking for a new job. It sounds to me like your relationship with your employer is a one-way street. If you have invested several years and want to stay, I would insist that your DO have a planned meeting with you to discuss the reasons you were not selected for this role and what you need to do to be sure that you will get the next one. I am not sure I would invest too much more time on this. Sometimes it is best to "cut bait". If you need help in finding a new job, call me.

### Sensational Sirloin Kabobs



Original recipe makes 8 servings

- ¼ cup soy sauce
- 3 tablespoons light brown sugar
- 3 tablespoons distilled white vinegar
- ½ teaspoon garlic powder
- ½ teaspoon seasoned salt
- ½ teaspoon garlic pepper seasoning
- 4 fluid ounces lemon-lime flavored carbonated beverage
- 2 pounds beef sirloin steak, cut into 1 ½ inch cubes
- 2 green bell peppers cut into 2 inch pieces
- Skewers
- ½ pound fresh mushrooms, stems removed
- 1 pint cherry tomatoes
- 1 fresh pineapple-peeled, cored and cubed

### **Directions:**

1. In a medium bowl, mix soy sauce, light brown sugar, distilled white vinegar, garlic powder, seasoned salt, garlic pepper seasoning, and lemon-lime flavored carbonated beverage. Reserve about 1/2 cup of this marinade for basting. Place steak in a large resealable plastic bag. Cover with the remaining marinade, and seal. Refrigerate for 8 hours, or overnight.
2. Bring a saucepan of water to a boil. Add green peppers, and cook for 1 minute, just to blanch. Drain, and set aside.
3. Preheat grill for high heat. Thread steak, green peppers, mushrooms, tomatoes, and pineapple onto skewers in an alternating fashion. Discard marinade and the bag.
4. Lightly oil the grill grate. Cook kabobs on the prepared grill for 10 minutes, or to desired doneness. Baste frequently with reserved marinade during the last 5 minutes of cooking.

- PREP 15 mins
- COOK 15 mins
- READY IN 30 mins