



The Key Page Sara-Keys Chapter Newsletter

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International Association of Administrative Professionals

January 2010

President's Corner

By: Sandy Nall CPS/CAP

Happy New Year to each one of you! I pray that 2010 will be the happiest, healthiest and safest ever for each of you and yours!

We have several things on our agenda for this year. The first item is our Garage Sale on February 20 at my house. Advertised beginning time is 8:00 a.m. and lasting until 2:00 p.m. We need helpers the day before and the day of the sale. Items (no clothing, please) can be dropped off at my house (or brought to the meeting January 19 and/or February 16) priced please! I believe there will be enough tables, but that may change. Baked goods, wrapped individually, are also needed.

The second item (and the biggest event for us) is our Administrative Professional Day/Week event on May 1! You have seen the "Save the Date" flier that Rick Musior CAP circulated; therefore, I am supposing all of you have SAVED THE DATE!

Please be sure to attend the Chapter Meeting Tuesday, January 19, 2010, at the Holiday Inn – Lakewood Ranch. Discussions on the two items above will be held in much greater detail! Plus we have a GREAT speaker lined up for you.

Wooooo Hooooo!!!!

Until next time,
Sandy

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Interview Myths That Keep You From Landing the Job

Karen Noonan, TradePub.com, Yahoo! HotJobs

With so few jobs currently available and so many people currently hoping to fill those jobs, standing out in an interview is of utmost importance. While jobs themselves are scarce, job advice is overly abundant. And with an influx of information comes an influx of confusion. What career counsel do you take, and what do you ignore?

There are a number of common misconceptions related to interview best practices, experts say. Kera Greene of the Career Counselors Consortium and executive coach Barbara Frankel offer tips below that

can help you stand out from other interview subjects, avoid frequent pitfalls, and secure the job.

Myth #1: Be prepared with a list of questions to ask at the close of the interview.

There is some truth in this common piece of advice: You should always be prepared, and that usually includes developing questions related to the job. The myth here is that you must wait until it is "your turn" to speak.

By waiting until the interviewer asks you if you have any questions, "it becomes an interrogation instead of a conversation," says Greene.

Greene recommends that you think of an [interview](#) as a sales call. You are the product and you are selling yourself to the employer. "You can't be passive in a sales call or you aren't going to sell your product."

Frankel mimics Greene's comments. "It's a two-way street," she says. "I recommend asking a follow-up question at the tail end of your responses."

For example, Frankel says, if the interviewer says, "Tell me about yourself," you first respond to that question and complete your response with a question like, "Can you tell me more about the position?" The [interview](#) should be a dialogue.

Myth #2: Do not show weakness in an interview.

The reality is that it is OK to have flaws. In fact, almost every interviewer will ask you to name one. Typically job seekers are told to either avoid this question by providing a "good flaw." One such "good flaw" which is often recommended is: "I am too committed to my work." But, these kinds of responses will only hurt you.

"Every recruiter can see through that," Greene says of faux flaws.

Recruiters conduct interviews all day, every day. They've seen it all and can see through candidates who dodge questions. "They prefer to hire someone who is honest than someone who is obviously lying," Greene says.

And for those of you who claim to be flaw-free, think again. "Everybody has weaknesses," Frankel states. But one is enough. According to Frankel, supply your interviewer with one genuine flaw, explain how you are working to correct it, and then move on to a new question.

Myth #3: Be sure to point out all of your strengths and skills to the employer.

Of course, you want the interviewer to know why you are a valuable candidate, but a laundry list of your skills isn't going to win you any points. Inevitably, in an interview, you will be asked about your skills. What can go wrong in this scenario?

"You don't want to list a litany of strengths," Frankel says.

"What is typical is that they will say: 'I'm a good communicator,' 'I have excellent interpersonal skills,' 'I am responsible,'" Greene explains. "You have to give accomplishments. I need to know what did you accomplish when using these skills."

Frankel recommends doing a little groundwork before your [interview](#) so that you are best equipped to answer this question. She tells her clients to find out what the prospective job role consists of. "What makes an interview powerful is to give an example related to their particular needs or challenges that you have demonstrated in the past."

Provide three strengths, with examples. You will get much further with a handful of real strengths than with an unconvincing list of traits.

Myth #4: Let the employer know your salary expectations.

One of the trickiest questions to answer in an interview relates to [salary](#). Money talk can be uncomfortable, but it doesn't have to be. The fact is you don't even have to answer when asked about desired salary.

According to the book "[Acing the Interview: How to Ask and Answer the Questions That Will Get You The Job!](#)" a perfect response would be: "I want to earn a salary that is commensurate with the contributions I can make. I am confident I can make a substantial contribution at your firm. What does your firm plan to pay for this position?"

Greene suggests a similar response: "I prefer to discuss the compensation package after you've decided that I'm the best candidate and we can sit down and negotiate the package."

Myth #5: The employer determines whether or not you get the job.

While yes, the employer must be the one to offer you the position, interviewees have more control than they often realize. According to both Greene and Frankel, candidates have a larger say in the final hiring decision than they think.

"They should call the interviewer or hiring manager and say: 'I'd really like to be part of the company,'" says Greene. "It can't hurt you. It can only help."

"Acing the Interview" encourages all candidates to conclude their interviews with one question: "Based on our interview, do you have any concerns about my ability to do the job?" -- If the answer is yes, ask the

interviewer to be explicit. Deal forthrightly with each concern."

The Gift of Membership

From IAAP

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year. You can access the sign-up forms here: <http://www.iaap-hq.org/join/gift.html>

Don't let another day go by. Give the perfect gift, the Gift of Membership.

Best regards,
Joy R. Johnston
Senior Manager,
Membership and Distribution



The following jobs are available in our area:

The following positions were found on Monster.com:

Kerkering Barberio & Co
1990 Main Street Suite 801

Sarasota, FL 34232

Contact:

<http://jobview.heraldtribune.monster.com/Administration-Coordinator-Job-Sarasota-FL-US-85388643.aspx>

Position: Administration Coordinator

Salary Range: Not provided

Company Not Provided

Sarasota, FL 34230

Contact: Apply online at

<http://jobview.heraldtribune.monster.com/Office-Administrative-Support-Workers-Other-Job-Sarasota-FL-US-85364242.aspx>

Position: Administrative Assistant

Salary Range: Not provided

If you know of anyone looking for employment, please pass this information along. If you know of any openings, please email Donna Chipman CPS/CAP with the information at Chipman430@yahoo.com



Meeting Recap

During our December meeting, those in attendance enjoyed a wonderful meal and fellowship. We held a raffle for items that were donated by those in attendance. Everyone had a great time!



Annual Garage Sale

The SaraKeys Chapter will be holding their Annual Garage Sale on Saturday, February 20, 2010, at President Sandy Nall's home. The proceeds from the sales will be donated to 1) the Scholarship Fund, 2) Retirement Trust Fund, and 3) our General Fund. If you have items you wish to donate, please bring to Sandy's house by February 18th, and no later than February 19th. The items should be priced. We are also asking members to volunteer to help set up the night before and/or to work the garage sale. We also want members to donate baked goods that are individually wrapped and priced. If anyone has extra tables to set items on, please bring the night before when dropping off your items.



Fashion Show Update

Attention Members: Mark your calendars and Save the Date for our APD event coming on May 1, 2010. There will be great speakers,

January Chapter Meeting

Date: January 19, 2010

Time: Networking at 6:00 p.m.
Dinner at 6:30 PM
Program at 7 PM

Location: Holiday Inn – Lakewood Ranch
6321 Lake Osprey Drive
Sarasota, FL 34240
Phone: 941-782-4400 for directions

Program: Healthy Eating Habits, Jill from All Faith's Food Bank
(Please bring food donations to the meeting for the food bank)

Cost: \$15.00 per person

RSVP by noon on Friday, 1/15 to Rhonda Miller CAP at rhmillier@scgov.net

recertification points, a fashion show and a wonderful lunch. The event will be held at the Hyatt Sarasota. More details will follow soon. Rick Musior will be sending a save the date flyer to all Chapter members so please forward the flyer to anyone you think would be interested in attending our exciting event. If you know of any organizations or individuals to put on our flyer mailing list, please let Rick know.



Community Service

We will be collecting food donations at the January meeting for the All Faiths Food Bank.

Also, please start collecting paper items (paper towels, bath tissue, etc.) for our paper shower for SPARCC. We will be collecting these items at the February meeting

Anniversaries



Cindy Kish	3 years
Rhonda Miller	2 years
Lynn Mison	2 years

Never Never

From the Office Professional Newsletter

Never confuse *whose* (the possessive form of *who*) with *who's* (a contraction meaning "who is" or "who has"). For example:

INCORRECT: *Whose* going to handle Mary's duties while she is on maternity leave?

CORRECT: *Who's* (who is) going to handle Mary's duties while she is on maternity leave?

INCORRECT: *Who's* computer needs to be upgraded?

CORRECT: *Whose* computer needs to be upgraded?

CPS / CAP Exam Information

The deadline has passed for the November exams, but for those interested in applying for the CPS/CAP exams for May 7-8, 2010, the deadline for submittal of your registration forms is February 15, 2010. The CAP exam will be given on Friday, May 7, 2010 and the CPS exam will be given on Saturday, May 8, 2010. You can obtain the forms through the IAAP website at <http://www.iaap-hq.org/prodev/certification/exams.html>

Calendar of Events

Florida Local Area Networking (FLAN)

February 27, 2010

Location: TBD, Tampa, FL

Professional Education Conference (PEC)

March 8-10, 2010

Grand Sierra Resort & Casino in Reno, Nevada. **Projected early bird registration fees:** \$525 for IAAP members; \$615 for nonmembers.

Room rates are from \$89 to \$119 plus tax & fees per night.

<http://www.iaap-hq.org/events/pec>

Annual Educational Seminar

Hosted by the Palm Beaches Chapter

April 10, 2010

Program to include speakers, networking, door prizes, and breakfast

(More information to follow in the spring)

**2009-2010
58th Florida Division Annual Meeting**

(FDAM)

Host Chapters: Bartow and Lakeland
Friday, June 25th – Sunday, June 27th
Hilton Garden Inn
Lakeland, Florida

Quotes

Our greatest glory is not in never falling
but in rising every time we fall.

Confucius

It is hard to fail, but it is worse never to
have tried to succeed.

Theodore Roosevelt



'Safety Matters'

Presented by Jutta Tolbert, CPS/CAP

Anyone can have a stroke no matter your age, race or gender. But, the chances of having a stroke increase if a person has certain risk factors, or criteria that can cause a stroke. An easy way to remember how to recognize the symptoms of stroke is:

F = Face - Ask a person to smile. Does one side of the face droop?
A = Arm - Ask the person to raise both arms. Does one arm drift downward?
S = Speech - Does the speech sound slurred or strange?
T = Time - If you observe any of these signs, it is time to call 9-1-1

"Stroke is this nation's third leading cause of death, yet the public is dangerously uninformed about their risk factors of stroke. Up to 80 percent of strokes could be prevented by understanding the risk factors, like high blood pressure or smoking, then working to address them with lifestyle or medical changes one at a time with the help of your doctor," (from www.stroke.org)

Jutta is a part-time "Health & Preparedness Instructor" for the Southwest Florida Chapter of the American Red Cross. She teaches certification classes for Workplace or Community Adult CPR with AED, Infant & Child CPR, First Aid, Babysitter's Training, CPR/AED for the Professional Rescuer. Classes are at the Red Cross Chapter House, workplaces, or community locations.

For more information, visit www.flwestcoastredcross.org".



Recipe Corner



Walnut and Dried Cherry Bars

2008, Ellie Krieger, All rights reserved

Prep Time: 20 min

Inactive Prep Time: 30 min

Cook Time: 35 min

Level: Easy

Serves: 12 bars, serving size: 1 bar

Ingredients

- 1 cup quick-cooking oats
- 3/4 cup whole-wheat pastry flour or regular whole-wheat flour

- 1/4 cup toasted wheat germ
- 1 teaspoon ground cinnamon
- 1/4 teaspoon salt
- 1/2 cup honey
- 1/3 cup unsweetened applesauce
- 1/4 cup canola oil
- 1 egg, beaten to mix
- 1 egg white
- 3/4 cup chopped dried tart cherries
- 1/2 cup finely chopped walnuts
- Cooking spray
- 1/4 cup "fruit only" apricot preserves

Directions

Preheat oven to 350 degrees F. In a medium bowl, whisk together the oats, flour, wheat germ, cinnamon and salt.

In another bowl, whisk together the honey, applesauce, oil, egg and egg white until well combined. Stir in the oatmeal mixture until well combined. Add the dried cherries and walnuts.

Coat an 8-inch square baking pan with cooking spray. Spread the mixture into the prepared pan and bake until a toothpick inserted in the center comes out clean, 30 to 35 minutes. Put the preserves in a small saucepan and bring to a boil. As soon as the bars come out of the oven, brush with the preserves. Cool completely and cut into 12 bars, about 4 by 1 1/2 inches each.

Per Serving: Calories 230; Total Fat 9 g; (Sat Fat 1 g, Mono Fat 3 g, Poly Fat 4 g) ; Protein 4 g; Carb 34 g; Fiber 2 g; Cholesterol 20 mg; Sodium 60 mg

Excellent source of: Manganese
Good source of: Thiamin



Low-Fat Zesty Shrimp and Pasta
 *Kraft Recipes*

Prep time 10 min
Total time 25 min
Makes 6 servings

Visit <http://www.IAAP-sarakeys.org> or www.iaap-hq.org

What You Need!

- 8 oz. linguine, uncooked
- 3/4 cup prepared GOOD SEASONS Zesty Italian Dressing Mix for Fat Free Dressing, divided
- 2 cups sliced fresh mushrooms
- 1 small onion, thinly sliced
- 1 can (14 oz.) artichoke hearts, drained, quartered
- 1 lb. Uncooked cleaned large shrimp
- 1 Tbsp. chopped fresh parsley
- 1/4 cup KRAFT Grated Parmesan Cheese

Cook pasta as directed on package.

MEANWHILE, heat 1/2 cup of the dressing in large skillet on medium heat. Stir in mushrooms, onions and artichokes; cook 3 min. or until onions are crisp-tender, stirring occasionally. Add shrimp and parsley; stir. Cook 2 min. or until shrimp are pink and vegetables are tender, stirring occasionally.

DRAIN pasta; return to pot. Add shrimp mixture and remaining 1/4 cup dressing; toss lightly. Sprinkle with cheese.

Kraft Kitchens Tips

Substitute: Prepare as directed, substituting scallops for the shrimp and 1 large red pepper, chopped, for the artichoke hearts.

Substitute: Prepare as directed, substituting KRAFT Light House Italian Dressing for prepared GOOD SEASONS Zesty Italian Dressing Mix.

Nutritional Information per Serving:
Calories 280; Total fat 3.5 g; Saturate fat 1.5 g; Cholesterol 155 mg; Sodium 750 mg; Carbohydrate 36 g; Dietary fiber 3 g; Sugars 3 g; Protein 25 g

If anyone would like to share their favorite recipe, please email to Donna Chipman at Chipman430@yahoo.com

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Retirement Trust Foundation

Visit <http://www.IAAP-sarakeys.org> or www.iaap-hq.org

Vision

To inspire and equip all office professionals to attain excellence.

Purpose

To provide education and training, and set standards of excellence recognized by the business community on a global perspective.

Chapter's Mission

To be the acknowledged, recognized leader of office professionals and to enhance their individual and collective value, image, competence and influence.

Articles Submission

To contribute articles, ideas, quotes and anything to share with members, please submit them to the Newsletter Chairman, Donna Chipman CPS/CAP at Chipman430@yahoo.com