

PARALEGAL

Production Line Technician
Production Supervisor
Medical Front Desk
Helpline Paralegal
Legal Secretary/Assistant
IT Help Desk
Accounts Payable Processor
Dental Front Desk/Office
Manager

Bangor Area:

Forklift Operator
Office - Clerical Positions
Fabricator - Full-Time
Maintenance Supervisor
Customer Service Rep.
Accountant
Medical Assistant
Administrative Assistant - Part-time
Front Desk Admin. - Dental
Office

Please remember to visit
CapitalAreaStaffing.com or
BangorAreaStaffing.com each
week for all of our
Hot Jobs.

FUN FACTS FOR JANUARY



JANUARY IS:

National Blood Donor Month
National Braille Literacy Month
National Hobby Month

1. **"I'll do anything."** Whether out of desperation or a sincere desire to just get working, some job hunters apply to anything and everything in hopes that something sticks. They wind up saying something like: "I keep sending my resume to lots of kinds of jobs, and it gets me nothing." While you might view flexibility as a virtue, it may at the same time be self-defeating. Remember that employers hire people who answer their needs, and in this regard, they must fit the defined areas of expertise, education and experience detailed on any job description. Don't just apply to "anything" and call it a job hunt. It isn't. Instead, be discriminating and apply to fewer, better-targeted positions. Just as you want your resume to be given full consideration, show the same respect for employers by carefully evaluating which job positions actually speak to the value you can provide to a new employer, and limit your applications to those roles.

2. **"I just found you on online. Can you get me consideration at your company?"** Besides being brazenly self-serving and presumptuous, you are asking a stranger to place his or her reputation on the line by vouching for you. LinkedIn makes it easy to find people at almost any company. You certainly should try to network with people in your target companies and beyond, but remember that networking is not about asking for favors. Rather, it is about building relationships. When you have established a relationship with someone, he or she will be much more motivated to want to help you. Ask new connections if they have time, at their convenience, to spend a few minutes talking with you by phone to get to know each other. Make sure to offer to be of help before you ask for help, and make sure that the person knows how and why you are credible before you ask them to stick their neck out for you.

3. **"I really want to work for company X. I'm showing my interest by applying to every new position they post."** Sometimes the company is new to town, or maybe it has a stellar reputation as a place to work. More often than you might imagine, people apply to anything and everything in hopes of getting noticed and getting their foot in the door. The problem is that when you do this, you get attention of the wrong kind. Virtually every company of size has an applicant tracking system. Once it establishes your profile, it will collect all of your applications and communications with the company in your online file, and staffing specialists will question your lack of focus. Chances are that if the positions for which you have applied are different enough, you'll get labeled as a pariah, so that even when that really strong-fit position opens up, the reaction will be, "Why is that candidate still trying to waste my time?" rather than, "Great, a position this person actually fits. Let's speak with him."

Happy hunting!

Birth Flower - Carnation
Birthstone - Garnet

Jan. 1 - New Year's Day
Jan. 18 - Martin Luther King, Jr.
Day

"What good is the warmth of
summer, without the cold of
winter to give it sweetness."
~ John Steinbeck



Easy Lemon Cookies

Ingredients

- 1 package lemon cake mix
- 2 eggs
- 1/3 cup vegetable oil
- 1 teaspoon lemon extract
- 1/3 cup confectioners' sugar

Directions

1. Preheat oven to 375 degrees F (190 degrees C).
2. Pour cake mix into a large bowl. Stir in eggs, oil, and lemon extract until well blended. Drop teaspoonfuls of dough into a bowl of confectioners' sugar. Roll



Scrub Your Social Media History Before the Job Search

By Steve Cerocke

With the unemployment rate falling and the economy turning up, businesses old and new are starting to hire. If you are out there looking for a job, you are probably revising your resume, checking the job boards and practicing your networking skills. But while you are at it, don't forget to revisit your social media posts.

Remember those embarrassing pictures at the bar? No? Facebook does. Remember those posts about how you hate your job? No? Google does. Remember that regrettable tweet you sent about your boss? No? Twitter does.

The social media age is upon us and with it comes an ever increasing exposure into your everyday life. With every tweet or status update you are further establishing your online presence and either positively showcasing or damaging your offline reputation. And don't think for a minute that prospective employers aren't checking into your online information, even before they consider you for an interview.

Here are a few tips on how to use social media to build and present a positive image to prospective employers:
Think before you post. If you would not be comfortable with everyone in the world seeing your picture or status update, don't share it. Even if a Facebook profile has been set to private, posts and pictures can still come up in Google or Bing searches. Using social media to share the things that employers will find interesting will help in getting that interview

Understand the site's focus. Facebook and Twitter are more casual. LinkedIn and Yammer are more professional. I have seen plenty of well-meaning LinkedIn posters get chastised for Facebook style postings. Posting work-related content, either personally produced or links, will help employers understand your interests.

them around until they're lightly covered. Once sugared, put them on an ungreased cookie sheet.


3. Bake for 6 to 9 minutes in the preheated oven. The bottoms will be light brown, and the insides chewy.

Only connect with people on social media that you know and respect. By being cautious about who you add to your social network you can reduce the damage that might come from being associated with someone that would not normally be part of your personal or professional network.

Limit the scope on potentially damaging posts. If you feel you absolutely have to share those crazy pictures you took at your friend's party, limit the audience and remove any tags from the images. If you are included in an inappropriate post, talk to the poster about removing the offending information.

Avoid websites and posts that are sexual, politically subversive or socially unacceptable. The most recent news cycle covering the website Ashley Madison should provide all the background needed on this. If you engage in online indiscretion, and the posts or site leaks expose it, the damage to your reputation and career prospects will follow you forever.

Social media networks are a great way to keep up with old friends, meet future clients and network with potential employers. Just make sure to use them responsibly and to your advantage.

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