

# Administrative Solutions

July 2006

Volume 6 Issue 7



ARI ADMIN

*Specialists in the Placement of Administrative Professionals*

## Recruit Vs Hire

### Definitions

**Recruit** – to seek out a person and persuade them to join you

**Hire** – to engage the services of a person in exchange for payment

**Comparisons** – fills long-term need vs. fills immediate need

**Example:** When Jenny wanted an assistant, she placed an ad in the paper, and hired the one who seemed most qualified. Robert got to know a number of junior people in his field. When he needed an assistant, he placed calls to someone he knew would be excellent. He spoke persuasively about the position, and made a generous offer in order to recruit the candidate to his team.

**Key Point:** When you hire someone, you select from among a group of applicants. When you recruit, you reach out and increase that pool or initiate contact with highly qualified individuals. Recruiting techniques include wining and dining prospects and maintaining long term relationships with them.

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## Different Talents Create Powerful Teamwork

- *You have teams at work – but do you have teams that WORK?*
- *Often the full potential of teamwork is blocked due to misunderstandings of different behavioral styles and motivators.*
- *Enable the success of teams in your organization by recognizing and leveraging the full spectrum of their different talents.*

Our workplace has become a perpetually changing environment fueled by flexible teamwork. People are called upon to participate in teams to repeatedly rethink, restructure, reinvent, and redeploy business resources. The changing times in which we live require talented individuals skilled at working in teams.

Teams are enriched with individuals who offer a wide spectrum of talents in areas such as behaviors and motivators – that is a given. Or is it? After closer observation of teamwork in your organization, you may find a number of team members who are merely tolerating their counterparts due to what is commonly described as “personality differences.”

Gregory E. Huszczo, author of *Tools for Team Excellence* (1996), and *Tools for Team Leadership* (2004), advises that successful teams must develop an awareness of the individual strengths each member contributes.

*“Capitalizing on the natural strengths of your personality and enjoying interaction with people who are different from you are crucial for (team) success.”*

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*Tolerating differences in the personalities of people you work with is not enough – you need to celebrate those differences. They provide the natural strengths you may need to benefit the team.”*

Personality conflicts are common, and they inevitably lead to “talent withdrawal” by team members who are experiencing them. As a result, these individuals most likely have opted out of actively contributing to attaining team goals. The team cannot perform up to its maximum potential until solutions are found.



How do you recognize talent withdrawal in your teams? It can be demonstrated in several ways. Here are two of the most common:

### **1) LIMITED PARTICIPATION in TEAM MEETINGS**

If team members withhold contributions during team meetings, this signals talent withdrawal. Their energies are being directed elsewhere. Looking through their eyes, some reasons may be:

- One or two members consistently dominate meetings by talking all the time
- A member habitually uses the team meetings to promote personal successes and self-interest
- Too much theory and details are regularly discussed at length, with no practical applications
- A couple of members regularly engage in heated debate, perceived by others as undesirable conflict and aggressiveness



### **2) MISUNDERSTANDINGS between TEAM MEMBERS**

No two people are exactly alike, and differences can contribute either great value or unwanted tension to any team.

Misunderstandings between team members can often be a matter of the following:

- A team member with an indirect communication style feels continually “shut down” and resentful about another’s naturally direct communication style
- Another is not aware that his lengthy, analytical communication style regularly blocks his messages from being welcomed by others
- Someone consistently displays a lack of value for people-related topics, offending those whose motivators are more people-oriented
- One team member is personally motivated to take the lead all the time, while others feel their contributions are consistently overshadowed

How can you take steps to prevent talent withdrawal in your teams? Many team leaders use behavior and motivator



diagnostics to reveal how team members can leverage their different talents to work together most effectively. Individualized reports on behavioral styles and personal motivators reveal both strengths and potential weaknesses. With this knowledge, teams gain effective tools for addressing teamwork issues and maximizing performance.

Teams will continue to fuel progress in the workplace, and valuing and leveraging different talents will remain essential tools for achieving powerful teamwork.

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**Winning teams have the least amount of distractions. They have a really tight group of people working towards the same common goal.**

– Larry Dixon

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*Continued on next column –*

Continued from page one – *Recruiting*

Recruiting usually requires investing in relationships with the right people. Hiring is more of a short-term approach.

**Benefit:** Recruiting is a long term approach to finding high caliber people for your organization.

○ Submitted by Isabel Parlett



## Start Out On The Right Foot With New Hires

Companies spend a lot of money recruiting and hiring new employees, only to forget about them when they start.

**Here is how to start off correctly with your new hires:**

- **Inform everyone** of when the new hire will start working, and ask them to make a special effort to make that person feel as though they made the right decision coming to work here. Make them feel a part of the team.
- **Introduce the new hire** to each employee with pride and excitement during your group meeting.
- **Create a buddy program.** Pair the new hire with an employee who has a great attitude and respect for the company. Have the employee be their mentor for the next couple of months and to observe how the new hire is coming along. The buddy should meet with the new hire weekly to find out if they have any questions about the job, or need help with their job, or to find out if it is what the new hire was expecting.
- **Throw a welcome party.** During the new hires first week have a little get together with coffee and donuts. This can make a lasting impression. Don't throw a party for employees that are leaving.

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## Web Site Of The Month

### Are You Ready?

### A Guide to Citizen Preparedness

*A Guide to Citizen Preparedness* brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and manmade disasters. *Are You Ready?* will help individuals prepare themselves and their families for disasters. The site also provides a step-by-step outline on how to prepare a disaster supply kit, emergency planning for people with disabilities, how to locate and evacuate to a shelter, and even contingency planning for family pets.



Check it out at: <http://www.fema.gov/areyouready/>



# ONE MINUTE IDEAS

## Making Decisions

William McKinley, the 25<sup>th</sup> U.S. President, once had to choose between two equally qualified men for a key job. He puzzled over the choice until he remembered a long-ago incident.

On a rainy night, McKinley had boarded a crowded streetcar. One of the men he was now considering had also been aboard, though he didn't see McKinley. Then an old woman carrying a basket of laundry struggled into the car, looking in vain for a seat. The job candidate pretended not to see her and kept his seat. McKinley gave up his seat to help her.

Remembering the episode, which he called "this little omission of kindness," McKinley decided against the man on the streetcar. Our decisions—even the small, fleeting ones—tell a lot about us.

— Adapted from *Presidential Anecdotes*, Paul F. Boller, Jr.

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## *Steps to a Happier Life*

- # Think and Act Happy. You will create that state of mind for yourself and inspire it in others
- # Take Control. Make effective changes in your life
- # Set Goals that urge you forward, yet are still realistic
- # Engage Your Skills. Seek activities that use your abilities
- # Be Healthy. Eat well, exercise regularly and get plenty of sleep
- # Surround Yourself with happy people and nurture these relationships
- # Be Compassionate and help those in greater need
- # Stay Open to new people and experiences so you continue to grow
- # Take A Moment each day to reflect on the positive things in your life



– Author Unknown

Three grand essentials to happiness in this life are something to do,  
something to love, and something to hope for.

– Joseph Addison

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### *Administrative Solutions*

*A publication of ARI Admin*  
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