

# Atlantic Personnel Search

## Sirloin Tips:

### Summer Edition 2011

#### *How to get Promoted*

Getting a promotion is not as mysterious and difficult as most people think. The proper combination of elements can get you the attention you deserve...and that position you have always wanted. Here are some suggestions for your journey to success.



#### **1. Master your Current Job...**

No one promotes a person who is mishandling his or her current position. You need the confidence, authority, and nuance of a veteran, and that means mastering the A-to-Zs of your current position.

#### **2. Do Extras...**

Doing what is expected of you will help you keep your job, but going the extra mile is what makes Directors sit up and take notice! Your attitude just might 'land' you a better job the next time around.

#### **3. Refrain From Workplace Politics and Gossip...**

Believe it, or not, most people do not get to the top by playing dirty. Your discretion and professionalism will be rewarded in the end.

#### **4. Be Prepared and Stay Alert...**

Nothing says incompetence like falling asleep at the wheel. Stay sharp, expect the unexpected, and learn to duck. A good employee can adapt to a volatile work environment.

#### **5. Look Presentable...**

You will not get promoted unless you look the part. Appearance counts. Refer to our article "Dress for Success" on proper attire.

#### **6. Be Patient...**

Some employees do not stay with a company long enough to receive advancement. Hang in there. Sit tight and keep your eye on the prize... your time will come. Or...

Are you currently working for a company that has no plans to promote you? If so, maybe it is time to explore other opportunities!

#### *Goal Setting & Achieving Success in the Work Place*

Successful people form habits to do the things that less successful people do not like to do. What habits do you need to change in order to achieve the success you deserve? Please look through the following questions about useful habits and overall strategies noting those that apply to you right now.

1. Do you have a clear sense of purpose or direction for your life?
2. Are you able to stay focused and concentrate all your efforts onto one definite aim?
3. Are you usually able to make decisions and work consistently on them?
4. Are you willing to take a chance on a positive outcome – even if it is risky?
5. Are you willing to do "whatever it takes" – rather than "looking for something for nothing"?
6. Do you control your negative thoughts?
7. Do you practice good habits that contribute to your good health: Nutritious moderate diet; Regular exercise; Meditation or Yoga-type relaxation?
8. Do you tackle tasks immediately – rather

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- than putting them off & procrastinating?
9. Can you persist in the face of difficulty? (When the going gets tough, many people give up)
  10. Are you willing to aim high? (Many people put up with average goals and
  11. Mediocre performance)
  12. Do you seek out and surround yourself with people who encourage and coach you to great success? (Too many people listen to those who say “you can’t”)
  13. Are you willing to learn, read, and acquire the knowledge and skills to make you a generalist (able to adapt to and succeed in almost any environment)? (People who become too specialized become “white elephants” who cannot keep up with the speed of changes in our society)
  14. Are you enthusiastic, dedicated, and motivated?
  15. Do you proactively make things in life happen for you? (Victims wait for things to happen to them)

## *Dress for Success!*

Should you, be judged by what you wear? Perhaps not, but the reality is, of course, that you are judged. Throughout the entire job-seeking process employers use short-cuts – heuristics or rule of thumb – to save time. With cover letters, it’s the opening paragraph and a quick scan of your qualifications. With resumes, it is a quick scan of your accomplishments. With the job interview, it’s how you’re dressed that sets the tone of the interview.

How should you dress? Dressing conservatively is always the safest route, but you should also try and do a little investigating of your prospective employer so that what you wear to the interview makes you look as though you fit in with the organization.



Finally, do you need to run out and spend a lot of money on clothes for interviewing? No, but you should make sure you have at least two professional sets of attire. You will need more than that, but depending on your current financial condition, two is enough to get started and you can buy more once you have the job or have more financial resources.

### **Hints: Dress for Success for Men and Women**

Attention to details is crucial, so here are some tips for both men and women. Make sure you have:

- Clean and polished conservative dress shoes
- Well-groomed hairstyle
- Cleaned and trimmed fingernails
- Minimal cologne or perfume
- No visible body piercing beyond conservative ear piercings for women
- Well-brushed teeth and fresh breath
- No gum, candy, or other objects in your mouth
- Minimal jewelry
- No body odor



## *Sirloin and Summer-Vegetable Kebabs with Chimichurri*

### **Ingredients**

- 1 pound beef sirloin tips (cut into 1 1/2-inch pieces)
- 2 tablespoons plus 2 teaspoons balsamic vinegar
- 1 tablespoon soy sauce
- 1/4 teaspoon freshly ground pepper
- 1 medium zucchini
- 1 small yellow summer squash
- 1 onion
- 1 red bell pepper
- 1/2 cup chopped fresh flat-leaf parsley
- 1/2 cup chopped fresh oregano
- 2 minced garlic cloves
- 1/4 cup extra-virgin olive oil
- 2 teaspoons fresh lemon juice
- 3/4 teaspoon coarse salt

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## Directions

1. Marinate beef sirloin tips in 2 tablespoons balsamic vinegar, soy sauce, and freshly ground pepper in a shallow dish for 30 minutes. Soak 4 wooden skewers in water. Meanwhile, slice zucchini and summer squash into 1/2-inch rounds. Cut onion into wedges and red bell pepper into 1-inch pieces.
2. Heat grill to medium-high. Thread beef onto skewers, alternating with vegetables. Grill for 7 to 8 minutes per side. Whisk together parsley, fresh oregano, garlic cloves, extra-virgin olive oil, balsamic vinegar, fresh lemon juice, and coarse salt. Drizzle sauce over kebabs.

## *Ask the Recruiter....*

**Question:** My company is cutting our health benefits and are not going to pay for my family. They are going to pay for me, only. It is going to cost me another \$500 a month to keep them on the plan. I cannot afford this on the pay I make. Should I ask for a raise or just find a new job? – T.S. from MD



**Answer:** I am afraid that there is no clear answer here. I cannot imagine that you employer will offer you a raise because they had to make a cut to save the money in the first place. If your spouse has insurance through his/her employer, you may want to see if you can switch immediately or during open enrollment if the plan is similar to the one you had. The last resort would be to find a new job. I never encourage people to leave their employment without investigating every option. I also cannot be sure that you will find a new position with comparable pay. If you want to call me, we can sort this out together.

**Question:** I have lost my last two jobs because the company I worked for closed. It was not my fault, but now my resume has 3 jobs in the last 2 years. I have been told that this looks really bad to new companies. Can I just leave one or even two jobs off of my resume? – D.I. from Washington DC

**Answer:** I do not encourage people to “lie by omission”. If a job was less than 5 months, it is a matter of opinion as to whether one should include it on a resume. If you choose to leave a job off of your resume, you must put it on the formal application and you should mention it verbally. What may work for you at this point is a functional resume. You can list your skills at the top of the resume and put the jobs down at the bottom. You can de-emphasize the short length of time at each of the last 3 jobs by keeping the dates out of the main margin and off to the side. There really is no hiding from a poor track-record and people will judge you regardless of why you lost your position. The best thing you can in this case is be strong in other areas such as appearance, attitude, and humility.

**Question:** I have new boss who is a nightmare. He is an old friend of the new VP. He is a true dictator who rules by fear and intimidation. Should I try and complain to the Regional or call HR on this person?

He has even gone so far as to say offensive racial comments in front of the staff & myself. This guy has got to go! – P.R. from Rockville MD

**Answer:** I think you can probably fix this one. Assuming that the “boss” is your GM in this case, you can ask to set up a private meeting with the Regional to discuss the matter. Be sure to take and bring notes. This could backfire so be prepared to have an exit strategy. The bad guys get “weeded out” eventually. It is a matter of how long you can endure the poor treatment. If this person is making others feel the same way, you may not be the first to complain and the time you have to wait may be short.

\*If you would like to submit a question for our Fall Edition, please submit entries to [recruiters@atlanticpersonnel.com](mailto:recruiters@atlanticpersonnel.com). Please put “ask the recruiter” in the subject line.

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