



Fredericksburg IAAAP Lantern



September 2011

www.fredericksburgiaap.org

Issue No. 10

INSIDE THIS ISSUE

Monthly Meeting	p.1
"Definition of a Successful Life"	p.2
Board of Directors 2011-12	p.2
Committee Chairs	p.2
President's Letter	p.3
2011-2012 Chapter Mtg Dates	p.4
Upcoming Events	p.4
Member Birthdays & Anniversaries	p.5
Word Game	p.5
Education/Training Programs	p.6
Pictures from Summer Social	p.7
"Five Things Most Hiring Managers Won't Tell You"	p.8
Sponsor	p.9
"Remember to Stop and Enjoy the View"	p.9

MONTHLY MEETING-Monday, September 26, 2011

Lone Star Restaurant
 2051 Plank Road
 Fredericksburg, VA 22401
 540-374-1565
 6:30 pm

Jo Ellen Armstrong, MSA, from Learning & Organizational Development at Mary Washington Healthcare, will be making a presentation on DISC, (Dominant, Influence, Steadiness, Conscientiousness) which shows the four different styles of communication and how to get along with each other.

"Greatness is not found in possessions, power, position, or prestige. It is discovered in goodness, humility, service, and character."
 - William Ward



Word of the month

Success



Fredericksburg Chapter
 PO Box 4072
 Fredericksburg, VA 22402-4072

**FREDERICKSBURG
CHAPTER IAAP
2011-2012
COMMITTEE CHAIRS**

**Administrative Professionals'
Week**

Kathy Wall

Bylaws and Standing Rules

Mary Maynard

Certification

Suzanne McKissick CAP

Community Service

Susan Young

Education/Program

Kathy Wall

Membership

Libby Blosser CAP

Ways and Means

Darlene Jett

Kay McOsker

Sunshine

Kay McOsker

Student Chapter

Libby Blosser CAP

RTF

MJ Surina CAP

Website

Kay McOsker

Newsletter

Suzanne McKissick CAP

If you would like to help on any of these committees, please contact a board member.

**Fredericksburg Chapter IAAP
Board of Directors
2010-2011**

President: Maureen Chapman

Email: fmchapman@comcast.net

Vice President: Kathy Wall

Email: Kathryn.j.wall@mwhc.com

Co-Secretaries: Darlene Jett and

Email: darlenejett@hotmail.com

Kay McOsker

Email: mco@co.henrico.va.us

Treasurer: Judy Sloan

Email: jsloan@teleinc.com

Definition of a Successful Life

To laugh often and much;
To win the respect of intelligent people
and the affect of children;
to earn the appreciation of hones critics
and endure the betrayal of false friends;
to appreciate beauty, to find the best in others;
to leave the world a bit better,
whether by a healthy child,
a garden patch or a redeemed social condition;
to know even one life has breathed easier
because you have lived.

-Ralph Waldo Emerson

"Success is not measured by how well you fulfill the expectations of others, but by how honestly you live up to your own expectations. —Linda Principe

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We have had quite a start to our new year of IAAP activities. The beginning, of course, was our close out for our Division President M.J. Surina, CAP, with the Annual Meeting for the Virginia-West Virginia Division. Mary Maynard led us all into doing a wonderful job and congratulations to all our members for their participation, hard work and ingenuity when problems arose. The feedback from the attendees and from Chapter Presidents within the Division reinforced what a great job everyone did. I have always loved and had immense pride in our chapter, but you all really outdid yourselves.

There have been discussions at the Annual Meeting and the Leadership Training in Lynchburg this past weekend, about the changes that have come to the Division, Chapter and Member of Excellence Programs in IAAP. Kathy Wall will be presenting more information on these programs at the September Membership Meeting. There have also been major changes to the certification programs. There will no longer be a CPS designation. The new designation will be CAP OE. Please visit iaap-hq.org and read over the new materials for the Division, Chapter and Member of Excellence programs and the new CAP program. While you are there, please set up your member profile. Please forward any questions you have to myself or Kathy Wall so that your questions can be answered at the next meeting .

Our October meeting will not be the Annual RTF Auction this year. Due to recent interpretation of the IRS Code, the RTF has excess funds and no fund raising will be done this year. I will be asking our Community Service Chairman, Susan Young, to present a program on the charity or charities in our area that we should consider supporting this year. Make your preparations for Hurricane Irene and stay safe.

"No one in this life gets ahead without the help of a lot of other people. Even the most talented need others to point out the way or lend a hand. —Tavis Smiley

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2011-2012 Chapter Meeting Dates

September 12	Board Mtg
September 26	Membership Mtg
October 10	Board Mtg
October 24	Membership Mtg RTF Auction
November 14	Board Mtg
November 28	Membership Mtg
December 12	Christmas Social (short membership/board mtg if necessary)
January 9	Board Mtg
January 23	Membership Mtg
February 13	Board Mtg
February 27	Membership Mtg
March 12	Board Mtg
March 26	Membership Mtg
April 9	Board Mtg
April 23	Membership Mtg
May 14	Board Mtg
May 21	Membership Mtg- Election of Officers
June 11	Board Mtg
June 25	Membership Mtg

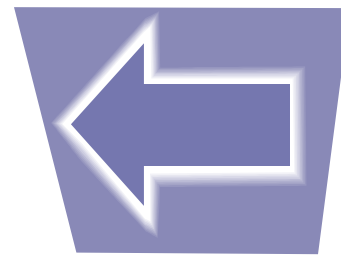
Installation of Officers

At this point, all meetings will be held at Lone Star. Everyone is welcome to come to the board meetings as well as the membership meetings.

IMPORTANT DATES

Next Newsletter
deadline— September 26,
2011

If you have any articles or suggestions, please send them to smckissick@cox.net. This is your newsletter, and we would like to make it fun and full of useful information. So if you have articles, quotes, recipes, games, inspirations, news, or committee updates, please email them to me.



UPCOMING EVENTS

October 29—Fall PDS, Richmond, VA

See attached flyer

June 29-30, 2012—Annual Meeting, Lynchburg, VA

See attached flyer

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MEMBERSHIP COMMITTEE NEWS



HAPPY BIRTHDAY!

September

Jean Williams 22nd

October

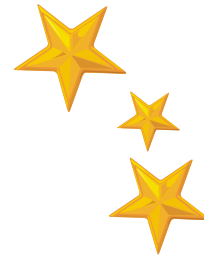
Libby Blosser CAP 19th

Darlene Jett 15th

Jackie Sepulveda 27th

Judy Sloan

E E G C E F F E C T I V E A
 I C Y R N W J I G J U T C G
 M N F C F O T C B U F T T G
 P A V J F V A J A U R M O M
 R M R S B D V C L I V A L E
 O R W P I L P F U P L W S C
 V O Y G K M I M O R V Q C K
 E F E J I L P R E S H U N Z
 M R Y N L H I A S Z T A Q Z
 E E K M A S C E G R W B U D
 N P E N E H C T O P O W Y L
 T N T K E C A F B U R V K X
 T L W D U A F R W M G S L V
 F K Y S V E X L S C W J A H



HAPPY IAAP ANNIVERSARY

September

Theresa Parker 2008

October

Libby Blosser 1999

effective
 effort
 fulfillment
 goal reached
 growth

improvement
 performance
 rise
 success
 triumphant

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Summer Social



Around the table—Mary, Diana, Kathy, Maureen, and Mary Beth.



Darlene with Buford



Darlene & Kay



Kay taking a picture of me taking a picture of her.



Tim and John commiserating.

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FIVE THINGS MOST HIRING MANAGERS WON'T TELL YOU

OfficeTeam Offers Glimpse Into Employers' Take on Interview Process

MENLO PARK, Calif., Aug. 11, 2011 -- What's going through a hiring manager's mind during an employment [interview](#)? The answer may surprise even the most experienced applicants. [OfficeTeam](#), a leading staffing service specializing in the placement of highly skilled administrative professionals, has identified five things every job seeker should know about the interview process from the employer's point of view and offers tips addressing each one.

"Many job candidates may not recognize that hiring managers can be as anxious as they are during interviews because of the pressure to find just the right person," said Robert Hosking, executive director of OfficeTeam. "Hiring mistakes are costly, in terms of the time and money invested and the toll on staff morale. Interviewers are looking for subtle clues the applicant has the right job skills and work ethic, and will fit in with new colleagues and the corporate culture."

Hosking added, "Job seekers who do their homework and remain poised throughout the interview process will be able to engage in more productive, relevant conversations with prospective employers."

Following are five things most hiring managers may be thinking about the interview but won't tell you:

1. 'I haven't prepared in advance.' You may have spent hours creating your [resume](#), but there's a good chance the hiring manager doesn't remember exactly what's on it.

Advice: Always have an extra copy of your resume handy, and offer to walk the potential employer through the highlights, particularly if he or she seems at a loss for questions.

2. 'I'm wary of phonies.' Think again before you claim that your greatest weakness is that you "work too hard." Most hiring managers have heard it all before. Inauthentic responses are a red flag to employers.

Advice: Come to the interview with several job-related anecdotes in mind that reveal the real you and speak to how your specific talents can help the business. Don't be afraid to show some personality.

3. 'I love to talk about my company and myself.' Interviewers are advised to let the candidate do most of the talking. But hiring managers are only human and enjoy discussing things they are passionate about, including their careers and interests.

Advice: Ask the prospective employer about his or her professional advancement within the company; this can yield valuable information about the growth potential at the firm and get the conversation going. You don't have to wait until the end of the interview to ask questions.

4. 'I may intentionally make you uncomfortable.' Job seekers often rush to fill in awkward pauses between interview questions. Hiring managers hope that if they keep you talking, you'll reveal more of yourself. They also may throw curveball questions to see how you react and to gain insight into your thought process.

Advice: Rather than rambling and potentially saying something you regret, keep your responses concise and on point. It's OK to stop and collect your ideas before you begin to speak. Don't be too concerned if you're stumped by a tough interview question. Showing your reasoning skills is often more important than finding the right answer.

5. 'I'm going to ask my assistant about you.' Six in 10 executives [surveyed](#) by OfficeTeam said they consider their assistants' opinions important when evaluating new hires. It should go without saying, but make sure you treat everyone you meet with respect when you arrive for an interview. You never know who may be weighing in on the hiring decision.

Advice: If the administrative professional isn't busy, make polite small talk while you wait. Also, avoid irritating behaviors, such as loud cell phone conversations.

About OfficeTeam

OfficeTeam is the nation's leading staffing service specializing in the temporary placement of highly skilled office and administrative support professionals. The company has more than 315 locations worldwide and offers online job search services at www.officeteam.com.

Remember to Stop and Enjoy the View

Share your successes
with the world.
Inspire others
To reach for their own stars.

Let your achievements
stand as a shining example
that goals can be attained,
fears can be conquered,
and dreams really can come true—
when we have the courage to pursue
them.

—Jason Blume

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