



Fountainhead Forum

Issue: Volume I # 1

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**Dear Nina,**

It's been over a year since we emailed our last one, but Fountainhead Staffing has decided to reinstate our newsletter, to give you a break from your busy day. It will contain articles of interest, including industry topics, current events, career search information, successful staffing tips and much more. Feel free to read it online, print it, or forward it to friends or coworkers -- enjoy!

Is There a Lay-Off in Your Future?

Surviving a Reduction in Force (R.I.F.) in the Current Economy

If you're like most people, you probably know someone who has recently lost his or her job. With all the media reports about displaced workers across the valley, there is a lot of concern these days about being laid off. Sooner or later, you may even be faced with your own pink slip, and will need some real tools to help you find a new job quickly.



So where do you start if the threat of a lay off is in your future? The most important advice to remember if you are faced with a lay off is to start networking! This is because in most cases, the best jobs go to the people who network effectively, since these people have access to the "hidden job market" that never finds its way to the job boards.

There is no time when networking is more important than when you are facing the threat of being laid off. If you have never before considered the importance of networking, a good way to understand how it works is to learn from the masters. There have

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Featured Article

Introducing our staffing division for Contract and Contract-to-Hire needs.

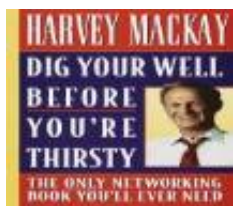
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been volumes written on the subject, particularly an excellent book that can put you firmly on the path to successful networking is



Dig Your Well Before You're Thirsty: The Only Networking Book You'll Ever Need

By Harvey Mackay by Broadway Business

[Buy Now](#)



(Doubleday 1997). This book outlines concise guidelines, along with personal stories and a number of anecdotes that illustrate important networking concepts. Mr. Mackay shares a lot of good advice drawn on his many years of business experience, including: the Top 10 Lists of Things to Do, the Top 10 Networking Mistakes and "Mackay's Maxims", which are short one-line "golden rules", sprinkled throughout the book. This is a book that will not only help you in the event you are laid off, but also contains valuable information and lessons that you can apply in your everyday life.

These same concepts of networking in your everyday life are the ones you'll use when you're networking to find a new job, and here are four important steps to help you get started.

Step 1: Think about whom you already know.

Spend some time brainstorming and writing down the names of all those people who could possibly help you in your job search. This is a "network list" of business associates, friends and acquaintances, any of whom may know other people with a job opportunity in which you may be interested. Remember, this is not only a list of people who might hire you, but also a list of people who might know other people from whom you could benefit.

Step 2: Make contact.

Now that your list is complete, it's time to speak to each and every person you have named. A "Mackay Maxim" from Dig Your Well Before You're Thirsty is very good to remember here: "Two things people never forget: those who were caring to them when they were at a low point, and those who weren't. Elevators go up and down."

Step 3: Detail your findings.

As you contact the people on your list, keep a simple summary sheet of every network contact you talk to, every name or lead they give you, and some notes regarding your follow-up with that name or lead. Remember to follow through on every single name or lead given to you, because it may result in a job offer!

Step 4: Become part of an organization that you are passionate about. If you don't already belong to affiliated organizations within your industry, now is the time to join! If you find yourself facing a lay off, you have an excellent opportunity to leverage the network of the group or organization you belong to.

[Join ASWA](#)

These four key points are important to remember in the event that you have already been laid off or may be laid off in the near future. Start working right now to improve the quality of your network and let it be a key factor in your personal life, as well as helping you to find a new job. You may even make some lifelong friends along the way!

LinkedIn.com

Your "link" to our Network

The Internet is now the most powerful source of networking anyone can use nowadays. A popular and professional website, and one that we also currently use is "linkedin.com." On LinkedIn, you can connect with millions of professionals within every industry, from local plumbers to Fortune 500 CFO's. Not only can you get wonderful reviews from your neighbors on which home painter to hire, but you can also receive expert advice from CPA's who are happy to express their opinion as to whether or not you can write off those dry cleaning bills on your tax return this year.



In addition, you can connect with past and present colleagues, classmates and friends. This is a great website for staying in touch and communicating easily with people you might not otherwise hear from on a regular basis. Once you build a group of connections (or other members that you "link" with in order to stay in touch), you'll have a constant source for your networking needs.

Are you already a member, but you are having trouble finding someone to "connect" with? Please feel free to search for the Fountainhead Staffing team on the site! We are continuously expanding our network and would be more than happy to add you. You never know whom you might network with on LinkedIn who could make your day a little brighter or bring your career to a new level.

[Send us an "invite" today!](#)

Contract Employment on the Rise

A New Service Offered by Fountainhead Staffing

As we are all painfully aware, the current economic climate is challenging and many hiring managers are being faced with the task of "doing more with less". That having been said, we know that it can be difficult to ask full time staff members to keep taking on additional work as accounting departments become leaner.



To assist you in that regard, we would like to introduce our staffing division for contract and contract-to-hire needs.

Please call us the next time you must respond to the following:

- *Vacation
- *Medical leave
- *Maternity leave
- *Special projects
- *Fiscal/Calendar year-end deadlines
- *Audit preparation

We sincerely appreciate your direct hire business, and look forward to having the opportunity to assist you with your next contract employee as well!

Keep in touch,

Fountainhead Staffing