

CAREERS

Employment tips from experienced professionals

BY AMY R. RAMOS

SPECIAL TO THE DAILY SOUND

With rapid changes in technology and our ever-evolving economy, many of us will find ourselves pursuing several careers over the course of our working lives, including ones we never anticipated or formally trained for. Even if your education did prepare you for the technical aspects of your work, you've probably figured out that finding, keeping, and thriving in a job require more than just the ability to perform tasks correctly.

And if you're a manager, chances are you rose through the ranks of your profession—software programmer, chef, sales rep—to your current position. You probably haven't had a lot of training in managing human resources, or the "people" part of the job. This is the aspect many managers consider most challenging, but hiring and retaining effective employees is also one of your most important duties as a manager.

To help everyone—job seekers and hiring managers alike—take the guesswork out of the employment process, the Daily Sound has partnered with the Santa Barbara Human Resources Association, an organization of HR professionals, to bring you this Careers column, which will

run every other Saturday, beginning April 5. Because the human resources function is the face of the organization to job applicants and also serves the entire organization—from rank and file employees to line supervisors to managers and top executives—the Careers column has not one, but many target audiences.

For those of you seeking to land that dream job or big promotion, you'll find tips on writing résumés that get read, interviewing effectively, and deciding whether a job and an organization are really right for you. If you're at the other end of the spectrum—trying to fill a critical position in your organization—we'll offer advice on drafting an appealing employment ad, setting an appropriate salary, and conducting a thorough background check. We'll begin with the application/recruitment/selection process; later on, we plan to address the issues that can arise once an employee has been on board for a while.

If you currently work in an organization with a human resources department, we hope you'll also consult the HR professionals in your company for their advice on your organization's policies, processes, and expectations. But if you don't have access to an HR professional at work, pick up the Daily Sound to get answers to all your employment-related questions!

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