MILWAUKEE COUNTY

HR Update

April, 2014

Preparing for Job Interviews

Sometimes it helps to remember that your goal in an initial interview is not to get a job offer, but rather to be invited back for a second, third (or however many it takes) interviews. Building rapport and getting & giving Information are the goals in your preliminary interview. You want to convey to the interviewer your skills and accomplishments as they relate to the needs of the employer, and you are there to determine if it's a place you would like to work. The interview is a 2-way street!

Before you go to an interview, one of the most important things you can do to be prepared is to gather data: research the employer and the industry, find out the duties/responsibilities and salary range of the position, and anything else you can learn about the organization.

As you study the information that you have gathered, develop a list of questions to ask during the interview that will help you fill in informational gaps that you have found. Asking prepared, thoughtful questions demonstrates your interest and "fit" in the organization as well as your eagerness to learn more about the responsibilities of the position. Questions that you ask based on your knowledge of the organization will leave a lasting impression on the interviewer.

Source: Excerpts from Steps to Prepare for a Job Interview, Careerworks.com.

High Fives

- **Nick Wojciechowski's** (DAS-IMSD) leadership and the hard work of the **Desktop Transformation Team** led to the very successful deployment of the new OWA email system in Milwaukee County. Congratulations to all involved and keep up the great work for the next phase of the project…Windows 7 and new computers. ~ Chris Lindberg
- High Five to **Stephanie Guliza** (DAS-Procurement) for managing the enterprise launch of DocuSign, a Digital Transaction Management (DTM) service designed to digitally manage document-based transactions, creating a faster, easier, more convenient and secure process. It's receiving initial rave reviews! ~ Patrick Lee
- **DeShell Parker**, Quality Assurance Specialist, (DHHS) attended a Face Forward Coordination Meeting, where the Delinquency and Court Services Division was recognized for making the most referrals to the program - for which Face Forward was very grateful!! I want to congratulate DeShell for taking the time to learn about the program and for coordinating the referrals for our youth. ~B. Thomas Wanta
- I have lived in West Allis, since 1987. **Milwaukee County Parks** does the plowing for us (Jackson Park area). Your employees are dedicated and professional. I want to give a special thank you to the person who plowed on my street on 3/4/14 at 0912 hrs. I had already cleared out my driveway and the snowplow came through. I observed the operator raise the plow blade just before my driveway and then put it back down afterwards, without blocking my driveway with snow. I know that the operator did not have to do that, but it shows to me that this person cares about people and his/her job. Thank You, ~William Schuk

Did You Know?

Milwaukee County Deferred Compensation Plan

Top 5 Reasons Why Employees Should Enroll:

1) Ease of Contributing
2) Tax Savings
3) Strong Investment Lineup
4) Powerful Retirement Planning Tools
5) An Established Provider

To determine whether you are READY TO RETIRE, or simply want to know if you are ON THE RIGHT TRACK to retirement, contact Charmaine Martin and/or Kathy Croak at 223-1921 or via email at Charmaine.martin@greatwest.com or Kathy.croak@greatwest.com

Department Heads—If you would like to schedule an on-site visit by Deferred Compensation to meet with staff, please contact Charmaine and/or Kathy.

Wellness Corner - Physical Activity

Spring is in the air! As the weather gets nicer, it makes it easier to feel motivated to exercise and get outside. A major part of the wellness program is to provide opportunities and resources to be physically active. Here are some new opportunities for you to take advantage of to help jump start your exercise:

- **Spring Training Team Exercise Challenge**. Create a team of two to four people and start tracking how many minutes you exercise. Each week you'll submit the total amount of minutes your team exercised. The top three teams with the highest average per person minutes exercised will win a prize and everyone else will be entered into a drawing.
- **Bike to Work Week May 12th through the 16th**. The Wellness Program and the Sustainability Division are partnering on this weekly event by organizing two group rides on the morning of Wednesday May 14th. Look for more communication in the near future!
- **Onsite fitness classes**. You may have taken the recent HR survey that included onsite fitness classes. Depending on the number of people who want to participate, the Wellness Program would like to offer classes in the future. Encourage people in your building to express interest if you'd like to see classes at your site!
- **Health Coaching**. Don't forget that starting April 1st health coaching is now being offered through Froedtert Workforce Health. If you'd like to talk about exercise or anything health related, call 777-3446 to schedule an appointment. It is a 15 minute phone call and it might be just what you need to get motivated.

If you'd like to take advantage of not only the fresh air, but all the opportunities and resources at your disposal or to participate in any of the above, contact Claire Schuenke, Wellness Coordinator, 278-4938 or Claire.Schuenke@milwaukeecountywi.gov