



MINORITY FLOOR LEADER

JUNE 2012

Representative Kymberly Pine

LEEWARD JOB & CAREER FAIR CONNECTED OVER 3,000 JOB SEEKERS WITH EMPLOYERS



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Aloha and mahalo nui loa to everyone who participated in the Leeward Job & Career Fair this month! Organizers of the event were humbled by the overwhelming turnout of job seekers.

This month's newsletter is dedicated to further information about job resources and good things to keep in mind when searching for and beginning a new job.

We sincerely appreciate all of the hard work of job seekers, employers and event volunteers. I hope you had success in making some good connections and finding employment.

With warm aloha,



Kathy Davenport of West Oahu Women being interviewed about the large turnout

JUNE IS HURRICANE AWARENESS MONTH

Please take the time to prepare *before* an emergency hits. Below are some tips from the Pacific Disaster Center. For more information, please visit www.pdc.org.

- Have flood insurance
- Install Hurricane storm shutters or pre-cut lumber for windows
- Remove branches and small trees that may fall on the house
- Stock extra food, batteries and drinking water
- Have a chosen meeting location that is somewhere other than your home
- Have an evacuation and disaster kit ready that includes a radio and batteries
- Prepare a personal evacuation plan
- Assemble a disaster supplies kit

MORE FROM THE LEEWARD JOB & CAREER FAIR



Kathy Davenport, success coach and co-founder of West Oahu Women Social & Business Network, leads "Empower Yourself" workshop



Rep. Pine visits the Pearl Harbor Naval Shipyard booth. The Shipyard conducts an annual hiring process each Spring. Job listings can be found at www.USAJobs.com.



Leeward Community College Office of Continuing Education and Workforce Development served as a resource for employment training for a variety of industries. More details at www.ocewd.org.



Officers from the Honolulu Police Department spoke with interested job seekers about HPD's hiring process and job openings. Visit www.joinhonolulu.org for more information.

MORE JOB SEARCH RESOURCES

Resources for veterans

- Department of Veterans Affairs Vocational Rehabilitation & Employment program: www.vba.va.gov/bln/vre
- U.S. VETS workforce programs: www.usvetsinc.org/jobs-veterans
- US Department of Labor Veterans' Employment and Training Service: www.dol.gov/vets

Other resources for job seekers

- Oahu WorkLinks Job seeker services: www1.honolulu.gov/dcs/owib/owlabout.htm
- Youth services: www1.honolulu.gov/dcs/workhawaii/youthservicescenter.htm
- Leeward Community College Office of Continuing Education and Workforce Development: leewardocewd.snappages.com

WORKSHOP TIPS FROM LEeward JOB & CAREER FAIR

Find videos of all Leeward Job & Career Fair workshops at www.YouTube.com/KymberlyMarcosPine.

Empower Yourself

- Have a good headshot; you are your own brand.
- It takes people only a split second to get a first impression of you.
- Recognize what you love and admire about yourself.
- Learn to honor your experiences – create a victory log with 100 successes.
- Take 100% responsibility for your life.
- Ask for what you want. Don't be afraid of rejection.
- Be aware of the thoughts you tell yourself and keep them positive.

Resume Writing

- Think of your resume as a marketing brochure.
- Understand that the purpose of a resume is to motivate the reader to want to connect with you.
- Tasks and duties do not sell – Results and accomplishments are what sell. Have a marketing-oriented resume. Focus on things that were better after you were there than before.
- Avoid heavy text; use bullet points to organize information.
- Don't put references on your resume.

The Art of Interviewing

- Do your homework. Be familiar with the organization before the interview.
- Know who you are meeting with and ask for that person by name.
- Don't be late!
- Know why you want that job at that company and have a good answer.
- Try to have open and relaxed body language to show your interest in that position. Maintain eye contact, and good posture.

Dressing for Success

- First impressions are made very quickly.
- Dress for the position.
- Men attire: Suit or button-up shirt with tie. Have a neat shave and clean fingernails.
- Women: Suit or conservative blouse and modest shoes. Limit jewelry, makeup and perfume.
- Bring your portfolio when necessary.
- If you have any doubt about dress code, don't be afraid to ask ahead of time.
- Give eye contact, warm smile and firm handshake.

Power Negotiating

- Do your research. Ask HR managers what the position might earn. Don't pull numbers out of thin air.
- Be realistic. Assess yourself honestly.
- Propose a figure and be able to justify it. Ask for time to think about an offer – don't come back too quickly with a counteroffer. Tell the company *why* you will be worth more to them than their offer.
- Quantify other perks you're receiving at your current job and say you'd like to match it in salary.
- Keep your emotions out of it. Understand the bounds the employer has and be prepared for "no".
- Remember it's not all about the salary. Consider the corporate culture and other benefits the company offers. Look at the big picture.

Networking Your Way to a Job

- No matter who you're speaking with, keep your goals in mind and share that with the people you meet because you never know if they might be able to help you.
- Carry business cards and give two to each person.
- Join professional and social networking organizations. Attend at least one per month no matter your profession.
- Community service clubs like Rotary Clubs and Lion's Clubs can be useful.
- LinkedIn and other social media are powerful tools.

Doing Well on the Job: Organization and Time Management

- Take notes and categorize tasks. Keep multiple lists to keep things separate and organized with deadlines.
- Clear your desk at the end of every day or week and keep your to-dos easy to find.
- Email inbox should be your "action" folder. Create folders in your inbox to separate things by client or project.
- Organization is fluid. Just because your predecessor did it one way doesn't mean it has to work for you. You can change your own system if you find it isn't working.
- Employers love to save time, money and stress, so give input on ways you think the system can improve.
- Work on like-items together. For example, send all emails on your list, and then do all paperwork on your list. It saves time to not retrain your mind to go back to where you were.
- Eliminate distractions, know your deadlines and prioritize.

“REP. PINE’S INBOX”



Representative Pine’s office receives many phone calls, emails and letters on a daily basis from constituents with questions and concerns about things happening in the community and State Capitol.

To make communicating even easier and more effective, we launched “Rep. Pine’s Inbox,” a video series in which Rep. Pine responds to your questions and concerns via email each week. We are also posting legislative updates and job openings in our email. If you have a question for Rep. Pine or a concern about something in the district, please contact our office. If you are not yet on our mailing list, you can join by calling at 586-9730 or by emailing a request to reppine@capitol.hawaii.gov.

VOLUNTEERS AND INTERNS

We are looking for students, retirees, political science majors, and anyone else interested in volunteering for the Office of State Representative Kymberly Pine. If one prefers to stay in the district, duties such as assisting the Representative at community events and meetings are also appreciated. For Boy Scout and Girl Scout volunteers, earning points by prepping monthly newsletters can be coordinated with staff and done in the district or at the Capitol.

Rep. Pine will continue to execute surveys with residents by email and mail on a regular basis. Assistance from volunteers, whether it be for just a few hours a month or by the week, helps residents stay informed on issues and may offer the Representative direction on votes to be cast.

If you or someone you know is interested in volunteering or interning at Rep. Pine’s office or in her district, please call our office at 586-9730, email reppine@capitol.hawaii.gov or visit Room 333 at the State Capitol. Mahalo!

JOIN REPRESENTATIVE PINE’S EMAIL LIST AND STAY CONNECTED

Throughout the year, Rep. Pine generates surveys to poll the sentiments of her district. To participate in surveys, email a request to be added to the list at:

RepPine@capitol.hawaii.gov

Once you are on the list, you will receive updates on community and legislative events and notices from various state and city departments to help residents navigate through construction zones and other issues of importance. For monthly newsletters, links to videos and messages posting important announcements, visit:

www.capitol.hawaii.gov
→House →Representatives →Pine.