

# NORTH JERSEY JOBS



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**CAREER COACH**

## Job seekers: Master the art of the interview

By **ELI AMDUR**  
 SPECIAL TO NORTH JERSEY JOBS

**Q:** I'm just getting started in my career and I'm trying to develop good overall job-search skills, including learning techniques on how to be successful in interviews. Can you recommend any good books on interviewing? Do you think mock interviews will help me? What else would you suggest?

Before I answer your questions, here's a prediction without even seeing your professional or academic credentials. You have a great chance for success.

The reason for my confidence in you is your proactive approach to making yourself a successful candidate. Whether you'll be a successful professional in your chosen field is a horse of a different color; that depends on your actual job skill sets.

But what you seem to get (that a lot of people don't, unfortunately) is that there is another whole set of skills – career skills – that are as important, or even more important, than the skills you need to do your job.

Job skills. Career skills. A small difference in semantics, but a huge line of demarcation. If you understand that both must be equally developed, your chances for a successful career expand incrementally, which brings us back to your questions about interviewing, certainly one of the more clearly defined skills.

As far as books, it's hard to recommend them for many reasons. First, the sheer number of

SEE **INTERVIEW** PAGE **J-2**

## Find the job that is your true passion

By **ROOPA MISTRY**  
 SPECIAL TO NORTH JERSEY JOBS

Do you wake up Monday morning full of excitement and enthusiasm as you anticipate the workday ahead of you? Do you get a rush just thinking about the tasks that await you at your desk? Are your talents being fully utilized and your passion being answered? If you responded "No" to any of these questions, you may not have the career that fits you best, and it might be time to reevaluate the choices you have made.

Whether you have spent two years or two decades at your current job, career experts say it is imperative that you take a moment to step back and really look at what you are doing on a day-to-day basis and how it makes you feel. The last thing you want is to find yourself at your retirement party, wondering why you chose the career that you did.

As the New Year approaches, take a fresh look at your career. Many of us are guilty of getting too comfortable at our jobs, overlooking the fact that we go unnoticed by the boss, or are taken advantage of by co-workers. Yet others are guilty of slipping into a career forced upon us by family or friends – it was

convenient at the time, but is it your true passion now? And there are others yet who believe passion should not exist in the workplace; that if you were forced to do something you were passionate about every day of your life, you would tire of it. Then again, you may likely tire of just about any job you do on a daily basis. So wouldn't you rather it be something you loved than something you hated?

So the real question is whether or not you are satisfied in your career, and what are the ways to determine that. Career counselor and coach Lynn Berger, based in Manhattan, said this is a question that can only be answered by stepping back and taking a good look at what you do. Your career should satisfy your primary needs in life. If you are not utilizing the skills that motivate you, said Berger, and the job that you do does not feel natural to you, you may want to rethink your career choice.

Whether you are starting your first career or making a change, Berger stresses the importance of doing research. Exploring different fields through online research and taking assessment tests to determine what your best skills are and which jobs

SEE **TRUE PASSION** PAGE **J-2**



PHOTO COURTESY OF PHOTOS.COM

Is this you heading off to work, eager to tackle what's in store for you at the office? If you don't find yourself full of excitement and enthusiasm about your job, career experts say it is imperative you take a moment now to step back and really look at what you are doing on a day-to-day basis and how it makes you feel. You may not have the career that fits you best, and it might be time to reevaluate the choices you have made. Finding the career that best matches you is crucial to a satisfying life.

**EMPLOYMENT SNAPSHOT**

### Medical transcriptionists

Medical transcriptionists listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence and other administrative material. They generally listen to recordings on a headset, using a foot pedal to pause the recording when necessary, and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes and referral letters. The transcribed documents are returned to the physicians or other healthcare professionals who dictated them for review and signature, or correction. These eventually become part of patients' permanent files.

**What you need to know:**

- Clerical

**Wage Comparison - Annual Salaries in 2006**

| LOCATION        | *10%     | *25%     | *MEDIAN  | *75%     | *90%     |
|-----------------|----------|----------|----------|----------|----------|
| United States   | \$21,300 | \$25,300 | \$30,000 | \$35,500 | \$41,900 |
| Chicago, IL     | \$22,700 | \$27,300 | \$33,200 | \$39,200 | \$46,000 |
| Los Angeles, CA | \$28,700 | \$34,200 | \$41,300 | \$47,100 | \$52,900 |
| New York, N.Y.  | \$25,700 | \$30,500 | \$36,500 | \$42,700 | \$47,500 |
| Newark, N.J.    | \$29,100 | \$32,900 | \$39,300 | \$44,400 | \$49,700 |

\*Headings represent percentile wage estimates for this occupation. The estimates show the percentage of workers that earn less than the given wage.

Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey

- Computers and electronics

**Skills required:**

- Active listening
- Time management
- Writing

**Responsibilities may include:**

- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency and proper medical terminology
- Distinguish between homonyms and recognize inconsisten-

cies and mistakes in medical terms, referring to dictionaries, drug references and other sources on anatomy, physiology and medicine

- Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and healthcare-facility records

- Take dictation using either shorthand or a stenotype machine, or using headsets and transcribing machines; then convert dictated materials or rough notes to written form

**Education/Training:**

- Employers prefer to hire transcriptionists who have completed postsecondary training in medical transcription, offered by many vocational schools, community colleges and distance-learning programs. Completion of a two-year associate's degree or one-year certificate program – including coursework in anatomy, medical terminology, legal issues relating to healthcare documentation and English grammar and punctuation – is highly recommended, but not always required.

Sources: [bls.gov](http://bls.gov), [acinet.org](http://acinet.org) and [onetcenter.org](http://onetcenter.org)

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**5 CONVENIENT LOCATIONS!**

# True passion

FROM PAGE J-1

match your personality is the route to take, said Berger.

"If possible," she added, "test the waters and get a taste of a career by doing things like volunteering and interning before making a full commitment."

Assessment is one of the best methods of determining the right path to take in the workplace. In "Pathfinder: How the Choose or Change Your Career for a Lifetime of Satisfaction and Success," author Nicholas Lore stresses the importance of having a job that matches your personality. Lore said qualities, including extroversion versus introversion, intuition versus sensing, feeling versus thinking, and perceiving versus judging, are things we must determine about ourselves before choosing a profession. And, while an introverted person may very well learn to become more comfortable in social situations, he or she is still,



PHOTO COURTESY OF PHOTOS.COM

Career experts say if you are not utilizing the skills that motivate you and the job that you do does not feel natural to you, you may want to rethink your career choice. Among the best ways to find out which career may be best for you is by exploring different fields through online research and taking assessment tests to determine what your best skills are and which jobs match your personality.

by nature, an introvert. The key is to find which career paths match that or any other combination of

personality traits. Lore writes, "most of the people we admire reached their

level of achievement not by changing into someone else but by embracing their natures fully

and using their personalities as instruments of self-expression. They not only chose work that fit their temperaments but also learned to use their personalities proactively to further their intentions."

When contemplating a new job, whether it be a career switch or not, one of the best tools is networking. Writes Lore, "your network of friends, relatives and others should be your primary research vehicle." Not only are these people great for supporting your career moves, but having a deep pool of contacts can better your chances of linking up to the right employer. Always take full advantage of social gatherings, even if you are not currently in the market for a new job. You never know what great opportunities may be waiting for you.

Another great tool that Lore mentions in his book is utilizing trade publications or Web sites. "These are the best way to learn the real inside lowdown about any field of interest," he writes. They provide details on the latest trends and obstacles that may exist. This is a great way to get

into the heart of the field and get to know industry leaders.

While finding the best-matched career is crucial to a satisfying life, Berger cautions to not focus all of one's attention on that part of work. "We must first make sure that our primary needs are taken care of," she said. For many of us, paying off debt and loans is foremost on our minds, and temporarily sacrificing one's passion in order to earn money to meet current financial demands is nothing to be ashamed of, as long as it is not a permanent situation.

Whether your needs are to make a higher income, learn new skills or utilize your talents more or better, Berger stresses one thing above all.

"Do adequate research before you jump into something," said Berger.

There are so many who chose a career path out of convenience or by default and come to the realization years later that they are miserable.

A large portion of our lives is spent at work; career experts advise it may be wise to make sure we are doing something that we love.

# Interview

FROM PAGE J-1

books on careers is mind boggling. Just take a stroll down the career aisle in your public library or book store. Many are good but most are not worth the paper on which they're written.

As an example, one theme I see often is the "Great Résumés That Get Great Jobs" idea.

What nonsense! Résumés don't get jobs; they get interviews. Or, more aptly, as my friend and colleague Juanita Turner says (if you've been reading this column for any period of time, you should be very familiar with Juanita by now), "résumés make your phone ring." The idea of a direct relationship between résumés and jobs is folly.

The other day I came across a book more closely related to your inquiry. Paraphrasing the title (I don't want to take the chance of angering the author or his lawyer), it basically said, "Ace the Interview and Go Home with the Job." See what I mean? More folly.

So I'll just recommend browsing to find something that makes sense and that doesn't make brash, outlandish claims. And there are plenty of these - not to worry.

As far as mock interviewing goes, it is a good idea but it has a limitation. On balance, I like the mock

interview, especially for younger, less-experienced candidates. It's like a rehearsal for a performance; you don't go on stage in front of an audience before going on stage without one. You have to get the practice of going through the process. You'll feel more comfortable and relaxed, and less surprised by what you'll encounter.

In that light, mock interviews are valuable and, yes, I do think they help. However, that said, let me tell you what the limitation is. A mock interview tends to train you to be good in an interview just like it. With so many different types of interviews, and so many more different questions you could field, there's no way to cover all that in a mock interview. The variations are just too great. So, unless you can apply the lessons learned to other novel situations as they arise, to think laterally, your experience in a mock interview might just stifle you.

Mark Twain used to talk about the cat that sat on a hot stove. That cat would never again sit on a hot stove but, then, would never sit on a cold one, either. What I'm saying is, unless you can apply lessons learned appropriately, sometimes they teach nothing.

I'm more in favor of another approach (although I certainly do mock interviews from time to time), and that's to analyze the types of interviews you'll encounter and the types of questions you'll be answering. Notice: not the exact questions. There

are too many, it's endless, actually.

I've been much more effective for those I coach by helping to identify the situations they'll face, understanding the dynamics, develop strategies and think on their feet. That's a much more sound approach than what the cat used.

There is one other thing I'd suggest, and that's to get more of what a mock interview is supposed to give you: experience. Since there's no substitute for real time, live game situations, here's an idea you may not have thought of. Try to get interviews for jobs you don't care too much about, ones that are not on your A list. What have you got to lose, an hour? But look what you've got to gain: the experience you need, the opportunity to make mistakes that won't cost you and - in the process - the chance to become more skilled, comfortable, fluid and confident.

All things considered, interviewing should be seen as something more than an unpleasant formality on the way to a job. Those who don't understand this are not on their way to a job at all. Interviewing is a skill that needs to be identified, practiced and improved.

That's why I think you'll be successful. You've just started that.

Career Coach Eli Amdur conducts workshops and one-on-one coaching in career-skills development,

career planning, résumés, interviewing and communication. At Fairleigh Dickinson University, he is adjunct professor of Executive Communication and Leadership in the MBA program and of Creativity, Change, and the 21st Century Leader in the MAS program. He may be reached at 201-357-5844 or at eli@wellmanagedcareers.com

## North Jersey Jobs

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Administrative Assistant temp/hire & temp positions available in Englewood, NJ. Must have 1-2 yrs exp. Good-Cliff Lam & Hackensack. If unable to attend, please email resume to: Engwood@aol.com bryanstaffing.com Gto 1st 25 applicants

**FILE CLERK**  
P/T, \$10/hr. 9am-1pm. Needed for COACH USA'S Shoreline Bus Co in Mahwah, NJ. Must have pleasant phone manner & good organizational skills.

**REPAIR PROJECT COORDINATOR**  
See our ad under Technical Westfalla/Sevator, Inc. pekar.pamel@sevator.com

**Scheduling Coordinator**  
At The Bank of New York Mellon, our people are our most valuable asset. As a premier global financial services leader, we can offer you a wealth of opportunity. We are currently seeking a Scheduling Coordinator to work full-time in our Secaucus, NJ office. Responsibilities include: interpret job operation memos received from various departments; coordinate all mailing components for jobs to be inserted and mailed; prepare enclosing instruction worksheet for the inserting unit; audit workbooks to ensure timely and accurate processing; communicate with owner department Administrators on all aspects of the job; follow up on job status and problem resolution; and audit billing data.

**Acting Auditor**  
Xtra's Needed Immediately w/ 973-7100. No Fee

**Acting**  
No Fee Xtra's Needed Lic'd agency 973-686-0100

**Activities Asst FT**  
Skilled nursing facility seeks caring, outgoing individual to assist with conduct activities with seniors. F.T., 5 days in-week. Please apply to: Josephina R. Oloff at our website: www.colescholtz.com

**EMERSON HEALTH CARE CENTER**  
100 Kinderkamack Rd Emerson, NJ 07630 Fax: 201-996-2996 EOE/M/F

**ADMIN ASSIST**  
Life Insurance Agency - General Office Exp Req'd, college graduate. Must be accurate, organized, good communications, willing to learn. Fax Resume to: AR-nass1, 201-651-7702 or email nass1@wropinion.com

### North Jersey Jobs 1075

**Administrator Front Office**  
Medical office seeks MBA or equivalent for multi phys. Ophth. practice, please Fax credentials. 201-825-8210

**Advertising Graphic Designer**  
North Jersey auto agency seeks designer with 3-5 years exp. Must be highly motivated for fast paced creative team. MAC, Quark, Illustrator, Photoshop. Fax resume 201-652-6406

**ADVERTISING MANAGEMENT OPPTY!**  
\$600 WK AVG NJ based prospect has an overload of clients and needs Managers...NOW!

**Animal Health Technician**  
Please see our ad in today's paper under "Veterinary technician"

**Apparel Production Fabricator**  
(S. Hackensack, NJ). Experience apparel specifications & calculate estimate materials quantities required for timely production. Evaluate potential material suppliers & apparel assemblers & consult management for their selection. Coordinate all clothing & textile send resume to: 1 - Fe Apparel, Inc. 12 Horizon Blvd. S. Hackensack, NJ 07606.

**ARCHITECT - NEW YEAR, NEW PROJECTS**  
Versatile, creative, exp'd prof'l for award-winning mid-sized architectural firm. Back porches to skyscrapers. Broad regional range of company through Cdn. 3-6 yrs exp. Sense of humor. Exc benefits. Fax resume to: anne@psaia.com.

**ASSEMBLERS MECHANICAL**  
Meadowlands Mfg of custom equip has immediate openings. Must have tools, good communication skills & be in all phases of production machinery. FT w/benefits. (201)440-8300

**Assembly/Electronics**  
Assembly person needed for small Electronics Company. Assembling small electronic components. Light soldering & assembling experience preferred. Uniforms. For confidential interview call John La Manna, 973-772-4646

**Assembly/Manufacturing**  
Company is looking for person with assembly knowledge. Medical sterilization cases and complete components. Must be able to read assembly prints, rivet manual, and assemble components. Basic knowledge of hand tools a must. Overtime required. Full company benefits. Must come in and fill application. Call 201-421-3055 or fax 201-797-0380

**Assistant Sales Manager**  
Billiard Ex - Paramus New Retail Store. Full-time. Hourly plus commission (range 30k - 40k/yr). Strong sales ability a must. Resumes to: davis@billiardex.com.

**Acting Auditor**  
Xtra's Needed Immediately w/ 973-7100. No Fee

**Acting**  
No Fee Xtra's Needed Lic'd agency 973-686-0100

**Activities Asst FT**  
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### North Jersey Jobs 1075

**AUDITING IT Internal Audit Manager**  
Northern NJ DP service co. is looking for an Auditor with exp. in the financial or banking service industry. In this capacity, you will demonstrate your ability to interface with executive management and staff present written & oral reports to the Board of Directors, and serve as liaison to 3rd party auditors &/or federal examiners. Requirements include a minimum of 3 yrs experience as an IS or IT auditor, a bachelors degree in accounting or computer science, and knowledge of Windows & UNIX. CIA pref.

We offer a competitive benefits and compensation package including 401K. Qualified individuals should send resume with salary requirements to: Financial Services, Inc. Attn: HR Mgr/Dept. Audit 21 Harristown Road, Gladstone, NJ 07032-1799 Fax: 201-445-2635 or email: resume@insidetsi.net

**Lot People/Porters**  
ALL AMERICAN FORD is currently seeking TWO F/Time or P/Time LOT PEOPLE/PORTERS

**Must be over 21 Male or Female and have clean, valid NJ Driver's License. Competitive Salary & Full Benefits**

**Contact Jim Sabino, Service Manager @ 201-487-6700 EXT. 233 EOE**

**A/B TECHS**  
IMMEDIATE OPENINGS BUSINESS IS BOOMING AT GREAT AMERICAN CHEVY We're currently seeking 1-A TECH 1-B TECH

**Must have GM Experience. Offering top pay, full benefits & a strong, safe work environment.**

**Contact Jim Sabino, SERVICE DIRECTOR 201-487-6700 EXT. 237 EOE**

**Attention Technicians**  
Busy growing dealership looking for self-motivated team players