

APICS Sacramento

The Educational Society for Resource Management

Issue 5 Volume 15

www.apicsacramento.com

November, 1999

APICS Sacramento will host Mr. David Richter as our Professional Development speaker for November. Mr. Richter will present, "ERP Automation - How Fast Can You Run?" For information regarding this presentation, please call the APICS Sacramento hotline at 916-650-8660.

President's Message

The Educational & Research (E&R) Foundation may not be the most visible part of APICS but they serve an important purpose in bringing the society and its customers insight and information that is cutting edge. Look at some of the research they are funding: Loyola University - Global Supply Chain Management under Uncertainties: Factoring in Currency and Demand Fluctuations, and Duquesne Univ - Supply Chain Management Incorporating Reverse Logistics.

More proposals for Supply Chain Management Research Grants are expected in another round during January.

All grants are expected to produce deliverables that are reader-friendly and relevant to people like you and me. Now that's a change from the academic stuff I'm used to seeing.

Corporate sponsors are invited to join as contributors to drive the research agenda and join the selection process.

Information on corporate sponsorship and participation, grant requirements and who to contact are available via the web site, www.apics.org

The business landscape continues to change. And it's hard for most people to keep up. Your APICS connections keep you in the loop, locally, nationally and beyond.

Karen Hess, CPIM, CIRM
Chapter President

**For test location, registration and other information,
please contact
Assessment Systems Inc. (ASI)
at 800-274-8399.**

APICS Sacramento Calendar

November

- 2 Board meeting at Lyons on I-5 & Richards Blvd.
- 16 Professional development meeting. Mr. David Richter will discuss issues related to Y2K.

December

No board or professional development meeting scheduled for this month.

January

- 10 Board meeting at Lyons on I-5 & Richards Blvd.
- 24 Professional development meeting. Ms. Amy Alberg will present, "Streamlining Distribution To Meet 4 Hour Order-To-Ship Turnaround".

CSUS Materials Management Certification Class Schedules

The 1999 Spring and Summer classes for the Certificate program are as follows:

- ◆ Materials and Capacity Requirements Planning: Nov. 15 - Dec. 13. Mon./Wed. 6-9 p.m.
- ◆ Master Planning: Jan. 10 - Feb. 9. Mon./Wed. 6-9 p.m.

Classes are held at Hewlett-Packard in Roseville and are open to the public. For more information, please contact CSUS (916) 278-4433 ext. 0.

1999 Examination Schedules

Intro to Materials Management (formerly Basics of Supply Chain Management):

- ◆ Nov. 22nd - Dec. 30th 1999

IEM schedule:

- ◆ Nov. 19th - Nov. 20th 1999

Interviewing to Get the Offer!

By Tony Winckowski, Certified Executive Search

I am amazed at how many people really do not know how to approach an interview. Everyone reading this article has been involved in one, but what made your current or last employer offer you the position over everyone else? Yes, some people love to interview and are “superstars”, and in some cases, you might be the only candidate with the desired skills. But, for the majority of job seekers, they either approach the interview too casually, or are so nervous that they reduce their effectiveness, and thus, their chances of being given a job offer. Most people that get nervous for an interview do so because they feel out of control, unprepared, or that they are being judged as a person.

What follows is a guideline that for the casual will provide some more substance during the interview, and for the nervous, provides a gameplan that might help reduced or remove the anxiety associated with the process. By being prepared, many candidates feel much more confident, and believe me, it shows and makes you more desirable.

Interview Checklist:

- 1) **Research your company.**
- 2) **Prepare for the interview.**
- 3) **Reduce unnecessary anxiety.**
- 4) **Find out where you stand.**
- 5) **Follow-up.**

Research the company: With today’s technology, this has become so easy that there is NO EXCUSE to not be fully knowledgeable about the company you are interviewing with. In fact, there is a real good chance you can know more about the company than the person interviewing you. Every hiring manager is pleased when a candidate comes to the table with an understanding about their company. To score more points, relate yourself and what you can bring to the table that aligns with the company’s philosophy and/or goals. Chandra Fox of e-resume.net provides a nice list of the information you should arm yourself with: Services and/or Products, Competition, Sales (any large increases or decreases and why), New products/services available or coming to market, International operations, and any media information on the company in the last year.

Prepare for the interview: It is amazing how many people decide to “wing-it” for an interview. “If it’s meant to be, it’s meant to be” is the battle cry of many candidates. While this statement holds true when it

comes to the personality fit between candidate and hiring manager, in reality it really means that the candidate is lazy, uninformed or subconsciously does not want the opportunity. Want to be out of the running in the first five minutes of an interview? Come to the interview unprepared. How do I know this to be true, because at least 80% of the time when my hiring manager tells me it, the candidate confirms it when we debrief. How do you prepare? Besides researching the company as mentioned before, think about the position you are applying for and the types of questions that will be asked. You know you will get the general questions like “Tell me about yourself?” and “What is your goal for the next five years?” Have something prepared and commit it to memory. For position specific questions, think about the answers you will provide and, if possible, relate to the company you are interviewing with. Finally, when asked, “Do you have any questions for me?” come to the table with questions that will help you figure out what type of person they are looking for. Again, Chandra Fox has some great examples; “What will I be contributing to the organization?” “What makes your company different from others?” and “How would you describe the most successful employees in your company?” Each of these answers will assist you on how to sell yourself to the company.

Reduce unnecessary anxiety: Most candidates are already nervous or anxious before the interview begins, so let’s make sure we do not add more to the mix. When your brain is being used up by anxiety, you have less to focus on the interview process and therefore reduces your effectiveness. If you have to get up early to get to your interview, pick out all your clothes the night before and have them laid out and ready to go. Make sure you give yourself enough time to get to the interview early (10-15 minutes). Unexpected things occur and you don’t want to be worrying about making the interview on time. Getting there early also allows you to relax, use the facilities, and gives you a glimpse of the office environment. Also, make sure you have clear directions to the facility beforehand, and remember to take the phone number in case you are running late. A quick call explaining the situation is considered professional and appreciated, and allows the interviewer the decision on whether or not it would be more appropriate to reschedule the interview. Although not desired, the alternative is a rushed interview under negative circumstances... basically a recipe for no offer.

Find out where you stand: When the interview is completed, you should know where you stand, or have the next step in the works. Obviously, if the hiring manager says we’d like to make an offer, or I would like you to come back on such and such day to meet with so and so,

the company is interested in you. But, what about when you get the standard “Thank you for coming by, someone will be in touch with you soon”, or “I have a number of other interviews this week, we will make our decision then.” Are you being considered? Are you blown off? At this stage, most candidates, for fear of offending or being pushy, will say “Thank you, I look forward to hearing from you” and leave. My suggestion is to ask some questions to find out if they are interested. A good one is “Based on our conversation today, would I be considered for the next step?” At this point, most companies will tell you yes or no. If they say yes, a natural response would be “Great, I am very interested in the opportunity”. I personally suggest you go one step further and say “Great, I am very interested in the opportunity. Are there any concerns about my ability to do the job?” At this point, you will learn if there are any concerns, and can respond to those concerns citing specific examples of accomplishments or how you overcame that problem in the past. You see, many times the concern occurs because the person doing the interview misunderstood you, or perhaps drifted away while you were speaking. To not continue on and provide support for yourself at this point would, in essence, be saying, “I agree with you”. Now, if it is a minor point and you are assured of moving on to the next step, you would make note that you would need to present yourself stronger in the area(s) mentioned with the next interview. If the interviewer says “No” to your original question on whether or not you would be considered for the next step, its time to find out why that would be, so that you can address those points in detail. Again, many times the interviewer misunderstood your statements from before. Worse case scenario is that at least you get immediate feedback as to where you are deficient for the current opening. You can then finish with something along the lines of “Well, its obvious I am not fully qualified for this position, However, I am still very interested in working for your company. Are there any other openings I would be better suited for?” It is a longshot I know, but you always want to keep all the avenues open. Many times, people get called back to a company months after they interviewed.

Follow-up: As stated in previous articles in this series, it is always important to follow-up. Immediately follow-up on any promises made and never forget to send a Thank you card! Those cards go farther than imagined.

So, there you go. There is never a guarantee that you will get a job when you interview. However, as with the other articles in this series, you can place yourself in front of the pack by doing a little work on your end.

Tony Winckowski is a recruiter with Certified Executive Search. He is available for free consultation for all Sacramento APICS members. Tony can also provide Materials & Production professionals at all levels. He can be reached at 916-771-6886 or by email at tonyw@certified-personnel.com.

APICS Certification Update:

APICS is pleased to announce that the existing Certified in Production and Inventory Management (CPIM) program is undergoing a reconfiguration for 2000. The reconfiguration of the CPIM program is being introduced in efforts to better manage the rapid expansion of information. The program must encompass this information due to the constant influx of new techniques and technology within the field of production and inventory management. The reconfiguration will consolidate the existing seven CPIM program modules into five process-oriented topic areas. In addition to consolidation, the reconfiguration will integrate new topics into the current curriculum, such as the theory of constraints and enterprise resource planning, in efforts to further APICS' commitment to providing our members and customers with the best possible educational assessment and knowledge base.

As part of the reconfiguration process, the following names have been selected for the reconfigured modules:

- Basics of Supply Chain Management (This module name was not changed)
- Master Planning of Resources
- Detailed Scheduling and Planning
- Execution and Control of Operations
- Strategic Management of Resources

Testing will transition from the existing CPIM material to the reconfigured CPIM material in September of 2000.

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