

# Learning is Living!

November 2009

Issue 11 Volume 9

**EMPOWERMENT TO FORECAST YOUR SUCCESS!**

**WEATHER TO SUCCEED, INC. 845-229-7893**

## ***Employment Laws You Should Know***

*Employee Retirement Income Security Act (ERISA)* governs how private employers must manage employee benefit plans, such as pension funds, health insurance, and disability benefits. ERISA sets certain limitations on the way the funds in such plans may be invested, and prohibits an employer or plan administrator from wrongly refusing to provide plan benefits, such as refusing to pay disability benefits to a plan participant who is truly disabled.

*Employee rights* include the right to privacy and to be reinstated to work under certain circumstances if the employee serves with the military. It also limits on an employer's right to conduct a background or credit check, garnish employee wages, or require an employee to take a polygraph test.

*Employment contracts* include written agreements signed by the employer and employee, as well as "implied" contracts created by employee handbook terms or verbal agreements. An employment contract can govern the length of employment, vacation, benefits and stock ownership, circumstances under which the employee may be fired, and whether the employee may compete with the employer after he or she has left the job.

Author unknown – check with your legal representative for legal advice and clarification on these laws.

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## ***Job Benchmarking and Candidate Assessments – What's the Deal?***

The use of job benchmarking and job candidate assessments has grown in recent years. What are they, and why should you care?

Job benchmarking is the process of characterizing what behavioral style, motivators, and talents a job calls for. Job benchmarking allows us to “let the job talk”, and identify what the ideal candidate looks like. Candidate assessment is the flip side of the job benchmark. The candidate assessment looks at the behavioral style, motivators, and talents of an individual. There is a third component that links the other two—the gap analysis—that makes clear those areas where the candidate is not a good fit for a job. Viewed another way, the gap analysis shows where the job is not a good fit for a candidate.

Why use assessments? Studies show that a good fit between a candidate and a job is a key factor in job satisfaction, productivity, and retention. Nobody likes getting turned down for a job, but ultimately making sure a person is a good fit for a job is a win-win proposition.

From an employer's perspective the cost of employee turnover is calculated at between three and five times the person's annual salary. It is a hidden cost of doing business, and one that is easily avoided.

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## Tip Of The Month

### Complaints are Good!

What? In the business world, **complaints** about your products, services, or service delivery should be viewed as an **opportunity**. What if you weren't aware of these complaints? How would you be able to effectively make adjustments to your business before it's too late? Next time someone is complaining – **listen** carefully, **acknowledge** their point of view, **analyze** the situation, and take indicated **corrective action**. In other words, be an advocate! If not, your business stands the chance of losing competitive advantage, customers, revenue, and credibility.

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From an employee's perspective, if you are in the right job, you will be happier, less stressed and more productive. If you are in the wrong job, your performance won't be as good, and you will end up leaving the job, or being asked to leave.

The engine behind this whole process is the assessment tool. Most assessment tools have an origin in human development theory, but the good ones have been validated in the real world and have an amazing degree of accuracy and utility.

#### **An assessment is:**

- ✓ A great source of insight into a person's behavioral style, motivators, and talents
- ✓ An excellent way to "let the job talk"
- ✓ A useful tool to coach an individual, or to assist an individual in guiding and directing their own personal development
- ✓ An integral part of candidate screening and a complement to a resume, work references, and job interview

#### **An assessment is NOT:**

- ✓ An IQ test
- ✓ A test of job-related skills and knowledge
- ✓ The only criteria used in determining the fit between a candidate and a job
- ✓ A substitute for a resume, work references, and job interview

Assessments are great tools. However, like all tools, they are only as effective as the people using them. In looking at assessment tools as either an employer or employee, work with someone who knows how to use and interpret the assessment in an effective way. If your reaction to an assessment is "NO way!" and not "Aha!" seek a second opinion. Ask your spouse, co-worker, peers, etc... read your assessment and get their opinion. You may be surprised!

Our perceptions of our self are often different than how others perceive us.

*Adapted with permission from author David E. Smith, Performance Dynamics Systems.*

