



Bayley & Bender

AWARENESS IS POWER®

Insights for Business

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BAYLEY & BENDER, INC
SUCCESS THROUGH INSIGHT!

When Hiring, Play For All The Marbles

What does the expression "playing for all the marbles" mean to you? Derived from a competitive children's game, the expression typically conjures up images of ongoing preparation and a fierce determination to win.

If you are a business owner or manager with one of the few job openings available in today's job market, then the term "playing for all the marbles" is significant to defining the success of your business. If you are an employer trying to fill a job vacancy, it means ongoing preparation and a fierce determination to hire the best possible talent available.

Today's economic climate of downsizing and bankruptcies has produced a job market with a lot of talented applicants available. The best employers already know that and are taking action.

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*Are You Playing For
All The Marbles?*

Free Tax Guide For Individuals

Are you facing a lot of different tax questions this year? IRS experts have pulled together an overview of common tax issues in one convenient place — *Publication 17, Your Federal Income Tax*. This updated publication, available on the IRS Web site, IRS.gov, contains a vast array of helpful information for individual taxpayers.

From stock sales to student loans, this nearly 300-page publication holds the answers to many of your questions:

- Need help deciphering the mysteries of the Roth IRA? Try Chapter 17 for retirement accounts.
- Do you have a new child in the house? See Chapter 34 for the Child Tax Credit.
- Are you selling stock for the first time? Check Chapter 16 for capital gains. If you're unloading losers, capital losses are there, too.
- Do you need to report the profit on your home sale? See Chapter 15 for some good news. Generally, you only need to report the sale of your home if your gain is more than \$250,000 (\$500,000 if married filing a joint return).

And the best part about Publication 17...It's free. To get a copy, visit the IRS Web site at IRS.gov or call 800-TAX-FORM (800-829-3676).

Inside This Issue

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*Patience and perseverance have a magical effect
before which difficulties disappear and obstacles
vanish.*

– John Quincy Adams

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They prepare to recruit, interview and select new employees as if the life of the company or their career depends on it. They realize that every time there is a reduction in force somewhere, there is the potential to get a Secretariat for the price of a very good show horse.

A client recently asked me to assist him in recruiting and screening prospective applicants for a human resources position. After a short meeting, I knew he was playing for all the marbles.



We wrote a classified ad that clearly defined the candidate as a generalist with supervisory or managerial skills and experience (in other words, weaklings need not apply). We profiled the position by determining the characteristics of the right candidate and how she or he would function in the company's environment.

The screening process consisted of converting 160 résumés into 12 telephone interviews, which resulted in seven on-site, one-on-one screening interviews. Three of those individuals were chosen to interview with the local management team.

The next step was not selecting the best of the three but determining whether to make an offer or start the process all over again, indicating the employer's true commitment to excellence. As you prepare to fill your next vacancy, how will you recruit the right person? I urge you to prepare to play for all the marbles and be determined to win the best talent for your organization.

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A man is not idle because he is absorbed in thought. There is a visible labor and there is an invisible labor.

— Victor Hugo

On The Lighter Side

A guy is driving around the back woods of Tennessee and he sees a sign in front of a broken down shanty-style house: "Talking Dog for Sale." He rings the bell and the owner appears and tells him the dog is in the backyard.

The guy goes into the backyard and sees a nice looking Labrador Retriever sitting there.

"You talk?" he asks.

"Yep," the Lab replies.

After the guy recovers from the shock of hearing a dog talk, he says "So, what's your story?"



The Lab looks up and says, "Well, I discovered that I could talk when I was pretty young. I wanted to help the government, so I told the CIA. In no time at all they had me jetting from country to country, sitting in rooms with spies and world leaders; because no one figured a dog would be eavesdropping. I was one of their most valuable spies for eight years running, but the jetting around really tired me out and I knew I wasn't getting any younger. So, I decided to settle down. I signed up for a job at the airport to do some undercover security, wandering near suspicious characters and listening in."

"I uncovered some incredible dealings and was awarded a batch of medals. I got married, had a mess of puppies, and now I'm just retired."

The guy is amazed. He goes back in and asks the owner what he wants for the dog.

"Ten dollars," the guy says.

"Ten dollars? This dog is amazing! Why on earth are you selling him so cheap?"

"Because he's a liar. He never did any of that stuff."



Help Feed the Hungry – Click Here: www.thehungersite.com

The Hunger Site was founded to focus on a specific humanitarian need; the eradication of world hunger. The staple food funded by clicks at The Hunger Site is paid for by site sponsors and distributed to those in need by Mercy Corps and America's Second Harvest. Since its launch in June 1999, the Hunger Site has established itself as a leader in online activism, helping to feed the world's hungry and food insecure. On average, over 220,000 individuals from around the world visit the site each day to click the yellow "Help Feed The Hungry" button. Try it out...it's **FREE!**

Bayley & Bender

"We help organizations around the world increase their Growth, Profitability and Productivity by helping them Hire, Develop and Retain Top Performing Sales Talent. We also provide Leadership Development and Team Building to drive Organization Effectiveness."

NEW PRODUCTS

Pillars of Success. Don't miss this book! It's a Great Gift for your team, family, friends, or co-workers. Call Janine to order - 301-439-8317 or click on the image for more information!

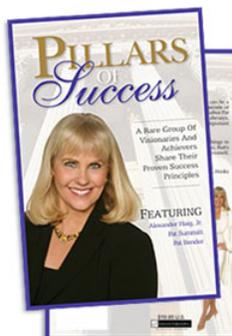
PILLARS OF SUCCESS

It's no secret that success is something everyone wants. The process can be a mystery and *Pillars Of Success* is a book all about revealing success secrets of several of the most prosperous people in business today.

Contributing author Pat Bender has an **Awareness Is Power®** process. "The more aware you are," she says, "the more aware you'll become."

You will learn what Pat says are three important things leaders and successful people have in common.

CLICK ON THE IMAGE FOR MORE DETAILS AND TO GET YOUR COPY TODAY!!



CALENDAR OF EVENTS

Bob & Pat Bender request the pleasure of your company at the Awareness is Power® seminars:



May 8, 2007 – Advanced Personal Excellence Seminar at Serenity

May 9 – 11, 2007 – Dynamic Leadership Seminar at Serenity

Develop Your Professional & Personal Goals And A Plan To Get You Results!

Contact Pat Bender at 301-439-8317 to Reserve Your Place Today or Click on the Booking Form -

BOOKING FORM 

*The secret of joy in work is contained in one word - excellence.
To know how to do something well is to enjoy it.*

— Pearl S. Buck

The pessimist sees difficulty in every opportunity. The optimist sees the opportunity in every difficulty.

— Winston Churchill



ONE MINUTE IDEAS

Atypical Resolutions -

- * STRIVE FOR BETTER BALANCE – Schedule more activities with your family and friends if you spend most of your time at the office.
- * TAKE BETTER CARE OF YOUR MIND – Read a book a month or take a course at a local college. Ask yourself what you would like to learn more about, then take the plunge.
- * SHARE YOUR TALENTS, energy and other resources with volunteer organizations.
- * TRY A NEW FITNESS PROGRAM – Choose something that rewards you with new friends and fun places to explore.
- * TAKE TIME TO APPRECIATE FAMILY, friends and co-workers.
- * TURN CHANGES INTO CHALLENGES and master them with gusto.
- * SEEK PEACE OF MIND and help others do the same.

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Future Insights

Beware of empires. Guard against any manager building a bureaucratic dynasty that gets in your way of performance. Cross-train your people, enable them to work productively together across departmental or functional lines. Stay fluid and flexible.

Emphasize personal and professional growth. Establish and maintain a learning environment. Use education, training, and development to help every worker become more competent, more confident. Link personal and corporate growth objectives to build the congruency that bonds people to your company. When people can meet their personal needs through their employment with you, they'll be more likely to stay.

Show appreciation. Tomorrow's employees, like today's, are hungry for appreciation. Thank your people every day. Be sincere and specific. Train all your managers and supervisors to follow your example, consistently. Seek creative ways to show you care.

Get closer to your people. Develop tighter relationships with your people. Share your visions, your dreams, your needs. Learn how your people feel about these issues, and other things that are important to them. Stimulate and support vigorous open communication.

Stay alert to trends. Study your industry's publications. Scan popular newsmagazines, newspapers, and newsletters. Talk with colleagues, customers, suppliers. Attend an annual meeting if you're really interested in trends and creative ideas.



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More Employment Laws You Should Know

In our last issue we wrote about a couple of the complex laws that govern the employer-employee relationships as well as the provisions requiring reporting or record-keeping.

Here are a few more that you should take notice of:

Age Discrimination in Employment Act (ADEA) is a federal law that protects older employees (those over the age of 40) from employment discrimination on the basis of age. Only employers with more than 20 employees are required to comply with ADEA. The Americans with Disabilities Act (ADA) prohibits discrimination against any disabled employee or applicant who could, with or without a reasonable accommodation of that disability, perform a job. The act also requires an employer to provide accommodation, such as modified work hours or duties, or special equipment, if such an accommodation is not "unduly burdensome" and is necessary to help the disabled employee perform his or her job.

Pensions, benefits and compensation are governed by an array of laws, including the Employee Retirement Income Security Act, the Fair Labor Standards Act, and laws such as COBRA, which



requires an employer to continue some forms of employee insurance coverage for a period of time after the employee has been terminated. Some employment benefits are also mandated by state or federal law, such as Social Security, unemployment compensation, and workers' compensation.

Wrongful termination or discharge refers to terminating an employee in violation of a public policy of a state, such as when the employee has reported a violation of the law by the employer. Many states also recognize a claim for wrongful termination where the employer has violated its employment contract with the employee.

Retaliation for making a claim or reporting a violation is prohibited by most of the federal and state laws relating to the workplace. In the case of Title VII and other federal antidiscrimination laws, a retaliation claim may be maintained even when an employee cannot show that he or she was discriminated against.

Ask your attorney for advice on all legal matters.

The information presented here should not be construed to be formal legal advice or the formation of a lawyer/client relationship. This newsletter makes no claims or representations as to the validity of the articles submitted by 3rd party authors.
