

2009 Annual
Sponsor



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May Gold Sponsor



President's Letter

Congratulations to all Dulles SHRM Chapter members for our success in achieving the 2008 SHRM Foundation Chapter Champion award.

This honor recognizes Dulles SHRM's support of the SHRM Foundation in 2008. Sarah Cower, PHR, 2008 Chapter President, and Mary Roome-Godbolt, 2008 SHRM Foundation Representative both received medals. And, Dulles SHRM will be recognized on the SHRM Foundation website and in their annual "Honor Roll" brochure.

In 2008, the SHRM Foundation awarded a record \$750,000 in grants to fund rigorous, original academic research with practical implications for HR management practice. They award \$170,000 annually in education and certification scholarships to professional and student SHRM members, and doctoral students. And, the SHRM Foundation's Effective Practice Guidelines series make research findings easily accessible to HR practitioners. The Foundation has also created a series of educational DVDs for SHRM chapter programming, staff trainings, and executive education sessions.

Congratulations to all who contributed to this terrific award!
Denise Henderson, PHR
President, Dulles SHRM

HR Metrics Resources on the SHRM Website

There are two places on the SHRM website to find great information on HR Metrics!

1) The SHRM HR Metrics Toolkit provides a number of factors that can be measured to show how HR contributes to the business. Measures such as absence rate, health cost per employee, and HR expense factor show that HR has a sense of the importance of human capital measurement in supporting business objectives. Use the SHRM HR Metrics Toolkit to compare your metrics against other organization's metrics, survey data, etc., to evaluate your performance. Metrics can show the benefit of your HR practices and the contribution to your organization's profit. Benchmark data and designate time frame (plan year, fiscal year, etc.). Compare data going forward using same time frame (year 1, year 2, year 3, etc.) to show improvement/decline. Read more about HR Metrics at http://www.shrm.org/hrdisciplines/Pages/CMS_005910.aspx.

2) You will find a new resource on the new HR Metrics Forum on the SHRM website, www.shrm.org/forums. If you are looking for the latest news, articles, research or member input on HR Metrics, this is the place! A quick glance at the homepage shows a highlight of the Human Capital Resource Guide. This comprehensive reference and research aid highlights resources focusing on the management and measurement of human capital. The Guide is available in HTML format, with extensive links to resources on SHRM Online and elsewhere, as well as for download in PDF format. There are periodic web casts, studies and surveys highlighted at times, and related products from the SHRM store showcased. Members have a chance to chat with each other and to share articles or information they have found in other places (there is a peer review process in place to maintain quality).

All in all, the SHRM website can help you when it comes to HR Metrics.



We Welcome our
May **GOLD** Sponsor

May Chapter Meeting

Corporate Compliance, I-9 and E-Verify Wednesday, May 20, 2009 (Dinner Meeting)

Presented by Linda A. Rahal, Chief Operating Officer (COO) of Trow & Rahal

Often, the task of finding a staff member to plan a meeting or conference falls on the shoulders of the Human Resources Department. MMS is here to help.

Founded in 1996, Meeting Management Services, Inc. (MMS) has quickly become one of the premier meeting planning firms in the nation. We provide meeting, conference and event planning services, including: site selection, hotel/venue contract negotiation, budget development, program and agenda development, registration, exhibit hall design / solicitation / management, pre and onsite logistics management, and audio visual production. We represent numerous business sectors including Fortune 500 corporations, government agencies, associations, non-profits and trade unions.

What can MMS do for you and your organization? By utilizing our industry relationships, buying power and negotiating skills, we can help you minimize your budget outputs while still producing an unparalleled event. We understand the nuances of managing events ranging from 75 to 10,000 attendees. We will remove the thousands of details associated with planning an event so your team can concentrate on content and the attendees.

Want your meeting to be "Green?" MMS has extensive experience in creating low environmental impact events utilizing green products and the latest technologies. Have your company be on the leading edge.

Ever thought that a contractor would be at no cost to you or would even pay you for their services? By having MMS perform your hotel site selection and contract negotiation, this could be the case. Ask us how this service can have a direct impact on your bottom line.

MMS looks forward to working with you and bringing your meeting to the next level.

For more information, contact David McKennon, CMP at davidm@meetingmgmt.com or 202.624.1784.

The objective of this presentation is to provide comprehensive information on the importance now placed on corporate compliance files for personnel, including Form I-9 for all employees, Labor Certification Application (LCA) Public Access Files for H-1B employees, and PERM Labor Certification Application Audit files for green card applications. The importance of maintaining these files has increased due to a new emphasis by the U.S. Department of labor on audits and enforcement and increased penalties. The presentation will review when, where, what and how long these files need to be kept by an employer. The presentation will also review the need for employers to have consistent policies and procedures for maintaining these types of files, and recommendations for the same.

The presentation will also review the laws and regulations relating to E-Verify, including the new Federal Contractor provisions (for which effective date has continued to be delayed due to a pending lawsuit). E-Verify is now the new and hot topic and the presentation will review the requirements, the public policy behind E-Verify, and the requirements for compliance with E-Verify. We look to engage attendees to discuss the pro's and con's of why an employer should or shouldn't register for E-Verify, and to discuss experiences of companies that have already registered. The presentation will also include tips and recommendations for employers for policies, procedures and systems that will help the company maintain corporate files to meet the increasing number of regulations on personnel related files, including I-9, LCA public access, E-Verify and PERM audit files.



This program has been submitted for 1.0 recertification credit through the HR Certification Institute. For more information, visit www.hrci.org.

Linda is Chief Operating Officer (COO) of Trow & Rahal. She has been with the firm since its inception in 1993 and has practiced immigration and nationality law as an attorney since 1992.

In 1992 Linda received her J.D. degree, *magna cum laude*, from the American University, Washington College of Law. She earned her B.A. degree, *cum laude*, in International Relations from Tufts University in 1986. Linda has been a member of the American Immigration Lawyers Association (AILA) for over 10 years. She is also a member of District of Columbia and Maryland Bar Associations, as well as the American Bar Association.

Linda has taught several courses on immigration law and conducts seminars for clients and outside organizations. She served for seven years (2000-2007) on the Legal Advisory Board of the Capital Area Immigrants' Rights Coalition (CAIR Coalition), a non-profit organization in Washington, D.C. Linda is also an active member of the DC Area Chapter of the Women Presidents' Organization (WPO). She now serves on the pro-bono panel for immigration legal services at Catholic Charities in Washington, D.C.

Linda is listed in the *Best Lawyers in America*, *Washingtonian Magazine's* "Top Lawyers", *The International Who's Who of Business Immigration Lawyers*, and the *Martindale-Hubbell Bar Register of Preeminent Lawyers*. Linda is a frequent speaker on Immigration Law Updates at SHRM (Society for Human Resource Management) events. In the most recent edition of *The International Who's Who of Corporate Immigration Lawyers*, Trow & Rahal was called a "very good, very creative firm".

Linda has a reputation for being a lawyer who goes the distance. In October 2005, she competed in the World Championship Ironman Competition in Kona, Hawaii as part of the CEO Ironman Challenge – and she went the distance. An avid athlete, Linda has completed numerous marathons and Ironman triathlons. She continues to enjoy training and participating in triathlons, as well as other athletic and outdoor activities. She has combined her passion with her work and helps professional triathletes obtain visas to live, train and race in the U.S.

Day Inside the Beltway

Wednesday, May 6th, 2009

Want your HR Voice Heard? Interested in Lobbying Congress? Concerned about the Economy? ...

Meet your Congressional Representatives, and the offices of Senator Mark Warner, and Senator Jim Webb.

Join Dulles SHRM's delegation on our annual trip to the Capitol. Registration, lunch, and transportation are provided.

For more information or to register contact John Nastelli, Legislative Liaison, at jnastelli@creatingwellnesscenters.com



[Helios HR](#) announced the 27 finalists for the 2009 Helios Apollo Awards. The Apollo Awards recognize Washington-area organizations that promote employee development.

The 2009 finalists demonstrate a commitment to continuous learning by the number of development opportunities available for consideration, how they communicate these opportunities, and how they measure the impact of training and development within their organization.

Helios HR is pleased to announce the following finalists within the four categories:

Emerging Companies:

Arc Aspicio
Evans Incorporated
Information Experts
Interplan Incorporated
Jewell & Associates
Near Infinity Corporation
Rose Financial Services
SpeakerBox Communications

Small Companies:

Democracy Data & Communications
Excella Consulting
FOX Architects, LLC
Infinite
K.C. Company
Metier, Ltd.
NCQA
VIPdesk
VISTA Technology Services

Mid-size Companies:

Ascend One Corp.
Beers & Cutler
Dimension Data North America
The North Highland Company
United States Pharmacopeia

Large Companies:

B.F. Saul Company Hotel Division
Clifton Gunderson LLP
Covance, Inc.
Edelman (Washington, DC office)
SGIS

Award finalists and winners will be recognized at a breakfast ceremony on June 5, 2009 from 7:30 am - 10:00 am at the Fairview Park Marriott in Falls Church. Best practices in employee development will also be shared at the event. Tickets to the awards ceremony are \$75. Interested parties should register online for the event at www.helioshr.com/Apollo-Awards.php.

Corporate Health and Wellness Seminar

Creating Wellness Alliance and The Tower Club, in Vienna, VA, are hosting an event titled "Corporate Health and Wellness", Thursday May 14th, 2009 from (1-4pm). Tickets are \$35 per person.

The seminar focuses on addressing rising healthcare costs, latest trends in healthcare and, "Wellness in the Workplace," initiatives. Below are the topics being discussed.

1-2pm: Wellness Hour, Hors d'oeuvres, Free Health/ Wellness Assessments

2-2:30pm: "A look at The US Healthcare System" - Latest trends, data and statistics

2:30-3:30pm "Health, Wellness and Productivity Programs" - Learn how to decrease healthcare costs

3:30-4: pm "How to get your employees engaged" - Learn how to attract up to 95% employee participation in your health and wellness initiatives

For more information and to register, goto: www.creatingwellnessatwork.com

Creating Wellness Alliance. 11707 Bowman Green Dr. Reston Va. 20190. Ph.703-652-7550.



Employment Enterprises, Inc. Offers Complimentary Seminar on April 15, 2009

March 25, 2009 – Employment Enterprises, Inc., a national provider of Staffing and Human Resource Outsourcing Solutions, announces that a complimentary seminar titled "Succession Planning for a Rainy Day" will be held on Wednesday, April 15, 2009 at the Fairfax County Chamber of Commerce office in Vienna, VA. Registration for this free event can be done on the company website, www.eeih.com. Advanced registration is required. Networking for attendees begins at 7:30 AM, and the presentation begins at 8:00 AM, ending promptly at 9:15 AM.

"Succession Planning for a Rainy Day" will help attendees implement plans to better manage and develop their top talent, the very individuals that will guide a company through challenging economic times. Discussion points will include the importance of succession planning during a downturn, as well as practical guidance on implementing a plan at your workplace. This seminar is ideal for any supervisory personnel and business leaders looking for a competitive edge.

The seminar will be conducted by Joe Sherrier (SPHR), the company's Director of Human Resources and Client Services. Mr. Sherrier has been with Employment Enterprises, Inc. since November 2000, and has a combined 18 years of human resources and client development experience. Mr. Sherrier is the primary presenter for the company's HR Pyramid of Success Seminar Series that began in 2008. He speaks on HR issues across the area on a monthly basis.

About Employment Enterprises, Inc.

Employment Enterprises, Inc. is an industry leader in Staffing, Recruiting and Human Resource Outsourcing and Consulting. Founded in 1980 by Jana W. Yeates, (CEO) and Lovey L. Hammel (President), Employment Enterprises, Inc. (EE, Inc.) is privately held, award-winning, women-owned company that is repeatedly ranked by the Washington Business Journal as one of the top Staffing and Human Resource providers in the Washington, DC, area.

Headquartered in Manassas, VA, EE, Inc. has two professional subsidiaries, Temporary Solutions, Inc. and Checks and Balances, Inc.

For more information about Employment Enterprises, or to schedule an appointment, please contact Joe Sherrier at 888-222-0457 x239 or visit on the web at www.eeih.com.

For upcoming HR events, check out www.dullesshrm.org

May Chapter Discussion Group

DIVERSITY BEST PRACTICES

Thursday, May 7, 2009

As unemployment numbers keep rising HR practitioners are increasingly faced with downsizing. But in that shuffle, are we letting our diversity strategy slip through the cracks? Whether you are actively engaged in a diversity strategy for your organization or in the beginning stages of implementation, come share in a discussion about diversity best practices.

In preparation for this discussion, please reflect on the following questions:

- What diversity best practices are making an impact in your organization?
- What plans do you have to further your diversity strategy?
- How have you been able to include diversity training given the economies of the day?

Mauricio Velasquez, President of the Diversity Training Group, will lead our discussion around this topic. You are welcome to extend an invitation to interested colleagues. No fee is charged for attending. However, registration is required on-line, at least 24 hours in advance, via the Dulles SHRM web site (www.dullesshrm.org): Events/ Discussion Groups. If you have questions, contact Janet Geib at 703-303-4427 or discussion@dulles.org. Participation is limited to the first 25 people who sign up.

Date: Thursday, May 7th

Time: 7:30 a.m. to 9:30 a.m.

Place:

BB&T
3975 Fair Ridge Drive
Suite 250, North Building
Fairfax, VA 22030

Contact: Tim Kelly 703-383-5680

Request for Volunteers

The Loudoun Workforce Resource Center (LWRC) in Leesburg, Virginia is currently looking for qualified volunteers to assist their customers by critiquing résumés. This could be done in a small group session or by one-on-one appointments.

LWRC is currently open weekdays from 9:00 am to 4:30 pm and closed Wednesday afternoons. Please contact Lyn Sebesta, Training Coordinator, Career Support Services, at 703-777-0688 or lsebesta@loudoun.gov.

Loudoun Workforce Resource Center

Career Support Services manages the Loudoun Workforce Resource Center, a facility that provides resources and equipment to both job seekers and businesses. This facility offers job announcements, résumé preparation assistance, computers, phones, fax and other resources necessary to conduct a job search. The center also sponsors "Meet the Employer" events where businesses meet and conduct on-site interviews with applicants. Businesses may also advertise job openings at no charge.

Career Development Training workshops are offered throughout each month to assist job seekers in their job search. Employment counselors are available to provide career assessments, employment preparation and employment counseling to citizens looking for work or for a career change.

The Loudoun Workforce Resource Center is located within the Department of Family Services and is a SkillSource Affiliate.

Discussion Group Schedule

June 4, 2009

"Controlling Health Care Costs"

Facilitator: Rob Trachman

Location: Jackson Lewis, LLP

July 9, 2009

"Workplace Financial Planning"

Facilitator: Peter Suyama

Location: TBD

August 6, 2009

"Legal Aspects of Hiring"

Facilitator: Teresa Burke Wright

Location: Jackson Lewis, LLP

September 10, 2009

"TBD"

Facilitator: TBD

Location: Jackson Lewis, LLP

October 1, 2009

"Recognizing Achievements"

Facilitator: TBD

Location: TBD

November 5, 2009

"TBD"

Facilitator: TBD

Location: Jackson Lewis, LLP

December 3, 2009

"TBD"

Facilitator: TBD

Location: TBD

For more information, please visit:
<http://www.dullesshrm.org/discuss.htm>

Insiders vs. Outsiders

By *Chuck Csizmar CCP*

Why does the outside hire get paid more than the internal employee?

Have you heard this one? "The Company would rather pay more to a green outsider than give one of us insiders a decent promotion"?

The complaint you hear is that, when considering two individuals for the same job someone on the inside oftentimes will receive a lower salary than if the company went outside to hire a stranger. To compound the insult, it is not unusual for managers to ask insiders to train and orient the new 'wunderkinde' to learn how the company operates.

Aggrieved employees feel that an insider *already* knows the company, the people, the products / services as well as the policies / procedures. That knowledge and experience is an advantage, they say, shortening any learning curve and cultural orientation. Taking on the role and responsibilities of the new position and not being paid the "going rate" seems unfair – actually a penalty for being an insider. It's as if the company realizes they don't have to pay as much for an existing employee, that the time spent in the company somehow reduces their market value and limits a willingness to pay a competitive wage.

Some insiders may feel that the technical experience they have gained in their current job could be used in the *new* position, so in effect they have already prepared for the new role.

However, prevailing practice seems to be that, when a company looks to the outside recruiters will be instructed to search for someone who already meets all the qualifications of the job; an experienced candidate who has already performed the job, whose only learning curve would be a short term acclimation to the new company's policies and procedures. Outsiders are considered to be free of "baggage": no biases, preconceived notions or social network, and are thus considered more able to become agents for change within the company.

You should also note: if someone already has performed the subject role the chances are good they are already being paid about the competitive or going rate. If that is the case then the company would be forced to pay a premium to attract such a qualified person. They would likely have to pay *above* the going rate (or above the midpoint in some companies).

Here's another common office complaint: "I'd be paid more money if I quit and the Company rehired me"?

Unfortunately there is some truth to this gripe. Over time the external marketability of good performers is rarely

matched by annual performance awards within the company.

Merit increases averaging 3.5% may not keep pace with competitive wage growth, especially for in-demand skills. Thus over time a company would find the prevailing wage greater than what they are already paying experienced people. And if you have to hire an experienced person you would likely have to pay more than the going rate, thus potentially creating internal equity issues.

You can do the math; if market pay increases at a faster rate than annual performance rewards, employee pay will fall behind. At some point this will become a serious problem.

So, what's an insider to do? First, let's look at promotions. How can you best position yourself for the inevitable comparison with an outside candidate?

You should compare yourself against the description or requirements of the new position and try to be as honest as you can with your internal assessment. Can you do this job from Day 1, or how much of a learning curve will you need? Are there aspects of the new responsibilities that you haven't experienced before? The results of this assessment will give you an opening for your talk with HR. They will push the "we're giving you an opportunity" angle, and you both know they could always go outside for likely a better qualified candidate. In fact, an advantage you have is that you are likely a *cheaper* choice for the Company. So do not push the pay issue too hard, or you risk throwing the baby out with the bathwater.

Here's a checklist for you to remember when you're doing your self-assessment: 1) are you already familiar with the company policies, procedures and personnel? 2) in your present role have you already demonstrated an ability with the technical side of the new position? 3) remember that internal promotions look and sound good to other employees, and managers know this; 4) can you develop an inside track with the manager (the all-important "fit"); and finally 5) reality is that you are likely a cheaper option than hiring from the outside. Use that fact to your advantage.

Regarding the second complaint, the cumulative impact of annual salary increases is a harder issue to resolve, in that all employees are likely being reviewed at the same time. Special treatment for you might create equity or precedent challenges for managers – both of which HR would have warned them against. You want them to rock the boat, so you'd best come prepared with an argument for why your salary is not reflective of your worth to the company.

USCIS Reminds all U.S. Employers of Requirements to Use Revised Form I-9, Employment Eligibility Verification

WASHINGTON, April 3, 2009 — U.S. Citizenship and Immigration Services (USCIS) issued a reminder that the revised Form I-9, Employment Eligibility Verification (Rev. 02/02/09), goes into effect today for all U.S. employers. The revision date is printed on the lower right-hand corner of the form.

The interim final rule, published Dec. 17, 2008 in the Federal Register, revised the list of documents acceptable for the Employment Eligibility Verification (Form I-9) process. Employers may no longer use previous versions of the Form I-9.

The revised list improves the security and effectiveness of the Form I-9 process. The list specifies that expired documents are no longer acceptable forms of identification or employment authorization. Allowing for expired documents makes it more difficult for employers to verify an employee's identity and employment authorization and compromises the Form I-9 process.

USCIS also updated the Handbook for Employers – Instructions for Completing Form I-9 to reflect the requirements of the revised Form I-9.

Employers who do not have computer access can order Forms I-9 by calling our toll-free forms line at 1-800-870-3676.

USCIS forms and information on immigration laws, regulations, and procedures can also be requested by calling the National Customer Service Center toll-free at 1-800-375-5283.

You may find the latest version of the Form I-9 at www.uscis.gov

Dulles SHRM Job Posts

HR Manager

NII Holdings, Inc. •
Reston, VA •
(04/06/2009)

HR Director

The Reader's Digest
Association • Fairfax,
VA • (03/30/2009)

For more information:
www.dullesshrm.org.

Insiders vs. Outsiders *Continued from Page 6*

Do not be afraid of compromise. Your plan should be to gain visibility for your performance and value, though it may take some time for a positive result to work its way through the bureaucracy. No matter what you gain from your initial conversation (short of complete victory!) suggest a follow-up salary review in three months. Managers know they'd have a better chance of getting an adjustment approved *after* the general employee review, when it's more likely an exception would be approved. A manager who agrees to that review (and who will be thankful to avoid a contentious meeting) is already halfway to approving an adjustment down the road.

By being aware of the restrictions your managers are operating under you may be able to help them help you down the road. Do not beat yourself against the wall of bureaucracy, but plan for your next step; use your knowledge to your eventual advantage.

"Chuck Csizmar is an independent Global Compensation Consultant with deep and broad experience in the design, implementation and communication of domestic and international compensation and reward programs. He is the Principal of CMC Compensation Group, a global rewards consultancy that provides companies in all industries with the professional expertise necessary to ensure business success in a challenging but resource-limited environment. For a personal touch in an impersonal world, you are invited to contact <http://www.cmccompensationgroup.com>."

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20172-1249

Your Chapter of Choice

We're on the Web!

See us at:

www.dullesshrm.org



Interested in a Leadership Position?

Dulles SHRM is actively recruiting for volunteer leaders for a Communications Director. This is a vital leadership role, which is responsible for our newsletter, email mailings, and website content and updates.

The successful candidate for Communications Director will be able to commit to at least one year in this role, have an outgoing personality, an ability to meet tight deadlines, excellent writing and editing skills, web design experience and ability to communicate on all levels. This person will also be adept at networking and have the ability to build and lead a committee to achieve Communications goals.

A full description can be found at <http://www.dullesshrm.org/bonomdes.htm#communications>. If the tasks are divided by committee members, the Communications Director can expect to spend approximately 10 hours or less per month (once tasks are learned).

We are also seeking Communications committee members.

Benefits of volunteering: Learn or develop a new skill, be part of your HR community, sense of achievement, increase your career options, increase your network, learn leadership skills, and much more.

If you are interested in serving as Communications Director, or on the Communications Committee, please contact Denise Henderson.

About Our Organization

The Dulles Chapter of The Society for Human Resource Management first met on January 21, 1987 and was chartered on June 24, 1987 with 61 charter members. It has grown to more than 250 members.

The Dulles Chapter is a 100 Percent Chapter where all members are required to maintain membership in the national organization. In addition to programs providing information to human resource professionals, the Dulles

Chapter is a Pinnacle Award winner and continues to be a Superior Merit Award Chapter. The Chapter also holds seminars and workshops dealing with a wide variety of current topics and issues including [certification](#).

This is *Dulles SHRM's Navigator*, the official newsletter of Dulles SHRM, the Dulles corridor's human resources professional organization. *Dulles SHRM's Navigator* is published monthly.

Currently Vacant — Communications Director
Denise Henderson, PHR — President

Deadline for the May 2009 issue is April 28, 2009.
Email submissions to dhenderson@oceana.org.