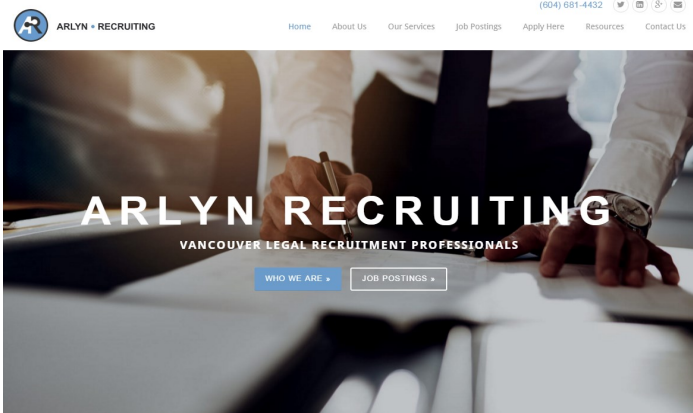




## The big reveal: Our new website is live



When was the last time you stopped by arlynrecruiting.com? If you haven't been by in a while, we encourage you to check out our new website. Information about our services and our team has never been easier to find, and we are proud to introduce a new and im-

proved application submission system. This feature will allow us to more efficiently receive resumes from candidates and begin matching them with our clients' open positions.

Our new site also has a ton of useful information for

prospective candidates, such as interview and resume-building tips. Preparing for an interview is one of the most valuable things you can do as you search for a position, and one of our priorities at Arlyn is ensuring we do everything we can to help you put your best foot forward.

Be sure to check back often to read about new developments and experience new features on the site. We are excited about this change because we know it will help us fulfill our mission. As always, we remain committed to matching great candidates with great organizations.

## Breaking the (dress) code: The balance between comfortable and professional

We've all heard the saying, "Dress for the job you want, not for the job you have." Even as many workplaces opt for more relaxed dress codes, it remains important to consider the impression you make when you choose one outfit over another.

According to researcher Laura Sherbin, "Dress is the first filter" by which potential employers and your supervisors assess you.<sup>2</sup> Dressing the part is especially important in certain industries, such as retail and the legal profession, which remains quite traditional. Showing up to an interview wearing jeans could easily be the difference between landing the job or being shown the door, regardless of how polished your resume is.

It is important to think about where you will be interviewing: is it a casual office or are there strict standards? Even once you are employed, resist the temptation to simply follow others' lead when deciding what to wear. When in doubt, consult the employee handbook or ask your supervisor. They will be glad you had the foresight to check beforehand so that they don't have to reprimand you later. In sum, use your best judgment when dressing for work and remember that "over"-dressing is much better than under-dressing.

2. Laura Sherbin, Director of The Center for Talent Innovation; quoted in "Have we taken casual workwear too far?" by Renuka Rayasam for BBC Capital. <http://www.bbc.com/capital/story/20160120-have-we-taken-casual-workwear-too-far>.

## Food for thought: managerial success

Each manager has a different style, and that is one of the things that makes working with people interesting. As you seek to develop your own style, keep these tips<sup>1</sup> in mind. Every manager can benefit from reflection. Improving the way you conduct business produces a positive chain reaction in the workplace that will surely boost productivity and reengage employees.

1. Content sourced from: "10 Management Tips for Great Leaders" by JB Training: <http://jbrainingsolutions.com/resource/10-management-tips-for-great-leaders/>.

## 10 MANAGEMENT TIPS FOR GREAT LEADERS

<p><b>Share information</b></p> <p>Communicate the news that you can, so minds don't wander.</p>	<p><b>Adjust your style</b></p> <p>You have many different communication styles and personalities on your team. Don't think that you can manage everyone the same way, and don't assume everyone likes to be managed the way you like to be managed.</p>	<p><b>Have fun</b></p> <p>Your team wants to enjoy going to work. Play ten minutes!</p>	<p><b>Raise your hand</b></p> <p>When your people see you putting in extra hours, they are inspired to jump in and follow your lead.</p>
<p><b>Say thanks</b></p> <p>People want to feel appreciated! A simple thank-you note doesn't cost a thing, and it makes a huge difference.</p>	<p><b>Remove obstacles</b></p> <p>Bureaucracy stifles creativity and innovation. Cut down some of the paperwork.</p>	<p><b>Focus your time</b></p> <p>It's the old 80:20 principle. Focus the majority of your time and attention on the 20% of your people and projects that generate 80% of your results.</p>	
<p><b>Empower through delegation</b></p> <p>We know no one can do it as well as you can, BUT you need to delegate to give yourself time to complete tasks more appropriate for your level.</p>	<p><b>Set small milestones</b></p> <p>If you can't match last year's numbers, set milestones that can be reached.</p>	<p><b>Give feedback</b></p> <p>Your direct reports want feedback, and it's crucial in making your team as productive as possible.</p>	



# ARLYN • RECRUITING

## Coaching at Arlyn: Take your organization to the next level



Diane Cronk, CHRP, Certified Professional Coach

One of our initiatives this year at Arlyn is making sure our clients and candidates know that we have a Certified Professional Coach ready to help you with whatever you may be dealing with. Diane Cronk, one of our recruiters, received her certification at Simon Fraser University and is currently pursuing a Masters in Counselling Psychology at Yorkville University. Diane is excited to put her skills to work in order to help Arlyn truly be a one-

stop shop for all of your legal professional services needs.

Keep an eye out for Diane's slice of our new website. She will be blogging about the unique aspects and challenges of working and hiring within the legal field. With a resume like Diane's, you won't want to miss what she has to say.

You can always get in touch with Diane through email: [diane@arlynrecruiting.com](mailto:diane@arlynrecruiting.com).

## Temp through Arlyn

Did you know that Arlyn Recruiting also provides temporary placements? We find that candidates seeking permanent employment tend to shy away from temp work, but we encourage you to keep an open mind. Temp assignments are a fantastic way to gain exposure to various firms and make a good impression. Sporadic by nature, temp postings never preclude you from being considered for our permanent positions. Rest assured we will continue to work until we can find you a permanent placement.

Now is a great time to start looking for temp work as firms are beginning their search to fill the vacancies left by regular employees taking their summer vacations. We typically see a high volume of temp requests around this time of year.

If you are interested in being considered for temporary placements, simply send us an email at [info@arlynrecruiting.com](mailto:info@arlynrecruiting.com), with the word 'temp' somewhere in the subject line. We look forward to working with you!

## Company culture and fitting in

An organization's "culture" is a difficult thing to fully articulate, but there is no doubt that how an organization operates and relates to its employees is an important consideration for both candidates and employers. For those walking into an interview, it can be helpful to think about how you have been motivated in the past—perhaps by a coach or mentor—and compare that to the management style of your would-be supervisor.

But don't worry too much about finding an exact fit because your ideal culture may shift over time as your situation, experiences, and interests change. For those newly entering the workforce, this piece of advice is especially relevant. Proving your worth and building your skill set is your top priority, so don't get wrapped up in trying to find a perfect match.

Here at Arlyn, an organization's culture is just one of the many things we use to help

match candidates with positions. Our holistic approach is what sets us apart, and we believe it produces more productive and longer lasting relationships for all parties.

If you find it difficult to assess an organization's culture, let us know and we will help you decide if it is right for you. From our years of experience, we have a knack for helping organizations find candidates with similar traits.

Story adapted from: "Here's the real reason you don't fit in at work" by Elizabeth Garone for BBC Capital: <http://www.bbc.com/capital/story/20160215-heres-the-real-reason-you-dont-fit-in-at-work>.

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