

Employee Newsletter July 2016



Happy Birthday!

Dana Buster, Pros. Attorney, 7/10
David Goring, Pros. Attorney, 7/22
Franz Kinkhorst, Sheriff's Dept, 7/18
Greg Lawrence, Assessor's Office, 7/5
John Malloy, Sheriff's Dept. 7/16
Charlie Truitt, Sheriff's Dept, 7/18



Anniversaries

Maggie Ferrell, Recorder's Office, 16 years
Gary Krambeck, Sheriff's Dept. 17 years
Jason Lene, Sheriff's Dept, 19 years
Latara Lusher, Sheriff's Dept, 3 yers
Phil McIntosh, JJC, 19 years
Brian Noe, Coroner, 27 years

Mike Smith, Sheriff's Dept, 9 years
Mary Walitshek, Assessor's Office, 8 years

AS ALWAYS: IF I'VE NEGLECTED ANYONE BY MISTAKE,
PLEASE LET ME KNOW SO I CAN FIX IT NEXT TIME

Welcome New Employees!

Vicky Robinson, Public Administrator's Office
Juan Chairez, Sheriff's Dept.

County News

Starting with all new hires going forth, I will be implementing background checks for candidates.

County Events

July 1-3- Sally Mountain Park Bluegrass Festival, Red/White/Blue Festival, pie contest
July 2- Fireracker 5K, Movie in Rotary Park, Pancaker Breakfast, Red/White/Blue Parade
July 3- Cemetery Theatre
July 4- Splash Bash
July 10- PC Mills Block Party, Coal Miner's Museum and Novinger Log Homestead
July 11 thru 13- Children's theatre Camp
July 14 - Little Shop of Horrors Musical theatre
July 15- Joseph and the Amazing Dreamcoat, Maples Repertoire Theatre
July 16- Total Destruction promotions derby; Maples Theatre presents: Of Mice and Men
July 18 thru July 23- NEMO Fair
July 22- Kirksville City wide side walk sale
July 23- El Kadir Classis Tractor Ride; Adair County Food Pantry

July 24- Memorial Park Block Party

July 29- No Tax Weekend begins; Performing Arts Camp

More information on any of these events can be given by the Chamber of Commerce, 665-3766 or the City of Kirksville at 627-1224.

Recipes:

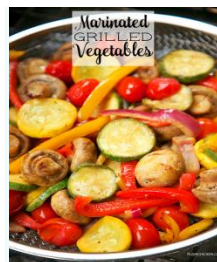
Homemade Honey Mustard Vinaigrette



3 tablespoons vinegar
1/2 teaspoon salt
Dash of freshly ground black pepper or white pepper
1 cup corn or canola oil
2 tablespoons Dijon mustard
3 tablespoons honey

Dissolve the salt in the vinegar. Add the pepper. Add the oil, mustard, and honey and whisk or shake.

Marinated Grilled Vegetables—Try for your next cook out!



1 (6oz) zucchini, sliced into rounds
1 (6oz) yellow squash, sliced into rounds
1/2 yellow bell pepper, cut into strips
1/2 red bell pepper, cut into strips
1/2 red onion, cut into strips
8 oz white button mushrooms
1 cup cherry tomatoes
1/2 cup olive oil
1/2 cup soy sauce
1/2 cup lemon juice
1 garlic clove, crushed
1/2 tsp salt
1/4 tsp black pepper

Place vegetables in a gallon ziplock bag. Whisk together olive oil, soy sauce, lemon juice, garlic, salt and pepper. Pour over vegetables, seal bag. Refrigerate for at least 30 minutes. Remove vegetables from marinade.

Prepare grill. Place vegetables in large grill basket. Place vegetables on grill and cook for 15 to 20 minutes, until tender.

Parmesan Cauliflower Bites



4 cups Cauliflower florets
Refrigerated 2 Eggs, large
1/2 cup All-purpose flour
1 tbsp Emeril's essence creole seasoning
1/2 cup Vegetable oil
1 cup Panko Crumbs
1/4 cup Parmesan cheese, grated

Missouri Association of Counties Online Classes

***NEW CLASSES GOING ON NOW UNTIL
SEPTEMBER 30. THEY INCLUDE:***

- Chain Saw Safety
- Dealing with Heat Stress
- Lawn Care Equipment Safety
- Work Zone Traffic Control 101
- Developing Effective Communication Skills
- Sexual Harassment - Harassment Awareness
- Sexual Harassment Awareness for Managers (2 Hour)
- Workplace Bullying

Law Enforcement

- Alcohol Abuse Emergencies in Jails
- Drug Withdrawal in Jail

- Mental Health in Jails
- Active Shooter: Ambush Awareness and Preparation
- Ethics in Law Enforcement
- Edged Weapons: 1
- Racial Profiling and Data Collection (3 Hour)
- Patrol #2

Let me know if you would like registered! It's free, and you can do these trainings when it's convenient for you.

Got a training you'd like to see added? Let me know, I'll see what I can do.

Human Resources, 101

Interviewing Skills and the Law

Conducting an interview is a major step in the process of hiring an employee. The interview is an employer's chance to obtain information from a job candidate that expands on a job application or a resume. It's also a chance for the applicant to elicit information about the business and the position to help them make a decision as to whether to accept the job offer if one is made.

The following outline is a guide to handling interviews properly.

Questions Not to Ask in an Interview

We have 15 or more employees, meaning... the County is subject to federal laws prohibiting discrimination in hiring. Therefore, you as an interviewer, supervisor/Elected Official, are limited in what types of questions you can ask an applicant. In seeking information from a job applicant, you should ask yourself:

- 1) Will the answer to this question, if used in making a selection, have an unfair effect in screening out minorities or members of one sex?
- 2) Is this information really needed to judge an applicant's competence or qualifications for the job in question?

Basically, stay away from any question that concerns:

- race
- religion
- age
- ethnic background
- gender
- marital status
- national origin

In addition, increasing numbers of states have statutes that prohibit discrimination on the basis of sexual lifestyle or preference, or smoking habits. Remember the rule of thumb is that if it has nothing to do with the position you're trying to fill, don't ask.

Some questions that could be considered discriminatory include:

- Are you married?
- What is that accent you have?
- Where is your spouse from?
- Are you engaged?
- Do you have children?
- Where are you from?
- Were you born here?
- What is your ethnic heritage?
- What church do you go to?
- How old are you?
- When were you born?
- Disabilities or past or present illnesses or health conditions.

–You may ask if the person can perform specific essential functions of the job.

- Marital status, children, pregnancy plans, or child care arrangements.
- Personal finances or other possible invasions of privacy.

In conducting the interview, the most important things to keep in mind are:

1. your role as the interviewer
2. which questions to ask and how to ask them
3. which questions not to ask

The Interviewer's Role includes conveying the following information to the applicant:

- the nature of the job
- the skills you want
- pay, although some interviewers do not discuss pay until a job offer is made
- benefits
- working conditions
- information about your business

What Should You Ask in an Interview?

In getting information from job candidates, you should ask yourself if the information is really needed to judge an applicant's competence or qualifications for the job. If it's not, don't ask it. Even if there is no specific legal requirement that you must uphold, asking irrelevant questions may offend your applicant or damage our reputation.

Types of questions you can ask:

- performance-based questions

- Once an impression is formed about a specific performance skill, ask a question that seeks contrary evidence to be sure you have not reached an erroneous conclusion. However, don't try to seem like you're trapping the applicant.
- Listen carefully and evaluate the information you are obtaining. Follow-up questions may be needed to obtain additional information.
- If you don't understand a response, ask about it.

INTERVIEWING SKILLS AND THE LAW QUIZ

1. Personal interviews with job candidates add details to information on résumés and applications.

a. True b. False

2. Interviews should include a friendly mix of questions that relate to business and personal life and interests.

a. True b. False

3. Interviews usually go better if you don't plan questions in advance.

a. True b. False

4. Interview questions should be:

- Vague and general.
- Focused on the candidate's ability to do the job.
- Focused on sports and other possible areas of common ground.

5. Interview questions should vary based on the candidate's age, sex, race, etc.

a. True b. False

6. It's legal to ask about a candidate's age to be sure the person is not too close to retirement.

a. True b. False

7. It's considered discriminatory to ask about a candidate's country of origin or native language.

a. True b. False

8. It's considered discriminatory to ask about a candidate's pregnancy plans.

a. True b. False

9. It's considered discriminatory to ask if a candidate is legally permitted to work in this country.

a. True b. False

10. It's considered discriminatory to ask if a candidate is able to travel for business on short notice when that's a job requirement.

a. True b. False

1. True.

2. False. They should focus on business and the job opening.

3. False. Interview questions should be planned in advance.

4. b. focused on the candidate's ability to do the job.

5. False. They should not vary based on the candidate's age, sex, race, etc.

6. False. Do not ask about a candidate's age; it's illegal to discriminate against a

person because he or she is over 40.

7. True.

8. True.

9. False. It's legal to determine if the person can work legally in this country.

10. False. If that's a legitimate job requirement, and is asked of all candidates, that's not a discriminatory question.

Trivia Challenge #1

Who in 1964, was the first person other than royalty, to appear on a British postage stamp?

- a) Shakespeare
- b) Winston Churchill
- c) Paul McCartney
- d) John Lennon

Trivia Challenge #2

96 men died during the construction of the:

- a) World Trade Center
- b) Golden Gate Bridge
- c) Hoover Dam
- d) St Louis Arch

Trivia Challenge #3

_____ was the first musical act to perform on all 7 continents, including Antarctica.

- a) Lynard Skynard
- b) Metallica
- c) Alabama
- d) Lady Gaga

Trivia Challenge #4

In _____, marriage applicants must obtain a “Certificate of Mental Health” stating they are mentally sound for marriage before being allowed to marry.

- a) China

- b) Vietnam
- c) Denmark
- d) Finland

Trivia Challenge #5

_____ flowers are a naturally occurring pH indicator, turning pink in basic soil and blue in acidic soil.

- a) Hydrangea
- b) Peony
- c) Carnation
- d) Azalea

Answers:

- 1) a
- 2) c
- 3) b
- 4) b
- 5) a

Hidden Words are: fun, cello, boom, do, home, may (I found all but "home") Good luck

Find Six Hidden Words in the Picture

