



New Jersey Chapter

ENGINEERING
PHARMACEUTICAL
INNOVATION

www.ispe.org/newjersey



NEWSLETTER

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(133 new members)

A Message From The President



I cannot tell for certain that all farm animals are in the house, and soon we are going to start letting them out ... every time I think things are beginning to turn around, it turns out not to be so, or at least not so fast.

Remember the days of yester-year when all we wanted was some quiet time on a remote, lonely, beach, those may already be referred to as the "Good old days". Today, the opposite, we need the world, at every step, every breath, every second. For this we've got MySpace and Facebook, that is a lot of fun, interacting with people even when we are not interacting, being part of the society even when we need to step away, even for a minute. Soon after, our professional life was invaded by the LinkedIn and alike. And to take it to the extreme, as if this was not enough, there comes Twitter, a blow by blow, second by second account of our life. I wonder, will there will ever be published, as a collection of Twitter posts, "Jane Doe letters to followers", as in the past letters were thoughtful treasures. But anyway, LinkedIn serves our professional needs, to stay in touch with our "professional" friends. As the professional life become tougher, the number of "Join my network on LinkedIn" requests went up drastically. The best return though, on the time invested, is obtained from face to face networking, the kind that takes place at ISPE Meetings. Whether you have something to tell the world, or want to listen to the world, or just meet the world come to one of our meetings, and tell me if you like it and how can we make it even better.

Let me repeat again, for those in distress, **please**, keep in touch with your professional society and keep your network updated. A few basic steps, update your ISPE profile with the current email address, contact me or someone else from the Chapter Board, and most important do not let your membership expire.

Currently we are accepting Sponsoring of this Newsletter, and with it one year of publishing one business card size ad using link below:

<http://ispenj2009newsletter.eventbrite.com>

(Continues on Page 2)

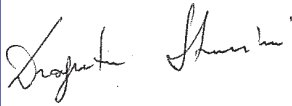
(President's Message continues)

Remember one thing, as a member, there are great benefits, but **you only get out of it as much as you are willing to put into it.**

If you are interested in volunteering, I personally would like to hear from you, or if you would just like to send some feedback, I would like that as well.

More details about the Chapter can be found at www.ispe.org/newjersey including our calendar of future events.

Thank you,



Dragutin Stoicovici
dstoicovici@quality21.com
973-818-3795 cell

From The Editor

Luke DeMayo

ISPE NJC is in the middle of our event season. We have had two outstanding plant tours so far and are planning more. The Chapter will be bringing back by popular demand our Vendor Show Case, which will allow our vendors to demonstrate their goods and services. We will also have FDA participation in an upcoming event May 19. We have had a meeting of the Executive Advisory Committee in which over 20 leading Executives in the Bio-Pharma business have offered advice and help. We will be reviewing the Pre-approval Process and GMP requirements regarding Facility Design, from the FDA's viewpoint. New volunteers and initiatives from these advisors have resulted from these meetings.

We expect a great season and are open for your participation. As before, I am seeking new technical articles and new advertisers for our newsletter.

Please contact me at demayolp@middough.com or one of our other directors to participate and send new technical articles.

We Need Your Expertise



Contribute to industry innovation and change

Gain recognition for your knowledge

The ISPE Professional Certification Commission seeks Subject Matter Experts (SMEs) to help develop test questions for the Certified Pharmaceutical Industry Professional (CPIP™) global credential. SMEs are individuals with detailed topic (subject) knowledge accumulated through education and experience.

ISPE Professional
Certification
Commission

Visit www.ISPE-PCC.org and select "Item Writing" for details.

From The Chapter Manager Ron Dunn

As Chapter Manager, I am looking forward to seeing many of you at the upcoming May 19 FDA meeting, and on Chapter Day when we'll be having multiple education sessions and providing spaces for a host of Vendor Tabletop displays. Look for your email notifications and register early to avoid missing either of these fine events.

Massive planning and coordination has occupied much time for the Programs Committee and especially for those who are spearheading these events.

Be prepared for the industry and the economy to return to prosperity. Use this opportunity to learn everything you can about the pharmaceutical industry by attending our training sessions at the Bridgewater Manor. An educational experience is never wasted time.

Thank You.

Ron Dunn, ISPE NJC Manager
manager@ispenj.org



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Recent Events Summary

More well received events were in order in recent months. Our New Jersey Chapter Programs Committee has worked hard to organize events that offer superior topics and content so that attendees leave with some new information and knowledge. Whenever possible, events are held on site at local Pharma companies enabling the involvement of many parties that contributed to recently completed or ongoing projects. If it is logistically difficult to offer a presentation on site, a virtual tour is assembled in an attempt to get attendees as close to the project as possible without actually being there. Some of these recent events will be detailed in our next issue.

The January and February events were held at our Chapter's new home, The Bridgewater Manor, in Bridgewater, New Jersey. The location is quite central and convenient to our large geographic area. The elegant dining room and good food make for a very pleasant evening.

January 2009 brought in some new experts on a topic that always sparks a high level of interest – contracts and dispute settlement. Several examples of actual disputes arising from construction projects were detailed. Litigation can be very lengthy and costly to all parties. Various methods of simplified settlement can make disputes much faster and less costly to settle. A dispute resolution path forward can be agreed upon at the start of a specific dispute, or in advance and incorporated into a contract. Arbitration by a mutually agreed upon third party can often bring resolution that satisfies both parties with a minimum of cost invested into “building a position”.

February 2009 brought in a highly experienced panel of speakers in the area of GAMP5®. The very well known and respected panel attracted major attendance nearly filling The Manor's main dining room to capacity! Thanks to Dr. Randy Perez, Paul O'Connor and Winnie Cappucci who brought insight into the issues of GAMP® based on real world experience. The free form presentation sparked significant audience participation and discussions continued through coffee and desert!

Thanks to our sponsors:

January:

- Kamlesh Shah Designs Inc.
- EI Associates
- Middough Life Sciences
- SNC Lavalin

February:

- Covex
- Getinge
- Q Pharma

For copies of past presentations, log onto our Chapter's web site: www.ispe.org/newjersey click on the events tab and scroll toward the bottom.

Please remember that the Board of Directors is constantly striving to elevate the content of our monthly meetings. Our Programs Committee works hard to organize events based upon meaningful content so that we can facilitate real dialog and interaction. We beg for your input with respect to projects or topics of interest. Active dialog and even healthy debate helps our Chapter to function on a high level and meet our goal of sharing new technology to better our business.

Please see our upcoming events schedule elsewhere in this issue. We have several upcoming events that we expect to SELL-OUT including our FDA presentation on May 19 and the Golf Outing on May 13. Make your reservations today.

January Meeting “A Faster, Cheaper Way to Solve Disputes”



E. Mitchell Swann PE, MDC Systems, Inc., John Gossard, Actavis, Inc., Anthony Giuriceo, Esq. and Mike Picariello, the event coordinator



An attentive group listens to the presentation.



Mike Picariello presenting Kamlesh Shah with a framed Sponsor Appreciation Award.



Mike Picariello and Paul Haas from EI Associates.



Luke DeMayo and Peter Solazzo from Middough, Inc.



Unidentified person, Christine Farner of Sanofi Pasteur and Neil Ryan of SNC-Lavalin.

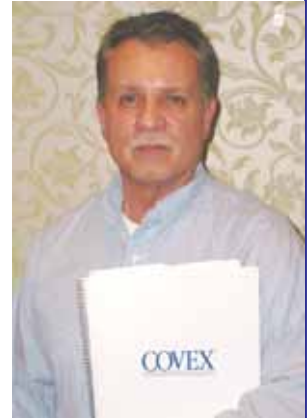
February Meeting “A Faster, Cheaper Way to Solve Disputes”



Presenters, Dr Randy Perez, Paul D'Eramo, Winnie Cappucci with our President Dragutin Stoicovici.



Steve Chenal, Getinge USA



Michael Zanette, Covex, LLC



Smiling faces everywhere having an eventful evening.



Nancy Tomoney and Tommy LaPare of QPharma.



Bill Horne and Paul D'Eramo into a deep discussion.



Nandita Kamdar and Nikhil Saha.

A Celebration of Anniversaries

Members with 5, 10, 15, 20, 25 and more Years of Membership in ISPE

5 Years

Martin H. Schlager	Barry Keister	Craig J. Compoli	David Cheung
Edward C. Beckles, Retired	David DuBois	John G. Groskoph	Matthew T. Lorenzo
James M. Hamilton	John Lindros	Michael P. Kelly	Adam Schwab
Linda R. Jones	Donald Nelson	Frank Peralta	Joseph Kareivis
Douglas C. Winning	Allison A. Cacciatore	William A. Gantz	Danny Appelbaum
Paul F. Campanella	Ron Polo	Paul J. Lomelo, III	David W. Owens
Joseph M. Chinthrajah	Rizwan M. Awan	George J. Serafin	Jason J. Sootkoos
Rick G. Scucci	Mugure I. Pyron	David Goldschmidt	Gaurav Patel
Denise E. Buckley	Linda Buccigrosse	James J. McKee	Raymond H. Adaszczik
Frank Vivino	James Petto	Richard A. Barnes	Leonard J. Campolieta, PE
Omar S. Khan	Dr. Carlo de Notaristefani	Richard A. Burten	Alan J. Ferraro
Daniel Rossi	Fred Liebi	Dr. Daniel J. Wasser	Dr. John Klostermyer
Daniel Matias	Gary Swan	George F. Klag	Anthony P. Mazza
John Gossard	Damian Lively	James T. Fry	Christopher P. Morrisey
Gerald J. Brown	Robert Giguere	Purna D. Thakker	Jeffrey Werrmann
Vasilios Vasiliadis	David A. Seavers	Kevin K. Smith	Shafi Qadri
Richard Y. Ho	Amy Henderson Caldwell	Rick J. Calabrese	Kenneth Schettino
Karen McCullough	Alberto Velez	Edwin Raj Cross	Lena M. Lasarzewski
Vien Hua	Dr. Laura Lorentzen	Michele Vantaggi	John Uray
John H. Haboran	Russell T. Sheppard	Michael Robertson	Alesandro Martino
William F. Schmeelcke	Keith M. DiBlasi	Steven M. Udovic	Harry G. Parsons
Radha Ramesh	Carol Sue Bernardo	Michael F. Marek	Brian G. Beckmann
William A. Ricci	Nidal Ghanim	Lily Z. Mo	Greg Guthrie
John P. Harvey	Roy R. Fennimore, Jr.	Kathleen Schady, PhD	Leo Bene
Amanda Wohlleber	Dr. Metin Celik	Steven Litman	Srinivas Moramchetty
John Lucev	Kingston Fairclough	Laila J. Jallo	Bronwyn F. Grout
Chirag A. Trivedi	Joseph A. Szmul	Myron Freeman	Ramadurai Shankar
Miranda Askew-Brown	Harry M. Segner	Jonathan Myjak	Anthony C. Kocienski
Lynn G. Culotta	Joseph A. Skrzypczak	Nejat Babur	Michael Hausmann
John G. Torigian	Katherine M. Clark, PE,	Angel A. Matos	Dr. David Bard, PhD
Charles D. Lewis	PMP	Anthony J. Cable	Dr. Gordon Munro
John Counterman	Kimberly Wagner	John W. Reitano	Robert F. Culmo, Jr.
Frank Bieganousky			

10 Years

Randal N. McCarthy	Matthew P. Bestercy	Kunal Jaiswal	Mark Adelsberger
Thomas F. McMenamin	Daniel A. Wassell	Byron D. Smith, Jr.	Dennis Thomas
Taylor N. Thompson	Paul C. Cook	Akbar R. Tamboli	Paul N. Schank
Paul L. Edson	Joseph L. Cancelarich	David E. Perelli	Michel D. Renard
Sharon A. Nowak	Michael N. Posner	Raynal L. Rubio	Carl J. Accettura
Michael Perciali, AIA	Rainer S. Engenhardt	G. Peter Galla	Darren J. McCurry
Scott L. Hirsch	Carlos M. Florez	Robert J. Finamore	Lisa M. Marcopulos
Toni J. Fernandez	Constantino Rodriguez	Frederick P. Youngs	Richard C. Hachoose
Hans P. Niederstrasser	Allen L. Foust	Dr. Robert A. Pizzie, PhD	
Steven P. King	Alicia L. Sardar	Alfred W. Penfold	
Edwin A. Kleissler, III, PE	Robert P. Flath	William C. Chapleau	
Karen J. Boyd	Richard P. Crowley	Richard D. Pickup, CSP, PE	
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Eric Roncskevitz	James Lowell	Christopher W. Dorko	
Simon S. Yang	Simon Steingart	John C. Perrigue, PE	
Randy Mathis	Frank J. Mastromonica	Thomas W. Flachmeyer	
Austin P. McDonald	Gary T. Nappo	Michael B. Gershman	
Peter K. Stiffel	Jeffrey I. Kaplan	Richard E. Lemire	
Dragutin Stoicovici	Richard S. Mitzner	Vinay Shah	

A Celebration of Anniversaries

Members with 5, 10 15 20 25 and more Years of membership in ISPE

15 Years

Gerard J. Guillorn
Chandra Sekhar, PE
Rainer F. Newman
Eileen M. Scanlon
Maxim X. Van Vessem
Fred France
Leonard A. Nowak
Ashok Krishnamurthy, PE
Anthony Consolo
George Przybylski
Sanjay N. Shah

Michael W. De La Montaigne
Bruce Miller
John Lorence
Joseph A. Masi
Michael L. Good
Michael Casciano
Brian J. Mornan
Mark A. Berkowsky
Timothy Flanigan
Gregory S. Cierpial
Adam Dreiblatt

Dr. Leonid Shnayder
Dr. Thomas S. Chirkot, PE, PhD
Dewey W. Goodwin
Peter P. Malavenda
Basil J. Kayal
Donald F. Freeman
Nirmal K. Khanna
Scott E. Mickley
David S. Zimmerman
Vincent J. Crowley
Raymond A. Sickinger

Stanley O. Berg
Bhawani P. Mukherjee, PE
Julian J. Wilkins
Maik W. Jornitz

20 Years

Lawrence C. Tiboldo
John P. Pianelli

Thomas E. Daum
Frederick A. Sexton

Peter Y. Han
James Banafato

Brian E. Blejwas
Anthony V. Mastrobattista


25 or More Years

Gregory J. Butler - **25**
Dr. Frank M. Calabrese, DBA - **25**
Christopher Anderson - **26**

Joseph J. Manfredi - **27**
Gary P. Santonastaso - **27**
James P. Agalloco - **28**
James M. O'Brien - **28**

Victor DiChiara - **28**
Richard S. Overton - **28**
Pedro Aldahondo - **28**


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Nonmember Price: \$215/€155

www.ISPE.org/maintenance

NJ ISPE Executive Advisory Council (EAC) 3rd Meeting

The third meeting of the NJ ISPE EAC was held on Tuesday, January 27th, 2009 at the Vineyard Restaurant in Bridgewater, NJ. The intention of the EAC is to gather senior industry leaders from local pharmaceutical manufacturing companies to gain their input, direction, and support of the activities of the NJ chapter of the ISPE.

Industry leaders in attendance:

Jim Breen, VP Project Management, **J&J**
Arthur Burson, VP Global Engineering, **Merck**
Greg Butler, Sr. Dir. Global Program Management, **Becton Dickenson**
Greg Cierpial, Sr. Mgr. Global Capital Projects, **Roche**
Chris Damore, Dir. Of Engineering, **Catalent**
Randy Dias, Executive Director RPE, **Novartis**
Tom Eastman, Head of Engineering Research & Development, **Sanofi-Aventis**
Steve Fries, Dir. of Site Services, **Wyeth** (Invited, NJ ISPE Board Member)
Norman Goldschmidt, Consultant, Pharma Engineering Advisors, (Formally **BMS**)
John Gossard, Dir. Of Engineering, **Actavis**
Fred Kilpatrick, Dir. of Engineering, **Wyeth**
Robert Lechich, CPIP, Sr. Dir. of Operational Excellence, **Wyeth** (NJ ISPE Board member)
Geoff Monk, VP Global Engineering, **Schering Plough Corp.**
Henrik Pedersen, Prof. and Chair, Dept of Chem. and Biochemical Engi'g, **Rutgers** (NJ Student Chapter)
Michael Picariello, Dir. Of Project Management, **Actavis** (NJ ISPE board member)
James Poliseo, VP of Engineering, **Roche** (Invited, previous participant)
Ron Ritz, Sr. Dir. Of Manufacturing, **Enzon**
Ulrich Rudow, VP World Wide Engineering & Real Estate, **J&J**
Bonnie Smelser, Assoc. Director, Validation and Engineering, **Progenics**
Frank Urbanski, Dir. Global Engineering, **Pfizer**
Carlos Villalobos, Sr. Dir. Global Engineering, **BMS**
William Randolph, VP Process Development, **J&J**

Representing ISPE NJC:

Dragutin Stoicovici, Dir. of Q.A., **Cozzoli Machine Co.**; *President ISPE NJC*
Jim Breen, Sr. Dir. WWE&R, **J&J**; *Executive Vice President ISPE NJC*
Gordon Leichter, Manager, **Belimed , Inc.**, *Vice-President ISPE NJC*

Guest speakers:

Eileen Antonelli, Sr. Analyst Pharma Group **Ernst & Young**
Mark Hassenplug, Sr. Dir. Pharma Group **Ernst & Young**

(Text Continues on Next Page)

The evening consisted of a presentation by Ernst & Young regarding the Pharma Industry titled “*Progressions - Executing for Success: Powering new business models.*” Following the presentation discussions were held to elicit input from the executives and spur conversation about how the ISPE NJ Chapter can better serve the local membership. As part of the discussion, the ISPE NJC representatives stressed the need to increase the involvement and participant by people from the respective companies, which in itself will perpetuate increased service to the membership.



Jim Breen shares survey data with the EAC

Bob Lechich, CPIP, Wyeth, a long time ISPE NJC member and past Chapter President, expressed that if there was only one volunteer that stepped forward from each of the respective companies, it would dramatically help the Chapter better serve the membership.

The following are some of the ideas and comments from the participants:

- Cost format benefit – day long sessions of more value – hard to justify sending people for one evening.
- Web casts could be a way to get additional participation – also being done at the national level.
- Appeal more to other groups, e.g., Quality groups
- Help define what will be the roles of engineers(ing) in NJ in the future.
- Engineering the network – understand the gaps.
- Technology as a cross functional discipline.
- State regulatory issues – consortium of local clients to help change laws in NJ.
- Investigate other communication technology, web casts, Facebook, etc.
- Industry trends – consolidating sites – R&D divisions – what is being done in the area about consolidating sites.
- SMEs should be more influential.
- Focus more on business trends – educate and share lessons regarding speed and rigor.
- What are the demographics of who attends the meetings.
- Bring a new member to a meeting drive
- Events should be technology driven
- Events should identify if “Is it something that will help me in my job.”
- Education on understanding the business needs
- Supply chain excellence
- Rutgers has a supply chain excellence program.
- Lunch and learn programs in lieu of evenings
- Not just have meetings in NJ.
- Some offered to try and spur people from their organization to become more active.
- We need to understand the geographies of the NJ Chapter and develop a plan to help all the members in Chapter and not just the ones in North Jersey. This will focus on the NY, Long Island, and Albany areas.

ISPE NEWS FOR IMMEDIATE RELEASE

For more information contact:

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Tel: +1-813-960-2105, ext. 277

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New ISPE Tech Document and Webinar Offer Pragmatic Solutions to Pharma Maintenance Issues

(TAMPA, FLORIDA, USA, 4 MAY 2009) – ISPE, a global not-for-profit association of 25,000 pharmaceutical science and manufacturing professionals, has released its latest industry-impacting Good Practice Guide on Maintenance.

The *ISPE Good Practice Guide: Maintenance* provides current, established practices to help achieve technical and regulatory accuracy and cost-effective compliance whether in a new maintenance program or reviewing an existing program for effective strategy and efficiency. The Guide is intended to be used as a tool for the development, implementation, and execution of a maintenance program in a manufacturing environment. The Guide is focused on maintenance in cGMP areas where maintenance strategies, plans, SOPs, and quality procedures and policy application are developed.

Because the Guide was written by a group of maintenance professionals from many pharmaceutical companies from around the world and reviewed by the US Food and Drug Administration it is in fact a benchmarking tool. The key concepts in this Guide can be used knowing that they have general acceptance in the industry.

“ISPE is always grateful to the many industry leaders who volunteer their time, knowledge and expertise in an effort to bring useful information to their colleagues,” said ISPE President and CEO Robert P. Best. “The release of this latest guide is the culmination of their hard work and commitment to improving the industry.”

As with all ISPE technical documents, the *ISPE Good Practice Guide: Maintenance* utilizes a practical, pragmatic, non-theoretical approach, giving the reader guidance on solving problems and serving as a valuable tool for addressing regulatory inspections and compliance issues. Of particular interest in the Guide is the “Reliability Curve” graphic illustration and the Table of Regulatory Citations. To view more of what is covered in the technical document visit the [Table of Contents](#).

In tandem with the global release of the *ISPE Good Practice Guide: Maintenance*, is the offering of a live 60-minute Webinar, “[Launch of the ISPE Good Practice Guide: Maintenance](#),” being held 19 May 2009. This Webinar will identify how the new Guide can provide solutions for structuring a maintenance program and provide practical tools that will help attendees ensure quality and compliance of maintenance operations. For more information, or to register for this event, please go to www.ispe.org/onlinelearning.

ISPE NEWS FOR IMMEDIATE RELEASE

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ispe.org/blog

Internet Provides Pharma Industry with Access to PQLI Initiative

(TAMPA, FLORIDA, USA, 01 May 2009) – *ISPE*, a global not-for-profit association of 25,000 pharmaceutical science and manufacturing professionals, announced today that it will hold an interactive webinar on its global *Product Quality Lifecycle Implementation*® initiative entitled “PQLI® 101” on 12 May to inform pharmaceutical industry professionals about this large-scale endeavor.

The webinar — which is free to ISPE Members — will provide an overview of the PQLI initiative, including its history, progress, where it is headed, and how industry members can get involved. Participants can join Chris Potter, ISPE PQLI Technical Manager and CMC Consultant, as he discusses this initiative that is tasked with helping the pharma industry devise practical and global approaches to implement ICH guidance documents for Q8(R), Q9, and Q10. After the presentation, there will be a live question and answer session. For those who cannot attend the event on 12 May, continual access to the recorded version will be available beginning 48 hours after broadcast.

The PQLI 101 webinar complements upcoming presentations by numerous regulators from the US Food and Drug Administration (US FDA) who will be speaking on the subject at ISPE’s 2009 Washington Conference being held at the JW Marriott in Washington, DC, USA, on 1-4 June 2009. Helen Winkle (Director, Office of Pharmacy, CDER), Joseph Famulare (Deputy Director, Office of Compliance, CDER), Christine Moore (Acting Deputy Director, ONDQA, CDER), and Elaine Morefield (Deputy Director, DPAIL, CDER) are just a few of the featured US FDA speakers at the *PQLI®: Science, Regulatory, Manufacturing, and Engineering Working Together for Global Realization and Implementation of the ICH Quality Vision* education session. Richard Friedman (Director, Division of Manufacturing & Product Quality, CDER), Patrick Swann (Deputy Director, Division of Monoclonal Antibody, CDER), Vibhakar Shah (Senior Policy Advisor, DMPQ, CDER), Tara Goen (Compliance Officer, DMPQ, CDER), and Sharmista Chatterjee (Staff Fellow/Reviewer, ONDQA, CDER) of the US FDA have been invited, as well.

Additional PQLI meetings will be held as part of *ISPE’s 2009 Annual Meeting*, 8-11 November, in San Diego, California, USA.

About PQLI

The Product Quality Lifecycle Implementation® (PQLI®) initiative was launched in June 2007 to help the pharmaceutical manufacturing industry find practical, global approaches to implementing ICH guidance’s. Through PQLI, ISPE is spearheading the effort to provide the technical framework such as technical documents and training programs required for the implementation of Quality by Design (QbD), quality risk management, pharmaceutical quality systems in development, and manufacturing throughout the product lifecycle. This program is designed to be of value to people from all disciplines in manufacturing, development, and regulatory, whether they work in a research or generic company, with small or biotechnological molecules, or on drug substances or drug products.

Additional PQLI resources include White Papers that were published in the June 2008 and March 2009 issues of the *Journal of Pharmaceutical Innovation* and include the following titles: *PQLI Key Topics - Criticality, Design Space, and Control Strategy*, *PQLI Definition of Criticality*, *PQLI Design Space*, *PQLI Engineering Controls and Automation Strategy*, *PQLI Control Strategy Model and Concepts*, *PQLI®: Current Status and Future Plans*, and *PQLI Application of Science- and Risk-based Approaches (ICH Q8, Q9, and Q10) to Existing Products*.

Career Doctor Don Answers Your Questions



Don Sutaria is Founder and President of CareerQuest, located in New Jersey and New York. Don earned his MS degree in Management from Kansas State University, an IE (Professional) degree in International Management and Personnel Relations from Columbia University, obtained New York University's postgraduate Certificate in Adult Career Planning and Development, and is a licensed Professional Engineer in the State of New Jersey. A popular speaker and author, his latest book is titled, Career and Life Counseling From the Heart (Your Career is a Pathway to Your Soul!).

Question: Do you recommend going to job fairs?
B. O. P. (NJ)

Answer: Dear B. O. P.:

Many of my clients ask me the same question: “*Should I attend the upcoming job fair?*”

My answer is always a qualified *yes!*

What do I mean by that?

The preparation before attending a job fair is very important.

First and foremost, study the list of companies which will be present at the job fair. This type of a list is usually available online or in print, usually newspapers. You must first determine if these companies represent the types of jobs you are interested in. For example, if the population of companies is in the field of banking or insurance, why would you, as an engineer, even plan to attend it?

You need to have an agenda or goals to attend the job fair. It is perfectly all right to have networking and obtaining experience in working a job fair as your immediate goals.

Before attending the appropriate job fair, you need to pre-register so that you don't waste valuable time waiting in line to fill out forms at the last minute. Try to get as much information as you can on the exhibiting companies. Go to their websites and look at their open jobs in their careers section. It is no use plodding through the whole fair but a systematic attack on prospective companies can yield good results. You may not even have enough time to go through the whole fair. A targeted approach is better than a buckshot one.

Have at least 50 of your original-looking resumes. Make sure they are totally error-free! Put together a portfolio of your past work, if appropriate. Make sure you use ‘sanitized’ copies in this portfolio, without exposing the names of companies you worked for. If you don't, it means that you don't respect company confidentialities. The new prospective companies take this as a danger signal, and may not even call you in for an interview, even if you were the most qualified.

Your personal infomercial (30-60-90-120-second elevator speech or sound bite) should be down pat, and must come out naturally. Think through carefully all the answers to typical and strange interview questions. Many good books are available in this area.

Have a list of relevant and intelligent questions to ask about the company which shows your interest in them.

Make sure you are well organized the night before the job fair, including a proper career outfit, fully business like. Don't even dream of jeans and sneakers!

(Text Continues on Next Page)

To derive maximum benefit from the job fair, it is imperative that you arrive a little early and get oriented to the layout, prior to entering the fair. The interviewers and the candidates are more alert during the early morning hours. A slump is usually experienced during lunch hours and the last hour before closing. It is a mistake to hurriedly drop off copies of resumes and pick up business cards during your lunch hour, if you are employed. You may really need to take a day off, with or without pay, since attending this fair is an important event to advance your career.

The old adage, *you get only one chance to make the first impression*, is so true! You need to be courteous, polite, and engaging with your body language. A firm handshake, a smile, and looking directly into the interviewer's eyes, go a long way! A positive, enthusiastic and optimistic attitude needs to be conveyed. Make sure you have all the contact information before you depart from the company's table. Take copious notes and find out the next steps in the hiring process. A word of caution. Do not discuss salary and benefits issues. They come much later in the game.

Don't be a lone wolf or an island! This is a perfect opportunity to network with other professionals who are job-seekers. You never know when you will receive an excellent job-search tip, or are able to make another person's day, by completing their jig-saw puzzle.

Your work is not over yet!

The same day of the fair, at night, you need to write separate thank-you notes to each and every one of the recruiters you met. It is not just a bread-and-butter note, but your last chance to market yourself by citing another one or two examples which you may have forgotten to bring up, but are relevant to the job you are applying for. By writing these notes, you will stand out from the herd! You would be surprised to hear that these thank-you notes can make or break you, because so few candidates write them. These can be e-mailed or sent through regular mail. Handwritten notes make an even better impact in modern times. Neatly organize all materials in individual folders by companies. Develop a follow-up plan to stay in contact with the company recruiters. A phone call every week or two is not inappropriate, because it shows your continuing interest in the company.

Don't be discouraged if you don't get a job offer after attending a single fair. This is a numbers game! Take a salesperson's stance and attend the next job fair. Good luck!

[Special note: Please send your career-related questions to don@careerquestcentral.com and also visit our website at www.careerquestcentral.com. Questions will be selected based on their contemporary nature and general interest. We regret we will not be able to send individual replies as in the past, because of the large volume of domestic and international e-mails. Your patience and understanding are appreciated.]

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UPCOMING EVENTS

DATE	TIME	EVENT	VENUE & LOCATION
June 1-4, 2009 June 17, 2009	12 - 8 PM	ISPE Washington Conferences Chapter Day	Bridgewater Manor, NJ



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