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Spring 2024

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Make your Job Fair experience a success

CC JOBS | Jean Campbell

The Greater Springfield Chamber of Commerce Job Fair gives you the opportunity to network with a broad range of employers. You'll find booths

staffed by HR professionals from a cross section of industries, including health care, government, education, nonprofit, IT, insurance, food service and labor.

HR recruiters from four organizations participating in the Job Fair offer tips for job fair success, as well as specifics on current job openings.

Before the job fair



- Be sure your resume is up-to-date and take copies with you.
- Review the list of participating employers on page 11. Mark the ones that genuinely interest you. Check their websites to learn about their mission, culture and job postings.
- Prepare your “elevator” speech – a 30-second summary of your current or recent employment, what type of position you are seeking and a few words that describe your work ethic. Practice it ahead of time in front of a mirror, a family member or a friend.
- Choose your attire. Business casual is always a safe option if possible.



At the Job Fair



- You will likely have about five minutes with each recruiter. Put your phone on silent so you aren't distracted.
- When approaching an HR professional, smile, make eye contact and introduce yourself. Offer your resume so they can quickly scan your qualifications. If appropriate, give your rehearsed 30-second speech.
- Ask questions. It shows you are curious and interested. However, this is not the time to ask about salary and benefits.
- Close by thanking the HR person and asking for their business card. After leaving each booth, make a few notes about your perceptions and level of interest.

After the Job Fair



- Email or send a hand-written thank you note to the recruiter. Make it stand out with a specific reference to your conversation.



continued on pg. 6



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Job openings at four major Springfield employers

Nikki Baker, Director of Human Resources, city of Springfield

Baker says the city of Springfield has about 20 job openings for a wide range of positions. Some are entry level with minimal requirements (such as customer service reps) and some require specific expertise and experience. The City is also recruiting summer interns and seasonal workers. See all job openings at: springfield.il.us/Departments/HumanResources/ApplyHere.aspx.

Beyond meeting education and experience requirements, Baker says, "We look for candidates who are eager to do the job well. We notice a job seeker's interest, attention to detail, commitment to service and those who put in the extra effort during the job search. Those traits frequently translate to the same behaviors on the job. Because we serve Springfield taxpayers, we gravitate toward candidates who are interested in investing their time and talent to make Springfield thrive."

Angela Nguyen, VP, Talent and Culture, Horace Mann

Nguyen says Horace Mann has various opportunities available, such as software engineers, service representatives, claims adjusters, marketing consultants and inside sales reps. She advises job candidates to view all openings in advance by visiting horacemann.com/about-us/careers for jobs that interest them and match their qualifications. She adds that Horace Mann also has opportunities for internships in areas such as finance and planning.

"We are always looking for passionate, dependable, adaptable individuals who are strong communicators, work well in a team environ-



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ment and have a desire for continuous learning and development,” notes Nguyen. “Come with a positive attitude and dress for success. Be confident in your skills and experience. Express your interest in joining Horace Mann and those positions that match your qualifications.”

Tina Compton, Employee Recruitment Coordinator, Lincoln Land Community College

Currently, LLCC has 26 open positions for faculty and staff, including entry level positions, says Compton. There are also part-time adjunct instructor positions, which candidates can apply for at any time. In addition, LLCC offers spring, summer and fall positions for students.

Compton notes that LLCC looks for candidates who have a passion for education and helping students.

“Part of LLCC’s reason for participating in the job fair is to build pools for sourcing employees for future openings,” says Compton. “If we don’t have the right position for a candidate at this time, we still want to make a connection and build rapport so we can reach out for future opportunities.”

Compton is happy to accept resumes during the event. Candidates can also email their resumes to hr@llcc.edu and view open positions at <https://llcc.peopleadmin.com>.

Katie Beveridge, Talent Acquisition Manager, Memorial Health

Beveridge says Memorial Health offers a wide variety of clinical careers for nurses, medical assistants, pharmacists and pharmacy techs, phlebotomists, radiologic technicians, social workers and therapists. There are also many non-clinical openings, including roles within housekeeping, food service, patient registration, IT and security.

In addition, “Memorial Health offers annual summer internships for nursing students, as well as a summer employ-

ment program that allows students to work in an open role within our housekeeping, groundskeeping, patient transport, food and nutrition or patient registration areas,” she said. You can view openings at jobs.memorial.health, including summer employment options.

Beveridge sums up, “We look for candidates who are passionate about

supporting Memorial Health’s overall mission: To improve lives and build stronger communities through better health. Safety and integrity are strong values important in health care.”

Jean Campbell is a Springfield writer and former human resources professional.



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Master virtual interviewing

CC JOBS | Holly A. Whisler

If you are actively job-hunting, you'll need to master the virtual job interview. LinkedIn published statistics summarizing all aspects of working remotely at the close of 2023 and claimed 93% of employers plan to continue conducting job interviews remotely. Employers have found this to be an effective means of conducting initial interviews.

There are pros and cons to interviewing virtually, but if you think about it, there are many benefits. You can cast your net far and wide and look for positions in other states or other countries while saving yourself time and money. On the flip side, you can anticipate

more competition, and this is why you'll need to learn how to make yourself stand out in a crowd when you're really sitting at home in your favorite chair.

Harvard Business Review published tips on how to make a good first impression during a remote interview. Research was conducted by studying 513 video recordings of remote interviews held worldwide. Nearly 75% of candidates who were not given a job offer appeared to be distracted or failed to engage the interviewer. Another common problem was many sounded stiff and rehearsed, as if reading from a script. Those who had a strong virtual

presence were more successful at getting the job offer. They displayed confidence, communicated clearly and established natural rapport with their interviewer. About 90% of successful applicants followed these tips:

Your space matters

We make judgements about people within the first seven seconds of meeting them. This is not intentional, it's something our brain does automatically. But knowing this should drive home the importance of controlling what you can when interviewing virtually. In addition to

dressing professionally, making eye contact and having good posture, you must also plan the space where you will sit during the interview. This will appear to be your office, and it is a crucial part of your initial impression.

If you don't have a dedicated office, that's no big deal. Keep it simple, and place your computer on a table in front of a blank and clean wall. Or, use a fake office background, although this is not the time to be creative – don't appear to be conducting the interview from the White House or a tropical beach. Make sure all lighting is behind your computer and shining onto (in front of) your face. Lighting should be cool — blue tones as opposed to yellow tones. Do not have a light or window behind you as this creates a silhouette and makes it impossible for the interviewer to see your face, which will spell disaster for your interview.

Have a table with a copy of your resume, two writing utensils, a pad of paper for taking notes, a list of a few questions to ask, and a couple of projects to highlight along with a glass of water covered with a lid. Keep these items where the interviewer cannot see them, and do not allow them to be a distraction.

Test upload speed

You want the interaction between you and the interviewer to be as natural as possible, so make sure your upload speed is fast. Upload speed is how quickly data travels between your computer and your network and is used for streaming and videoconferencing. Do a Google search for "internet speed test." If you have any concern about the reliability of your home WiFi, plug your laptop into the cable source at the wall with the local area network cable, and make sure no other devices are using the internet during your interview.

Practice

Even if you're the person who groans when a group leader announces, "Let's break into groups and role play," this is a very important event, and you'll kick yourself if you don't give it a practice run. Ask a trusted friend to be the interviewer and give you honest feedback on how you and your space look. Make necessary adjustments.

Conduct the practice interview on the platform you'll be using for the actual interview,

such as WebEx or Zoom. Rehearse looking into the webcam to make eye contact, use hand gestures to make sure your computer speed keeps up and certainly check your volume. Do a brief mock interview to make sure you don't speak too quickly or too slowly. Also, ask your friend to note any background noise, and make sure the ceiling fan doesn't look like it's balancing on your head. Make adjustments accordingly, and you'll feel much more prepared for

your first virtual interview.

When you cannot meet in person to give a firm handshake, smile and establish yourself as the confident and competent job candidate you know yourself to be, you'll need to do the next best thing and become a master at making a great first impression as you look into your computer monitor. As the saying goes, "You never get a second chance to make a first impression."



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The Chamber's Spring Job Fair – List of Employers

Traditional Job Fair (4 – 6 p.m.)

Abcor Home Health, Inc.
Blue Cross Blue Shield of Illinois
Capitol Radio Group
Community Child Care Connection, Inc.
Crawford, Murphy & Tilly, Inc.
Crowne Plaza Springfield Convention Center
CSC
EP!C
Executive Transportation
Express Employment Professionals
Friendly Chevrolet
Gateway Foundation
Horace Mann
Hospital Sisters Health System
Hy-Vee
Illinois Air National Guard – 183rd Wing
Illinois Department of Children & Family Services
Illinois Department of Commerce & Economic Opportunity
Illinois Dept. of Human Services, Division of Rehab. Services
Illinois Educators Credit Union
INB
Keller Williams Capital
Land of Lincoln Goodwill Industries, Inc.
Land of Lincoln Workforce Alliance at Illinois workNet Center
Lincoln Land Community College
Manpower
Memorial Health
Orthopedic Center of Illinois
Prairieland FS, Inc.
Sangamon County CASA
Sangamon County Circuit Clerk
Sangamon County Sheriff's Office
Sangamon Mass Transit District
SIU Medicine
Springfield Clinic, LLP
Springfield Fire Department
Springfield Housing Authority
Springfield Police Department
Springfield Public School District 186
Springfield Urban League
Springfield Utility Office
The Goddard School
Timi's Tours
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University of Illinois Springfield

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Traditional Job Fair: 4:00 - 6:00 pm

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An updated list of participating employers can be found at www.gsccl.org.

Job seekers do not need to pre-register!

The Chamber Job Fair is also sponsored by:



The Chamber's Spring Job Fair – List of Employers

Youth Job Fair (12:30 – 2:30 p.m.)

Capital Area Career Center (CACC)	Local 137
Crawford, Murphy & Tilly, Inc.	Prairieland FS, Inc.
EP!C	Sangamon County Circuit Clerk
Express Employment Professionals	Sangamon County Sheriff's Office
George Alarm	SIU Medicine
Hospital Sisters Health System	Springfield Clinic, LLP
Hy-Vee	Springfield Fire Department
Illinois Air National Guard – 183rd Wing	Springfield Human Resources
Illinois Educators Credit Union	Springfield Police Department
Illinois State Fair	Springfield Sangamon Growth Alliance
Land of Lincoln Workforce Alliance at Illinois workNet Center	Springfield Urban League
Lincoln Land Community College	Springfield Utility Office
Nelson's Catering	SYNERGY HomeCare of Central Illinois
Panther Creek Country Club	The Goddard School
Plumbers, Steamfitters & HVACR Techs	YMCA of Springfield

Chamber Job Fair 2024





Sound mind, sound body, sound success

Caring for your physical and mental health can boost your career

CC JOBS | Kelly Gust

When asked what we want to be when we grow up, no one says “fit and healthy.” Instead, we think of our education, training and various ways we might wish to spend 40-50 hours per week. When we enter the workforce, our jobs often take priority over our fitness. Many of us have made the choice (or been forced) to stay late at work and sacrifice our personal time. As we age, we devote time to family and home, reducing our personal time even more. While

our precious personal time decreases, our stress level (and often our waists), tend to increase.

As a busy professional and working mom, I had to face these challenges head-on. I ran track in high school and always enjoyed running. It’s a great way to burn calories and clear my head. But when my kids were little, it was hard to find 30 minutes for a quick jog, or even a walk. I found myself feeling cranky and resent-

ful; feelings that followed me into the office and surely made me less effective at work.

My favorite running shoe is ASICS, which I only recently realized is an acronym for “Anima Sana In Corpore Sano.” This Latin phrase translates to “sound mind in a sound body.” This has become my mantra, encouraging me to balance mental health, physical health, and business success. Since prioritizing my health in the past five years, I’ve maintained my weight and kept

my blood pressure, cholesterol and other health indicators on track. In addition, the endorphins I get from exercising keep me pumped and energetic enough to run a successful consulting business and keep up with my kids.

Have you ever considered how your health is impacting your career success? Taking care of your health allows you to have more energy, increase productivity and be more effective in all areas of your life. You can't pour from an empty cup. If you've put your health on the back burner, the time is right to re-prioritize. To retain employees, companies are putting more emphasis than ever on flexible scheduling, work-life balance and physical and mental health benefits. If you're wondering whether your career could use a health-boost, consider these work-related benefits of improved fitness:

Enhanced creativity, focus and problem-solving ability

A 2019 study by the *British Journal of Sports Medicine* found that morning exercise improves attention, visual learning, and decision-making. To work "on" your problems, you need to step "out" of them. Fresh air, sunshine, and a change of scenery will clear your mind, allowing you the mental clarity to generate better solutions to situations you're facing at work.

Increased motivation and overall productivity

When you start the day with a good sweat or other exercise, you arrive at work feeling energized and accomplished, rather than resentful and sluggish. It's like you already "won" the day. Further, regular exercise curbs unhealthy snacking and helps actively manage cortisol, a hormone that helps us stay alert but can contribute to stress and weight gain when unregulated.

Fewer absences

The sedentary lifestyle we have adopted in the U.S. is taking a toll on our bodies. We sit an average of 7.7 hours per day. All this sitting sends signals to our brain that we're "powered down," and this low-energy position is creating health effects that cost billions. A 2021 study in the *Journal of Occupational and Environmental Medicine* reported that obesity results in an average of three more days off work per employee per year. Even more alarming, a 2020 *National Library of Medicine* article reported that sedentary behavior increases mortality,



cardiovascular disease, cancer risk, hypertension, osteoporosis and depression. Achieving career success is difficult if you're too sick to show up.

If your health has been on the back burner, or you need a way to kick your career into high gear, make this your year. Start simple, with a quick lunchtime walk or light stretching between meetings. Take the stairs. Park farther away. Pack healthier snacks. Maybe skip the sugary morning "coffee" drink.

Once you master these habits, push it further. Get up a little earlier to exercise, slowly increasing to one hour. Set your gear out the night

before. Prep healthier meals. Schedule time on your calendar to hit the gym. Involve your friends for moral support.

A sound mind in a sound body is key to elevating your effectiveness at work or gaining a competitive edge when applying for that big promotion. Good mental and physical health will benefit your career success in many ways, so get busy getting healthy.

Kelly Gust is the CEO of HR Full Circle, a Springfield-based consulting firm that provides talent management and human resources consulting to organizations of all sizes and stages.



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Seven items to put on your resume

CC JOBS | Asia Johnson

CHANGING CAREERS?

7

Details to Include on Your Resume

Presented by: **TopResume**

- 1 The job seeker's goals are clear.
- 2 Achievements are quantified where possible.
- 3 The resume plays up the job seeker's best selling points.
- 4 The resume is optimized with relevant keywords.
- 5 The resume format is consistent.
- 6 The emphasis is placed on the job seeker's most recent work experience.
- 7 The "Education" section is at the end of the resume.

STANLEY SCIBETTA
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- Legal Management
- Government & Public Affairs
- Issue Diagnosis & Resolution
- Policy Development
- Relationship Building
- Legislative Advocacy
- Strategic Communications

PROFESSIONAL EXPERIENCE

ATTORNEY AT LAW | 2009 - Present
Stanley Scibetta, LLC, Washington, DC **5**

Oversee all facets of professional legal services, including civil litigation, administrative litigation, and appellate work. Oversee drafting, interpretation, application, and compliance of legal documentation. Review business unit policies and procedures to deliver relevant, personalized legal guidance. Perform securities investigations and suits, applying knowledge of Sarbanes-Oxley and Dodd-Frank standards.

- Received positive rulings on various high-stakes, highly visible court cases.
- Extensive experience working with law enforcement and prosecutors.
- Subject matter expert in various legislative policies and financial compliance regulations.

CRIMINAL DEFENSE ATTORNEY | 2004 - 2009
Wyatt, Blake, Mills & Associates, Greenville, NC **5**

Advised and counseled clients on applicable laws and regulations. Defended clients with issues surrounding arrest, criminal investigations, criminal charges, sentencing, or appeals. Oversaw and analyzed discovery process. Represented clients in court during motions, hearings, and trials.

- Recognized for delivering outstanding client service through responsive service and creative problem-solving.
- Established reputation for aggressive representation of clientele.
- Enhanced legal firm brand and visibility through marketing, networking, and thought leadership.

CAREER NOTE: Early career experience included role as Assistant State Attorney for State Attorney's Office, Eleventh Judicial Circuit and additional work as a criminal defense attorney. Additional details available upon request. **6**

EXECUTIVE ENGAGEMENTS

BOARD MEMBER, LEGISLATIVE AFFAIRS COMMITTEE | 2010 - 2016
Virginia Association of Criminal Defense Lawyers (VACDL)

- Played major role in policy advocacy activities by coordinating the organization's outside lobbyist tracking functions (>85 bills per year) pertaining to criminal justice. **3**
- Testified before various legislative committees and advised bill sponsors on potential impact.
- Participated in drafting of three bills that ultimately passed and enabled significant criminal justice reform in Virginia.

7 EDUCATION

Juris Doctor Degree, HOWARD UNIVERSITY SCHOOL OF LAW, Washington, DC
Bachelor of Arts, Political Science & International Affairs, WAKE FOREST UNIVERSITY, Winston Salem, NC

Looking for a new job opportunity? It's never easy to leave a job or industry that you have been in for a long time. However, making the switch can be worthwhile. One of the first things you'll want to do is make sure your resume is transferrable and up-to-date with your most recent career achievements.

TopResume offers seven strategies for preparing for a career change by updating your resume for job search success.

Asia Johnson is an award-winning content marketing specialist for Express Employment International, covering a variety of career topics for job seekers and associated audiences. This article first appeared in the May 23, 2023 edition of Job Journey. Visit blog/expresspros.com to sign up for this monthly newsletter by Express Employment Professionals, which provides tips and advice for every stage of your working life.

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Four reasons to work in skilled trades

CC JOBS | Asia Johnson

When you're thinking about a career change or a job to take on after high school, which types of jobs do you think of first? If most of your work ideas revolve around an office, you probably aren't thinking about skilled trades jobs.

So, what is a skilled trade? At the most basic level, a skilled trade is any job that requires a specialized skill, usually obtained through a technical school, college or on-the-job training through an apprenticeship or internship.

Skilled trades usually don't require a four-year degree. However, some may require a certification or license earned through a school or state agency. Some require associate degrees or associate degree programs.

Often, you'll see skilled trades broken down into categories, with a variety of jobs in each category, including:

- **Industrial:** welders, fabricators, machinist, pipefitters
- **Construction:** electricians, cement and concrete finishers, drywall, carpentry
- **Motive Power:** engine mechanics, electrical systems technicians, heavy duty equipment repair, paint and body technicians
- **Transportation:** commercial drivers, heavy equipment operators
- **Services:** hair stylist, property and building maintenance, electronic service technician,

field technician, dental assistants, computer repair technicians, kennel assistance, and chefs. So, now that you know what the skilled trades are, what are some good reasons to pursue them?

Lower tuition

According to Admissionsly, the average total price for a traditional college degree is roughly \$122,000. Contrast this with the tuition of a trade school, where average fees range from \$3,600 to \$14,500 per year, with most trade schools being a two-year program.

High pay

Electrician Apprenticeship Headquarters notes that the average apprentice salary in 2021 was \$34,841. According to ZipRecruiter, the national average for skilled trades jobs is \$42,322. Typically, as your experience grows, so does your paycheck.

Job satisfaction

If you don't thrive in an office environment, the skilled trades might be for you. Many positions involve working as part of a team in an entirely different sort of work setting. If you like working with your hands, the skilled

trades frequently give you an opportunity to do that. You're also free from having to navigate office politics if that isn't your thing.

You can be your own boss

While you're certainly free to work for a company if you'd like as a tradesman, many work for themselves and start their own companies. That means you choose how much you charge, when you work, and what clients you want to work with. That way you can spend more time with family. You can have your own home office, and you won't have to spend any time in a cubicle.

Just like any other job, a position in the skilled trades isn't for everyone. But if it is right for you, you might find a fulfilling career you hadn't considered before.

Asia Johnson is an award-winning content marketing specialist for Express Employment International, covering a variety of career topics for job seekers and associated audiences. This article first appeared in the June 9, 2023 edition of Job Journey. Visit blog/expresspros.com to sign up for this monthly newsletter by Express Employment Professionals, which provides tips and advice for every stage of your working life.



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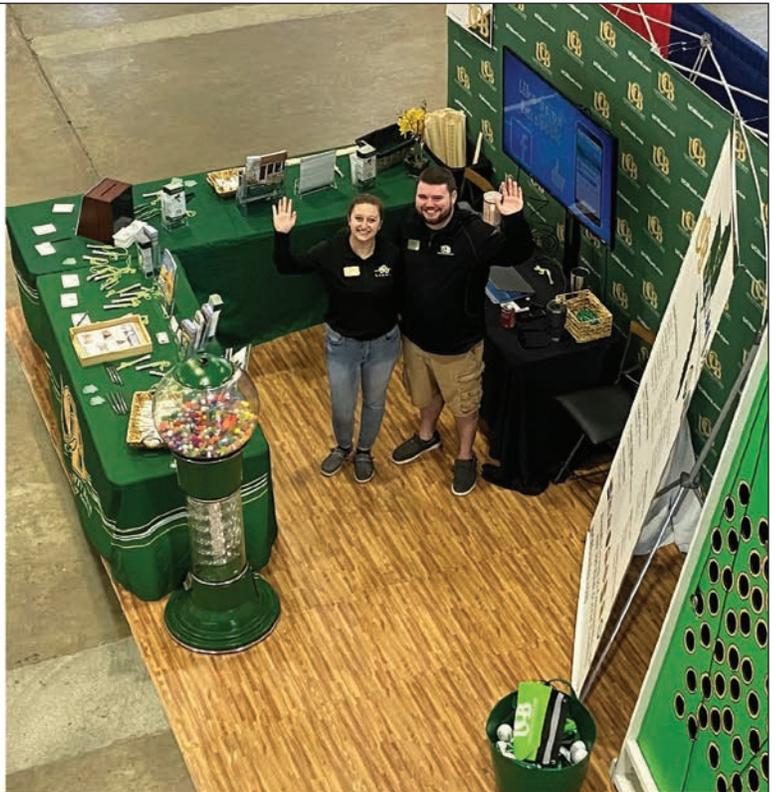
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How to get unstuck

CC JOBS | Kelly Gust

One of the best compliments I get from clients is when they say, “We’ve made more progress in the past six months working with you on [insert complicated problem here], than we have in the past six years.” Facing a tough or ambiguous problem at work or in your personal life is like staring into a thick fog. It’s hard to see what lies ahead, so many people just stay put, watching the months... and then the years, tick by.

As someone who is equal parts change-addicted and routine-avoidant, I tend to find myself in the middle of organizational change

efforts. I’ve helped dozens of change efforts reach the other side of the unknown abyss successfully. Below is a summary of ways I’ve helped organizations get unstuck and start moving from the stage of pontificating about “someday we should...” to a new reality.

First, consider *why* you’re stuck. Sometimes being stuck is a sign that you’re unclear on goals. What specific outcome do you crave? What does success look like? Be as detailed as possible. The clearer you can describe your desired state, the more likely it is that it can be achieved. Another question to

consider is whether you’re chasing the wrong goals, or pursuing them for the wrong reasons. Is your motive to make improvements, or to feed your ego? Are you trying to win for your team, or just for yourself? Are your goals in line with your long-term goals? Finally, a key reason for being stuck could be that you don’t have support for your ideas. If you find yourself operating alone, take time to get buy in from your stakeholders, senior leaders, peers, partners, or others needed to help make the effort successful. Gaining support could be a necessary precursor to future

progress.

With confirmation on your goals and top-level support, it's time to start unfreezing and make progress towards on your change initiative. This feels uncomfortable, as if looking into thick fog. When driving into fog, a good idea is to reduce your speed and keep your lights low. As you move forward you can see further down the path, but you must do so slowly and deliberately to avoid uncertainty

and expensive mistakes. Forward is a pace; small progress is still progress. Break your vision down into smaller, actionable steps to help you move ahead deliberately and without catastrophe.

If you're still feeling stuck, try changing your perspective. One way that has worked for me and my clients is to discuss the problem with someone distanced from it, perhaps even someone in another industry,

profession or leadership level. It's easy to become myopic when surrounded by similar viewpoints. A health care client recently was feeling hopeless about high turnover in their industry, as if there was nothing they could do to improve employee engagement. Unfortunately, their health care peers shared similar views. But when she spoke with a hospitality leader about creative ways for new hire onboarding and guest service, she walked away with plenty of new ideas.

A benefit of comparing notes with other people is that people are simply wired differently. I do a lot of work with personality assessments, and some individuals are wired for process and precision, with strong attention to detail and respect for rules and regulations. Others are wired for innovation and agility, with a big-picture vision and ability to persuade others to change. If you're the process/precision person, you might benefit from a visionary who can breathe confidence into your ideas. If you're the innovator, you will benefit from a detail-oriented partner to help bring your ideas to life.

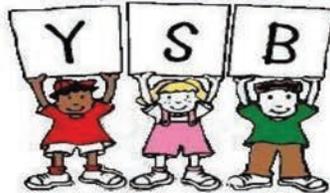
Another way to change your perspective is to get out of the office. Some fresh air, or even an entirely new hobby that gets you out of your comfort zone, can provide the inertia-breaking boost needed to inspire progress toward your goals. One client recently shared that they had tried rock climbing at a local gym, which left them feeling strong and "invincible." This feeling infused their work with new energy and they finally made progress on a big IT initiative.

Finally, sometimes to get unstuck you need to bring in a professional coach, subject-matter expert or consultant. The right professional can serve as a qualified sounding board, providing the real-world experience needed to help you overcome inertia and add confidence and actionable steps to your ideas.

Just because you're stuck in the fog doesn't mean you won't ever be able to see. It just means that you need to make small progress so that you can see further down your desired path.

Kelly Gust is the CEO of HR Full Circle, a Springfield-based consulting firm that provides talent management and human resources consulting to organizations of all sizes and stages.

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