$1.00
kpcnews.com
2021

Get the Job

THE NEWS SUN | THE HERALD REPUBLICAN | The Star

Ashley Industrial Molding

"AIM" for Excellence

Come grow with us!

Do you have good attendance? Are you a team player?

AIM is currently hiring for Team Members at both of our Ashley and Kendallville Plants!

- Full time, direct employment with advancement opportunities!
- 4 day work schedule (Mon.-Thurs.) with overtime opportunities on Friday and Saturday
- Monthly Gainshare Bonus
- Pay increases with completion of training.
- Excellent afforadable benefits!
- Wellness Reimbursement!
- 401k with company match!
- 10 Paid Holidays! Catered meals to celebrate!

We are also looking for a Maintenance Technician to join our Ashley facility Team!

310 S. Wabash St., Ashley, IN 46705
104 Progress Drive, Kendallville, IN 46755
Apply online at www.ashinmold.com or submit your resume to:
recruiting @ashinmold.com
Have quesitons? Call us at:
(260) 587-9155 x 388

Check us out on Facebook https://www.facebook.com/Ashinmold

kpc MEDIA GROUP INC

102 N. Main Street,
Kendallville, IN 46755
(260) 347-0400

Terry Housholder
thousholder@kpcmedia.com
President/Publisher

Ann Saggars
asaggars@kpcmedia.com
Print & Design Manager

Kanisha Bevins
kbevins@kpcmedia.com
Special Sections Graphic Designer

Sue Carpenter
scarpenter@kpcmedia.com
Special Sections Editor

ACCOUNT EXECUTIVES
Leesa Sturgis
Lora Konieczki

Get the Job is a special supplement to The Star, The News Sun and The Herald Republican, which are publications of KPC Media Group Inc.
©2021 All rights reserved

20/20 Custom Molded Plastics

14620 Selwyn Drive
Holiday City, OH 43543

OPEN INTERVIEWS
Monday-Friday 9a-4p
Right at our plant! Fill out application online before arrival and call when you arrive!

Apply Online:
www.2020cmp.com
419-485-2020

we are a drug free facility

NOW HIRING!

- **Work only 15 Days a Month**
  - 12 hr. Shifts: 6a-6p or 6p-6a.
  - 2-3 Day rotation: every other weekend.
- **Starting Pay $14.50-$18/hour**
  - Increase after 60 days.
  - $2.00/hr. Night Shift Premium.
- **Paid Holidays after 30 days**
  - One of them is YOUR BIRTHDAY!
- **Benefits offered after 30 days**
  - Health, Dental, Vision, Long-Term Disability, Short-Term Disability, Critical Care, Accident, and FREE $15,000 Life Insurance Policy
- **Perfect Attendance Bonus**
  - Earn up to $200/month.
  - Starts over each month.
- **Paid Vacations**
  - Available after 1 Year.
- **401K Plan**
  - Available after 30 days.
  - Company match 50% with the first 4%.

Start the New Year with a New Career! Come join our GROWING team!
Immediate openings for:

- Press Operators
- Experienced Supervisors
- Experienced Maintenance

Thor Motor Coach is hiring for our locations in Elkhart, Wakarusa and Bristol.
Openings include Metal,Shelling, Slide Outs, Cabinet Shop, Plumbing, Electrical, Body Repair, Final Finish and Floors.
Experience preferred. Will train the ideal candidate with a solid work history and good attendance.

Thor Motor Coach will produce the highest quality recreational vehicles.
NOBODY will build them better.
Apply online today at thormotorcoach.com/jobs or text JOBS to 574-203-0768.
Pre-employment drug screening required. EOE.

THOR MOTOR COACH

#1 Motorhome Brand in North America

HUMAN RESOURCES
3322 Middlebury Street,
Elkhart, Indiana 46516

Strategies to keep your career on track after a layoff

BY METRO CREATIVE CONNECTION

Millions of people found themselves out of work as efforts to curtail the spread of the novel coronavirus COVID-19 took a toll on the economy. In many places, businesses deemed non-essential were forced to close their facilities to customers, leading many employers to lay off valued staff members.

Confronting a layoff can be difficult. Unlike employees who are fired for cause, laid off workers typically find themselves out of work through no fault of their own. Such was the case for millions of people across the globe whose layoffs were related to the COVID-19 virus. Prior to the outbreak, millions of hardworking, talented professionals had no reason to doubt their career prospects. But after the outbreak and its effects on the economy, those same people, now out of work, may be wondering if there's anything they can do to keep their careers on track. While laid off workers recognize there are no guarantees in regard to getting their jobs back, they can take steps to keep their careers on track even while they're not working.

• Continue to be productive. No one will blame a newly out-of-work professional for taking a few days to process their situation and take a deep breath. But it's important that laid off workers continue to be productive even if they're not working. Traditional freelancing may not make financial sense for those seeking to secure unemployment benefits, but that does not mean you cannot still work. Set up a blog or vlog where you can showcase your credentials and experience. Offer to serve as a virtual mentor for young professionals or students without much business experience. Using your time productively, and having something like a blog or vlog to show for those efforts, can help you stay on track and land another opportunity when the job market becomes more active.

• Study up. Technology has ensured that modern industry is ever-changing, and laid off workers can use their down time to study up on the latest trends and best practices in their fields. This is an ideal time to fill gaps on your résumé and turn a negative into a positive. If possible, enroll in an online course with a local college or university, or make use of virtual learning programs offered by local libraries or chambers of commerce.

• Research your next job. Uncertainty has reigned in many industries thanks to COVID-19, so finding a new job before social distancing restrictions are lifted may be especially difficult. But laid off workers can use their down time as an opportunity to research their next job. Do your homework on companies within your industry, learning about their client base, culture and goals for the future. Putting forth such an effort now can pay significant dividends when restrictions are lifted and companies attempt to rebuild their staffs.

Professionals laid off due to the COVID-19-related economic fallout can use their down time to their advantage and keep their careers stay on track.

Support a small business through volunteerism

BY METRO CREATIVE CONNECTION

The novel coronavirus COVID-19 that began sweeping across the globe in late 2019 has had a major impact on all components of daily life. From school closures to virtually shared holidays to lost revenue, the pandemic has made 2020 a challenging year.

The pandemic has forced many business owners to rethink their longstanding business practices. Verizon Business released findings from its Small Business Recovery Survey in September 2020 that revealed the impact small business owners and decision makers feel the pandemic has had on their businesses. Fifty-five percent of small businesses surveyed have concerns about staying afloat financially with regulations that limit business capacity. In addition, 67 percent of small businesses feel their financial security has been negatively affected, but 72 percent are optimistic they will be able to stay open at least six months or more.

One way small businesses may be able to survive and thrive is with the help of volunteers. The following are ways volunteers can help small businesses in an uncertain time.

• Volunteer as a mentor. Business coaches lend their time and expertise to help businesses establish and achieve their goals. Coaches can work with small business owners to discuss the challenges they face and give specialized guidance to help grow their businesses. Coaches typically work for a fee, but volunteers can offer assistance at no charge to help businesses get back on solid footing.

• Strengthen a web presence. A strong internet presence is essential for small businesses. BrightLocal, a marketing firm that connects with local businesses, says 90 percent of consumers used the internet to find a local business in the last year. Those knowledgeable in search engine optimization, website building, online marketing, or even social media maintenance can volunteer their services with a local business to help garner online attention that can bring in customers.

• Use networking connections. It won't take much effort to speak kindly about a small business to others and use networking connections to spread the word about a particular local firm. Spend a few hours each month sharing positive feedback about a company and getting their name out to others.

• Support the vulnerable and those in need. Even while small businesses have been floundering, many are still engaging in community efforts. Restaurants have donated meals to the elderly or less fortunate. Shuttered fitness centers have repurposed space to provide chaperoned virtual learning centers for students whose parents work and cannot stay home during the school day. Volunteers can work with small businesses to facilitate services such as these, including delivering food or products, checking on those who are self-isolating, monitoring students, or helping to set up connections between businesses and those in need.

METRO CREATIVE CONNECTION

Volunteers can provide the extra support that small businesses need during these challenging times.

• Fill in as a temporary employee. As coronavirus affects employees, they may need to stay home to care for relatives or children, or they may need to self-quarantine after exposure to the virus. Being without one or two employees can tax a small business. Having volunteers ready to fill in at a moment's notice can help businesses overcome this obstacle.

Strategies to advance your career

BY METRO CREATIVE CONNECTION

Career goals take center stage at the dawn of a new year. Thanks in part to New Year's resolutions, many professionals use January as a time to reflect on their careers and how to advance them in the year ahead.

In a 2015 survey of 10,000 people who recently left their jobs, the professional networking social media platform LinkedIn found that career advancement was the number one reason people took new jobs. Various strategies can help people who have resolved to take the next step in their careers over the next 12 months.

• Continue to further your education. Advancements in technology and the often breakneck pace of modern business has made it necessary for ambitious professionals to continue learning if they hope to advance their careers, a fact that savvy professionals already recognize. A 2016 survey from the Pew Research Center found that 54 percent of adults in the labor force say it will be essential from them to get new training and develop new skills throughout their professional life in order to keep up with changes in the workplace. Some professionals may benefit by pursuing a graduate degree or earning their doctorate, while others may need to update or earn certifications from professional organizations. Regardless of their individual situation, education is a great way for professionals to advance their careers.

• Give yourself your own review. Employers conduct reviews to evaluate employees and potentially reward them with higher salaries. Advancement-minded professionals can conduct their own reviews to determine which areas they need to improve. When taking this approach, it's vital that professionals be honest with themselves. Assess interactions with colleagues to determine if you can be a more effective communicator or team player. If those are your strengths, consider ways you can fine tune other skills. No professional is perfect, and improving on your weaknesses is a great way to take the next step in your career.

• Focus on networking. The value of networking is undeniable, but even ardent networkers may be surprised to learn just how much networking can help advance their careers. LinkedIn estimates that as many as 85 percent of job openings are filled through some form of networking, so professionals who hone their networking skills are doing themselves a significant service in regard to advancing their careers.

As a new year begins, professionals can embrace various strategies to advance their careers.

METRO CREATIVE CONNECTION

Various strategies can help people who have resolved to take the next step in their careers over the next 12 months.

Graphic Packaging INTERNATIONAL
301 S PROGRESS DR E ~ KENDALLVILLE

Join our Team!

PRODUCTION OPERATORS
$18.65 - $28.30 / HOUR
$1.45 SHIFT PREMIUM

MEDICAL DENTAL VISION
Earn up to $1200 in HEALTHY REWARD Dollars

401K
ELIGIBLE DOH
5.5% MATCH
IMMEDIATE VESTING

TIME OFF
IMMEDIATE VACATION
11 HOLIDAYS

SCAN ME

Apply Online:
WWW.GRAPHICPKG.COM

GPI is an Equal Opportunity Employer of Minorities, Women, Veterans, Disabled

Update your résumé for job hunting during COVID-19

BY METRO CREATIVE CONNECTION

The economy has struggled during the COVID-19 pandemic, and many people are concerned by what the future may bring, particularly regarding their careers. Some fields may continue to scale back while others may increase operations. There is much uncertainty for those looking for new work or considering changing jobs.

Even though the coronavirus may slow down the process of hiring and make it even more competitive, job seekers must avoid the notion that they should throw in the towel and try to wait out the lull. Many people have found new jobs during the pandemic, and these strategies can help men and women do just that.

Update your résumé

Many people may think that résumé writing is a "one and done" process, but that's not the case. The Balance: Careers says a résumé should be updated and tweaked each time a person applies for a position. Keep a generalized outline for your résumé, but be sure to modify your skills and accomplishments as they pertain to the specific job for which you're applying.

In many instances, a functional résumé format, which emphasizes skills over linear job experience, is a good choice because it can gloss over gaps in the résumé or frequent job changes. Remember to fill the résumé with the same verbiage used in the job posting. If scanning software is used to cull résumés for key words, yours will have the right words and phrases.

Update social media

If you use a social media application like LinkedIn, Plaxo or Jobster to network, be sure to keep your profile current. It also may be helpful to join industry networking groups and organizations at this time, as they may have an ongoing aggregator of job openings in particular fields.

Research the industry

While travel, hospitality and event planning have been hit hard due to COVID-19, other industries like online shopping, delivery, healthcare, grocery stores, cleaning services, and more, have experienced growth. Many industries also have revamped operations and may need a consultant or expert to help them change over their business formats. Do not assume that the pandemic has stalled all job prospects.

Prepare for remote interviews

Even after businesses have reopened, remote interviews will likely be the norm. Set up an interview spot in your home with good lighting, a neutral background, limited distractions, and a desirable camera angle. Practice being interviewed digitally. Master various meeting applications by downloading necessary software in advance so that technical difficulties will not derail the process. The interviewer sees only your background, so utilize a paper or whiteboard in front of you with notes or talking points.

METRO CREATIVE CONNECTION

A job search may be complicated by the coronavirus, but there are steps to make it easier to find a job. With patience and positivity, the odds can be in job-seekers' favor.

A job search may be complicated by the coronavirus, but there are steps to make it easier to find a job. With patience and positivity, the odds can be in job-seekers' favor.

What to look for in a new career

BY METRO CREATIVE CONNECTION

Many people begin a new year determined to make positive changes in their lives. Some may aspire to read more books in the year ahead, while others may aim to master a new hobby. Professional goals also factor heavily into many people's New Year's resolutions.

In a 2019 survey of baby boomers, who are generally defined as people born between 1946 and 1964, the Bureau of Labor Statistics found that the average person has 12 jobs in his or her lifetime. That means that the average professional is likely to change jobs at various points during his or her career.

Working professionals who have resolved to make a career change but don't know where to begin can facilitate the process by determining what they want out of their next career. Knowing what to look for in a career can help people land a job they will enjoy, and might even prevent them from changing jobs as many as a dozen times before retirement.

• Salary: Few people would scoff at being offered higher salaries, but it's important that professionals looking to change careers don't place too great an emphasis on a high salary. A recent survey from the online career resource Indeed found that 58 percent of workers would accept a pay cut to change industries. That suggests that salary isn't everything. However, established professionals no doubt also have an established quality of life, and some may not be comfortable if a lesser salary means they have to give up some of the luxuries they've grown accustomed to. Take some time to determine how much money you need to maintain your current quality of life and if giving up certain things, like the ability to travel or dine out whenever you'd like, is a price you're willing to pay for a new career.

• Opportunity for advancement: A 2015 survey from the employment-oriented social media service LinkedIn found that the number one reason people switched jobs was related to opportunities for career advancement. The survey asked 10,000 people who recently left their jobs why they did so and 45 percent indicated they were concerned about the lack of opportunities for advancement at their old jobs. Switching careers is a significant decision that affects all aspects of professionals' lives, including their families. When looking for a new career, look for one that provides opportunities for advancement after you get your foot in the door. If no such opportunities are available, you may soon find yourself switching jobs once again.

• Positive environment: It can be hard to gauge if a company you don't work for fosters a positive or negative work environment, but exercising due diligence to determine this can have profound benefits. A 2008 study published in the International Journal on Disability and Human Development found that negative work environments contribute to insomnia, anxiety and depression. In addition, 36 percent of respondents to the LinkedIn survey indicated they left their old job due to dissatisfaction with the work environment. When looking for a new career, it's important that professionals don't overlook the value of a positive work environment.

Professionals who have resolved to change careers in the year ahead can make their transition more successful by recognizing certain variables that can make work more enjoyable.

Questions to ask after taking a pay cut

BY METRO CREATIVE CONNECTION

The outbreak of the novel coronavirus COVID-19 in the winter of 2019-20 left no part of life as the world knew it untouched. Students were instructed to stay home from school, professionals were told to avoid their offices and families were told to limit the size of gatherings for momentous occasions like birthdays and weddings.

The economic fallout of the pandemic has been considerable. Unemployment rates skyrocketed across the globe seemingly overnight. While global unemployment figures are difficult to determine, estimates from the International Labour Organization in June 2020 indicated that working hours fell by 14 percent during the second quarter of 2020. That equates to roughly 400 million lost full-time jobs.

Many people who have been fortunate enough to remain employed throughout the pandemic have taken pay cuts as their employers try to stay afloat during what's proven to be a time of unprecedented economic challenges. Pay cuts can throw professionals' carefully formulated financial plans into disarray. But salary reductions need not derail those plans, especially if professionals ask the right questions when informed that their pay is being reduced.

When will the salary reduction take effect?

This is an important question for any professional to ask, but it can be especially so for workers who use automatic bill pay. You will want to ensure that your accounts have enough money to cover the month's bills before they come due, so don't hesitate to ask when pay cuts will go into effect if that information has not been shared.

How much is my salary being reduced?

Many companies have instituted uniform pay cuts during the pandemic, while others have not. Some may be asking higher paid executives to take more significant, percentage-based pay cuts, while others have postponed bonuses. Reductions can be highly complicated, and employees should not hesitate to ask just how much their pay will be reduced. Knowing what's coming in is an essential component of financial planning, so professionals whose employers have been vague with details can reach out to human resources to determine just how much their bottom lines will be affected.

How long will the pay cuts last?

Long-term financial planning is based on long-term salary expectations, so it's alright to ask if the company has an idea about how long reductions will remain in place. Some may be indefinite, and that knowledge can help professionals reconfigure their budgets so their long-term financial plans stay the course as much as possible.

Will cuts be made elsewhere?

Ask if health care costs will rise as a result of salary reductions. In addition, if the company matches 401(k) contributions, inquire if that will continue. If the company does not intend to continue matching, professionals who can afford to do so may want to increase their own 401(k) contributions to account for the loss of matched funds.

Does the company anticipate additional cuts in the future?

Some companies may be straightforward and acknowledge that the uncertainty surrounding the pandemic makes it likely that future pay cuts will be considered. Others may already have strategies in place that allow them to make the pay cuts a one-time thing. Employees can seek this information to alleviate stress and to inform decisions about their short- and long-term finances.

Salary reductions have taken place at many companies throughout 2020. Employees concerned by such pay cuts can express those concerns to their employers by asking some thoughtful questions.

6 steps to organize your home office

BY METRO CREATIVE CONNECTION

Remote working has become popular in recent years, but the "working-from-home" economy bloomed exponentially as the world was forced to confront the COVID-19 pandemic. According to Stanford economist Nicholas Bloom, as of summer 2020, 42 percent of the United States labor force was working from home full-time.

The need for home office spaces has increased as more people work from home. Many people have retrofitted various spaces around their homes into areas to get work done. More organized home work spaces can increase productivity. Individuals can follow these guidelines to create effective, organized home offices.

Begin with the desk

The desk is the primary spot where work will take place. The right desk accessories can provide visual appeal and also serve practical purposes. Have cups for holding pens and pencils, baskets and bins for larger items, and store whatever you can elsewhere so it does not lead to clutter on the desk. Store wireless printers in a cabinet or even on a bookshelf so it doesn't take up real estate on the desk.

Create a printing station

While you're moving that wireless printer elsewhere, designate a space to serve as the central printing hub. This way children who need to print assignments for school will know where to go as well. Printer supplies like extra ink cartridges and printer paper can be kept in decorative storage boxes nearby.

Increase your shelving

Shelving can help keep items organized and off the desk in home offices without closets or drawers. Look for shelves that blend in with decor but are sturdy enough to be functional.

Organize paperwork

Figure out a system that works for you to help tidy up papers you choose to save. While some papers can be scanned and stored as digital files, color-coded file folders can organize statements and other important documents. This makes it easy to find the folder you need when looking for certain documents.

Establish a charging station

Repurpose certain items, such as a desk organizer, into an easily accessible electronics charging station where phones and tablets can charge at one time.

METRO CREATIVE CONNECTION

Organization is key to creating a home office.

Make essential binders

HGTV suggests making binders that can store the most important papers for easy access — even in an emergency. Set up a binder for automotive paperwork, including repair receipts, a medical binder where key medical records are kept, a binder for manuals for devices in the home, and one to store financial planning documents.

How to ask for a letter of recommendation

BY METRO CREATIVE CONNECTION

Knowledge, skills and personality can get students far, but having the right people in their corners can open doors for new opportunities that students might otherwise never have considered. Perhaps this is why recommendations are so coveted when applying to schools.

Asking for a letter of recommendation is something that should be done with forethought. The correct approach and proper timing can mean the difference between receiving a recommendation or not.

Who to ask

The first step for students is to decide who they want to ask for a recommendation. Select those teachers who know you well or can validate how you performed or improved in class. Opt for a teacher whose class you recently took so the recommendation reflects the student you are today and not the student you might have been when you were younger.

It can also help to ask for a recommendation from teachers or staff who have sufficient experience. Their input may carry more weight than someone whose career is less accomplished. A well-established teacher who leads a class that pertains to your academic goals is a good fit.

Remember to consider the requirements of a college or university as well. Schools frequently ask for recommendations from specific people, such as a teacher in a certain subject.

Ask early

Teachers may be inundated with college letter recommendation requests around application deadlines and at the end of semesters. It's better to leave plenty of time than to put teachers under pressure. The same rule applies to anyone else you're asking to write you a recommendation.

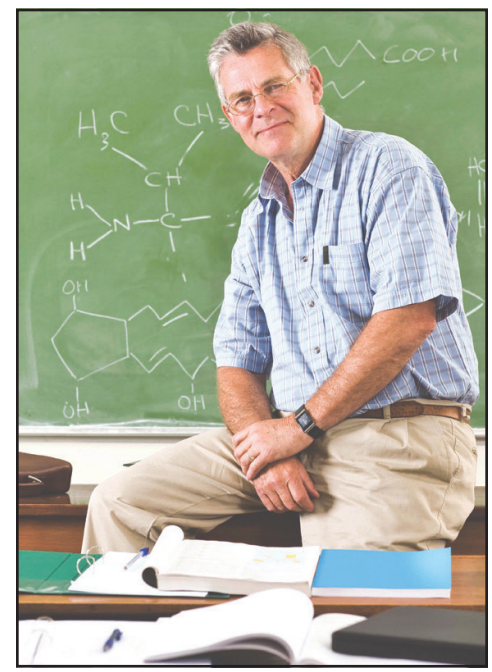
Request in person

Underscore the importance of the recommendation by making it a personal request. Schedule an appointment with the individual and discuss why you believe he or she would be the right person to provide the recommendation. Remind the person of your attributes and point out something that exemplifies your skills. Speaking face-to-face shows respect and gives you the advantage to make your points personally, rather than through email.

Make the process easier

Provide all of the necessary items to help the person along. This can include a brief résumé, academic progress report, required forms, and so on. Also offer any college- or employer-directed requests. As the deadline looms, offer concise reminders that you will need the recommendation. Offer to pick it up personally. Make copies or scan and save the original just in case a mix-up in the admissions office occurs.

Recommendations are a key part of landing a job or being offered acceptance into a college or university. Asking the right people early will translate into recommendations that paint an accurate picture of applicants.



METRO CREATIVE CONTENT

Choose wisely when selecting teachers to write letters of recommendation.

YOUR NEXT JOB IN ANGOLA, INDIANA AWAITS YOU AT RRD!

RRD Angola has immediate full time opportunities on second and third shifts available! The label industry is one of the fastest growing segments of printing in the world. The RRD Angola Labels Facility manufactures custom pressure sensitive labels, linerless labels, specialty forms and imaged product. We are committed to providing a quality product with superior customer service.

Join a Growing Team!

- 8 Hour Shifts
- Climate Controlled & Clean Facility
- Comprehensive Benefits
- On-the-Job Training
- Competitive Pay & Overtime
- We will Pay for Experience
- 10 Holidays & Vacation
- Employee/Partner Discounts
- Promotional Opportunities
- Business Growth