



Statesboro Area SHRM Chapter List-Serv Rules of Engagement

POLITE REMINDER TO KEEP 1-ON-1 CONVERSATIONS OFF-LIST:

Dear Chapter members,

When an off list response is desired or requested, it would be helpful to provide your name, company name, phone and e-mail address with your request (an easy and quick incentive to get an individualized response).

I offer this suggestion on behalf of everyone who prefer not to receive responses intended for specific individuals rather than the entire SHRM group. The entire SHRM list getting all messages can create a lot more e-mail traffic and sometimes create an "oops" regarding sensitive communications.

Everyone is so busy it is easy to forget.

Sincerely,

JOB ANNOUNCEMENTS, RESUMES & GOOD CAUSES

Dear Chapter members,

Please post relevant job announcements (for southeast Georgia only, as a rule) when you have the permission of the individual directly in charge of hiring.

However, we have a standing rule not to attach resumes, for reasons of space, privacy, etc. Instead, you are all most welcome to send a short paragraph describing the person's KSA's, brief work history, etc. Examples from several years back:

* I have the resume of a 20+ year military man, whose career was predominantly in management/administration of military airports. While none of you run airports, the management skills should transfer nicely. If you want to see his resume, please e-mail me at ...

* I have the resume of an individual that has a background in Human Resources Representative, Accounts Payable, and as a Customer Service Manager. Has a degree in Communication. If you would like to view the resume, contact me off list at the information below.

Also, since there are many, many good causes out there and we cannot publicize them all, please make sure that an event announcement has direct business usefulness to HR practitioners or their firms' personnel. For example, a job fair but not an anti-cancer fundraiser.

Sincerely,

MAKES NEWCOMERS FEEL WELCOME< REINFORCES OFFLIST REPLIES:

Dear Chapter members,

Please keep in mind how many new members we have this time of year, and give at least your name, firm, email address (if posting from a smart phone), even if you don't have your standard signature line handy.

It's a good way for us to get to know each other better, between get-togethers. Also, including your email address makes it much easier for any reader to reply off-list any time he/she wants to continue a conversation privately.

Sincerely,

POLITE BUT FIRM REMINDER NOT TO RSVP TO LISTSERV:

Dear Chapter Members,

I am so happy to see so many members attending tomorrow's lunch meeting. However, I am sure there are some people that would prefer to wait and be surprised to see you tomorrow.

Remember that when you R.S.V.P. to attend a meeting, please do not reply to the listserv email address. If you do, your email is sent to everyone on the listserv and that will ruin your grand entrance tomorrow.

Be sure to email your R.S.V.P. directly to

Sincerely,

USEFUL REPEAT REMINDER ABOUT RESUMES -- WITH SAMPLES

Dear Chapter Members,

Please take a moment to read this standard rule for all users of this listserv.

Every time an attachment is sent via the listserv, it ends up in every single member's in-box of attachments (which not everyone remembers to empty regularly). As a matter of courtesy to members not involved in their firm's hiring practices, as well as to avoid raising any privacy concerns, please DO NOT send any resumes via this listserv.

Instead, just write a short paragraph or so about the person who is job-seeking, and provide contact information for anyone who wants to request a resume (which is then sent/faxed directly to that person, not to the listserv. (BTW, job announcements are a different matter, especially for local HR positions. All such announcements should be sent only with permission from the direct HR officer responsible for announcing the position to the public. If you have any questions over whether an attachment is appropriate, please contact me before posting it.)

Thank you for understanding!

Sincerely, _____

P.S. Below are sample paragraphs revised from past job-seeker announcements:

SAMPLE 1: *Chapter member George Washington has the resume of a job-seeker in our region with talents suited to training and diversity. She has a B.A. in ...[list of degrees and universities inserted]. Please contact George at the e-mail address below if you'd like to see this person's resume.*

SAMPLE 2: *I have the resume of a highly responsible person with a solid background in diverse office environments, including accounting, human resources, and customer service. Proven capabilities in [list of skills inserted]. She describes herself as a results-oriented problem solver. If you are interested e-mail me at ... or call me at ...*

SAMPLE 3: *Abraham Lincoln, PHR, is moving to the Savannah area and seeking a professional HR position. As a Certified Professional in Human Resources with progressive experience in several manufacturing firms, his background includes [list of positions inserted]. Personable, energetic team player with superb communication skills and an eye for detail. For his resume or to schedule an interview, contact Abe directly at ...*

USED WHEN SOMEONE HAS JUST VIOLATED THE NO SELF-MARKETING RULE

Dear Chapter Members,

A quick reminder to the chapter that we do not use the listserv to send ads for firms or consultants.

If you have any questions whether it is appropriate to post an announcement, please check with me or with our President before going forward.

Thank you for understanding,

Sincerely,

USED WHEN A MAJOR DISAGREEMENT SPILLED OVER ONTO THE LISTSERV:

Dear Chapter Members,

May I respectfully request that the previous discussion continue off-list if needed, rather than extend it on the listserv?

By the nature of being human, we will all have times we disagree with each other or mis-understand each other. It is not my intention to stifle open discussion but to direct it to a more productive method of communication.

I know the Board and all our officers work hard to serve us. Please do contact the Board directly if you have issues or concerns that you'd like addressed.

Looking forward to seeing you at the next meeting!

Sincerely,