



The **HR Power Hour**, owned and presented by Career Management Associates, is a national radio show focused on trends, timely issues, and best practices in Human Resources.

Expert guest speakers join host, CMA president, David Ciullo, each week to provide listeners current, key information with valuable insight into Human Resources Management and on critical issues in the HR landscape.

The HR Power Hour airs each week on its flagship station WLOB, delivering the very best information to listeners from top professionals.

Catch HR Power Hour in three ways:

1. Every Saturday at 10-11am (EST) on News Talk WLOB, 1310 AM
2. Streaming live on wlobradio.com
3. Download from hrpowerhour.com any time after the show airs



We're engaged in your HR success.

Serving Northern New England and beyond since 1992.

- Recruiting
- Staffing
- Training
- HR Services
- Coaching
- Outplacement

Trust CMA to partner with you in all of your HR needs to keep your company nimble, your team motivated, and achieve success.

Maine Office

465 Congress Street, Suite 600, Portland, ME 04101
 (207) 780-1125 phone • (207) 780-1253 fax
 admin@cmacareer.com • cmacareer.com

New Hampshire Office

264 South River Road, Suite 546, Bedford, NH 03110
 (603) 232-8245 phone • (207) 780-1253 fax
 admin@cmacareer.com • cmacareer.com

cmacareer.com



Recruiting the best match, faster. Guaranteed.

CMA offers a hands-on team of recruiting experts with a reputation for finding superior talent. We immerse our team in your culture to get a deep knowledge of who you are and the position you wish to fill. Knowing how you operate enables us to create an ideal candidate profile to recruit the best match, faster.

Our executive search program is the go-to choice for organizations that place the highest premium on securing top quality talent for C-suite, vice president, director, and other senior management positions. You'll be assigned a dedicated liaison who will schedule interviews, provide prompt follow-up, manage the offer process, and assist with onboarding.

Our professional search program is valued for the same level of expertise in securing top quality technical experts, managers, and supervisors for your organization.

With decades of recruitment experience, our efficiency and ability to deliver cost-effective service are unparalleled. We guarantee that the winning candidate will be a successful fit or we'll conduct the search again at no cost to you.



Short-term solutions.

Long-term satisfaction.

If you have a short-term staffing need, call CMA's contract staffing service. Whether you need a skilled professional to manage a specific project or a temporary boost to your bench, the CMA team will work with you to assess the talent required, recruit the candidate, and handle the entire contract process. The contractual hire reports to you but works for and is paid by CMA.

We manage the administration, payroll, and taxes, relieving your organization of all HR responsibilities. We bring the same expertise and efficiency to contract recruiting as we do to full-time employee searches.

Targeted training helps you stay nimble and in compliance.

Every organization requires a motivated team to stay nimble and competitive. Professional development training can give your key players the edge they need to problem solve and develop in their careers. Training can also improve your company's bottom line through better communication and increased productivity.

Many organizations are required to provide training programs that limit risk and ensure compliance. CMA can help your organization assess both your compliance and professional development needs. Please visit our website to view our full library of training programs at cmacareer.com/services-overview/training. Each program can be customized to meet your needs.

Local partners.

Global connections.

Through our affiliation with Lincolnshire International, CMA offers the global resources of a multinational consulting firm, while maintaining local roots and providing personalized service to our clients.



Let CMA take care of your human resources and staffing needs – so you can take care of business.

In today's highly regulated business climate, a strong HR department is more important than ever. CMA customizes HR solutions for organizations of all sizes. Our compliance expertise can keep you on the right side of the law, and/or train your staff in this complex area. CMA can partner with your existing HR department or serve as your outsourced HR team. We get to know you and your culture, which enables us to deliver improved performance from engaged employees to keep your business moving forward.

Where are resource constraints holding your business back? For the most effective and personalized HR services in northern New England, contact CMA today.

Coaching: an investment in your most valuable asset.

Executive coaching invests in the human component of your business—your most valuable asset. As employees advance to the executive level, developmental feedback becomes increasingly important, but more challenging to obtain. Consequently, many executives plateau in critical interpersonal skills—the very skills necessary to inspire staff and be an effective leader.

CMA's coaching services help your key players achieve peak performance. Our coaches are straight-forward, honest, and respectful. We help clients consider differing perspectives, offer our own insights, strategize solutions, and create an action plan to bring about rapid and lasting change.

Supporting your company in times of transition.

CMA provides customized, state-of-the-art outplacement services that minimize risk to meet your organization's needs during times of employee separation. Our compassionate approach is attuned to the needs of the individual or group affected. Whether related to a large corporate restructuring, temporary downsizing, or termination for performance reasons, we help employees minimize transition time and maximize their chance for finding a good fit with their next employer. Our full range of outplacement services includes:

- Outplacement programs for exempt and non-exempt employees, at all levels of the organization.
- On-site notification day support and/or follow-up seminar.
- Career Workspace: our interactive, all-in-one portal, designed to help clients speed their transitions to successful new employment.

Career Workspace allows users to identify position openings via aggregated search engine data from millions of company and job-posting sites worldwide. Users can connect with contacts on LinkedIn, Facebook, and Twitter, tracking and managing their employment leads, actions, and progress all in one place. Career Workspace is compatible with PC, Mac, iPad, iPhone, Droid, and Blackberry.

CMA HR services include:

Organizational Audit & Analysis	Supervisor Handbook
Organizational Surveys	New Hire Orientation
Employee Law, Compliance & Audit	On-boarding
EEO Compliance	Job Descriptions
Employee Handbook	Performance Management
Personnel Policies	Succession Planning
Practices	Affirmative Action Plans
Procedure Development	Compensation Analysis & Surveys
Disciplinary Policy & Procedures	Leadership Retreats
	Investigation

