

## Announcements

### Golf Tournament and Summer Social

The golf tournament will be a 4 person scramble with prizes and awards. Cost: \$45 per person.

The tournament will be held at:

#### West Ridge Golf Course

5055 So. Westridge Blvd.,  
West Valley City, UT 84118

You can check out their web site at [www.golfwestridge.com](http://www.golfwestridge.com)

Start Time:

7:00 A.M. Registration and a continental breakfast.

7:30 A.M. Tee Time, please do not be late or we will start without you.

We are expecting to finish golfing around 12:30-1:00.

The Summer Social will start at 1:00. Meet at:

#### Hunter Park

3600 South 6000 West  
West Valley City, Utah

Prizes and awards will be given during the picnic at the park. The picnic will be provided by Joe Morley's BBQ. Cost for the picnic is \$5 per person.

***Hope to see you all there!***

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Affiliated with:



## President's Message

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I believe NAPM Utah can incorporate the abundant mentality that Dr. Stephen Covey details in his book, and that Lynn Weight has written several articles about.

One example of this is to offer split out sessions during our monthly Pro-D 4:30 - 5:25 P.M. time slot. We now have over 33 volunteers committed to providing more of a tailored support to each in NAPM Utah members.

This is just one of our four committees that are working for you. To see a complete list of volunteers go to <http://www.napmutah.org/directory.htm>

EDUCATION COMMITTEE: Board Reps: A. Anderson, S. Fowler

Chair: Steven Cherecwich, [steven.cherecwich@us.usana.com](mailto:steven.cherecwich@us.usana.com) (801)954-7989,  
USANA Health Sciences.

MFG. Pro-D: Paul Tornbom, [paul.tornbom@varian.com](mailto:paul.tornbom@varian.com) (801) 973-5028,  
Varian Medical Systems.

Non-MFG. Pro-D: Philip Johnson, C.P.M., A.P.P. [phil.johnson@granite.k12.ut.us](mailto:phil.johnson@granite.k12.ut.us) (801) 646-4286, Granite School District.

Certificates of Appreciation: Grant Dalton, [phil.johnson@granite.k12.ut.us](mailto:phil.johnson@granite.k12.ut.us) (801)732-2324,  
Westinghouse Electric Company.

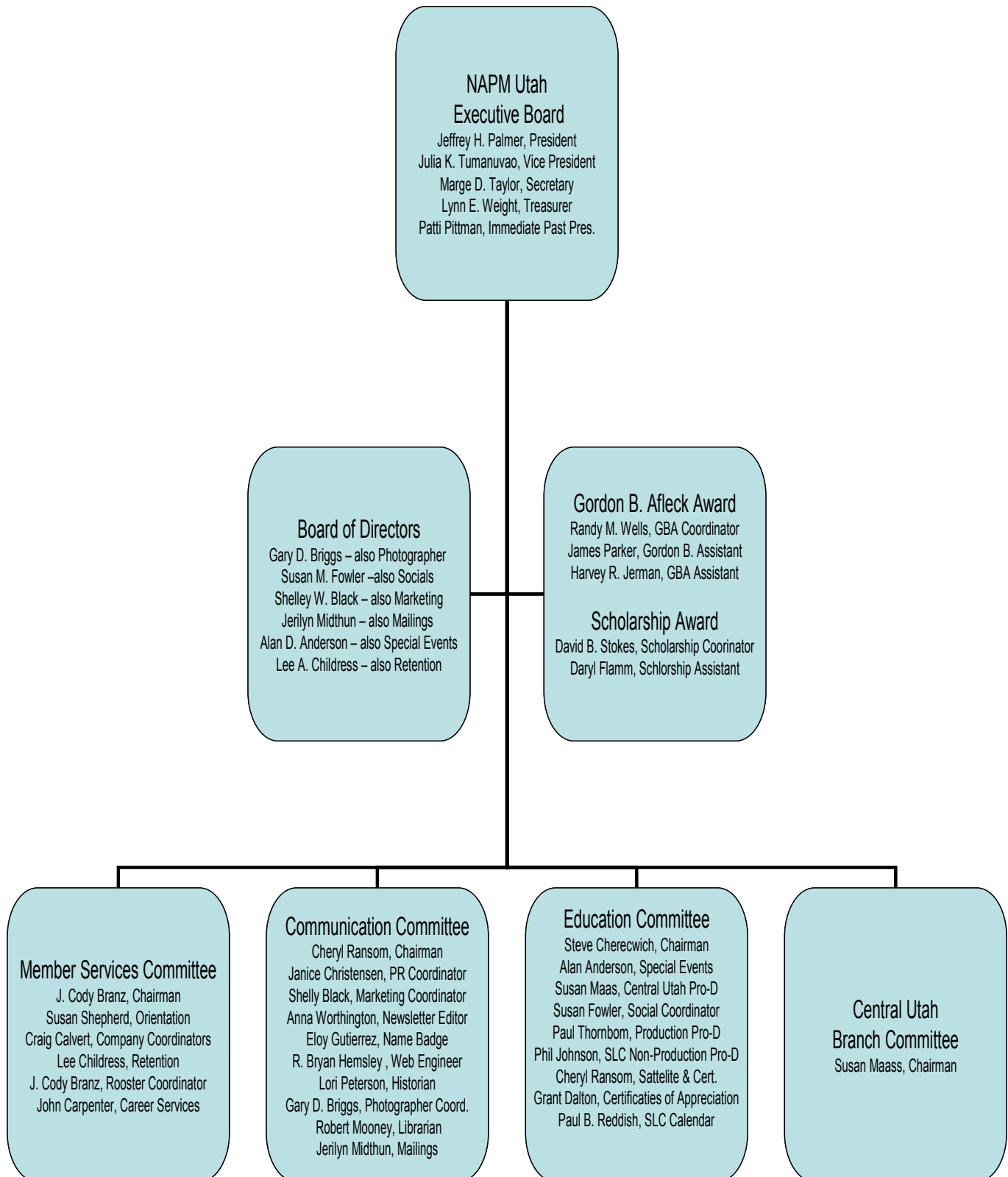
Calendar Coordinator: Paul Reddish, C.P.M., [paul.b.reddish@fairchildsemi.com](mailto:paul.b.reddish@fairchildsemi.com) (801) 562-7416, Fairchild Semiconductor

Below is the organizational chart of the NAPM Utah Executive Board for the upcoming year.

*Hope to see many of you at the June social,*

***Jeff Palmer, President***





## Education Chair

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Michael and Mary Lu Harding's "Purchasing" second edition book offers insights in determining Purchasing status in any organization.

The Harding's state: "If the purchasing function is not currently held in high esteem within the organization, purchasing must change the perceptions of others by changing itself. Credibility is built over time. The purchasing department can start by doing the following:

1. Provide proper training for department personnel (even if it is a department of one.) Training and preparation are fundamental strategies. Make the commitment to training permanently, and keep training and retraining.
2. Set goals for the department on cost and lead-time reductions, supplier development, improved supplier quality and so forth. Work towards these goals. Record and report the results.
3. Offer services to other departments, including the following:
  - Engineering for locating new technologies, supplying samples, etc.
  - Finance: for negotiating preferred terms of payment, and helping to resolve problems with discrepant invoices and problems with standard costs.
  - Maintenance: for resolving problems such as availability of repair parts, supplier technical assistance, and quality of materials and tool life.
  - Inventory: for reducing inventory levels and assuring proper inventory mix. Suppliers can assist in this effort.
  - Sales: Purchasing has access to many external sales personnel, and resources, which can be a valuable source of marketing information. Purchasing is often aware of new products and trends before they are made public.
  - Quality: Meet with quality control personnel to learn of quality requirements for purchased components, and supplier performance. Know how purchased components perform in the finished products and understand current process yields. Volunteer to assist in supplier quality evaluations.
4. Volunteer your services in all company functions, and become a source of information and assistance that is sought and valued by these functions. This may initially be an added burden for which purchasing has little time, but start small. As your services become valued, your requests for added resources may be granted more readily. Also, smart purchasing will cut the workload for all functions.
5. Toot your own horn. Publish results of financial, lead-time and quality efforts.

6. Ask to be invited to management meetings that address issues such as the financial status of the company, new product development, sales meetings and plant expansion. Come to these meetings prepared to contribute. Get agendas in advance and brainstorm with the chairperson prior to the meeting.

7. As word of your comments, questions, and contributions during these meetings spreads, you will not have to ask to be invited. You will be part of the team.

8. Continue to develop networks of supporters in your organization. Broadcast purchasing accomplishment in contributing to profit, penetrating new markets, responding to customer needs, and improving product quality.

9. Make sure full credit is given to all people and departments who have assisted purchasing in achieving improvement and its goals.

This is good advice. Take a minute or two to assess your organization, and try to ascertain how purchasing is regarded by upper management where you work. It is up to all of us to make Purchasing and Supply Management one of the key business functions in any organization.

Thank-you,

Cheryl Ransom C.P.M.

## Employment Coordinator

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### Your next job – in 6 Questions!

By John Carpenter

We live in a State where the job market is dynamically strong. High-tech companies gather in Utah because of the people, the skills and the excellent education available by anyone of our colleges.

Before you begin employment search, you need to pass the interview phase by answering six key questions.

#### **Question Number 1. Do I have the skills for the job?**

This is the initial cut made by an interviewer to determine if you match the set of skills required for the position. It would be foolish to assume that a Buyer with 3 years experience could leap into a Supply Management Director's position requiring 10-15 years experience. Other basic requirements of computer software knowledge, specific skills in purchasing for food and beverage, electronic or technically specific items need to match. Purchasing isn't the same from field to field and employer to employer. Focus on your skills.

#### **Question Number 2. Do I fit?**

This isn't a question of clothing, but a question of personality. An interviewer looks to see if you will match the department's co-workers. Will you fit in with the Company and the Purchasing Department's activities? Are you a ball of energy, a bundle of nerves or quiet, sublime type or person?

#### **Question Number 3. Do you understand the Company and its purpose?**

Sales people who make a cold call to me have little chance of success. They lack the knowledge to understand the dynamics of the company I work for, the way we make money. So it is the same with you applying for a job to a company you know little about. Search the Internet to find the answer to this question. Know the Mission, the Core Values, the customers of the company you want to work for before going to the interview.

#### **Question Number 4. How do you stack up against the competition?**

You are being compared with other candidates for the job. What skills set you bring, your personality, your enthusiasm is all being graded. What can set you apart from the others?

#### **Question Number 5. Have I the Right "Mind-Set" for this job?**

Can-do always prevails over Can't-do. The adage "I thought I wanted a job but it turns out I only wanted a paycheck" just won't do in the workplace. You need to envision yourself in the position you're seeking just as the interviewer will attempt to do the same. Be challenged – Be motivated and show it in your interview.

#### **Question Number 6. Do I want the job?**

Most interviewers are aware that not everyone they interview really wants the job. Some candidates are just honing their interview skills. Others are exploring their options. Prove to the interviewer that you really want the position.

Good Luck!