



TERATECH NEWS

Tools for Programmers

12221 Parklawn Drive Ste 200 Rockville, MD 20852
(800) 447-9120 • (301) 881-1440 • Fax (301) 881-3586
<http://www.teratech.com/> info@teratech.com

Lucy Mwinamo, Editor

February 2002

This month we cover:

- TeraTech class schedule
- New Team Member
- Teaming with InHouse Developers
- The Hiring Process
- Encryption

Class Schedule

TeraTech is committed to providing top-notch ColdFusion training at every skill level. We also offer customized on-site group training. Below is a list of our upcoming classes. Register now to improve your programming skills.

<http://www.teratech.com/training/index.cfm>



CF 105: Working with HTML in CF	Feb 21
CF 101: Welcome to ColdFusion	Feb 26
CF 102: Intro to ColdFusion	Feb 27
CF202: 580 & ColdFusion	Mar 7
CF201: Building CF Skills	Mar 13
FB101: Intro to Fusebox	Mar 19
CF203: CF 5 in Depth	Mar 26

New Team Member

We are pleased to introduce Beth Barnett, PhD, our new Business Development Manager / Senior Analyst. Beth brings a wealth of technical and marketing experience; she has worked as an independent technology consultant since the desktop computing first caught fire in the business world 20 years ago. She is particularly skilled at helping managers and executives visualize how to use technology wisely to accomplish their business objectives. She has had lots of hands on

experience as well -- designing and developing software applications and websites; configuring and managing networks; specifying connectivity; training



and troubleshooting software and hardware problems.

Her clients have included government, small businesses and nonprofit organizations. While Beth is new to our staff, she is not new to TeraTech. She was involved in the initial planning when the company was founded in 1989, and we have collaborated with her on various projects over the years.

Please contact Beth at 301-881-1440 x 104.

Teaming with InHouse Developers

For some clients, TeraTech delivers custom-designed turnkey applications. For others, TeraTech works closely with inhouse developers to developer. Recently, we had good success working with a client on a website that had intranet and extranet components. The staff developer found that this collaborative approach was very productive. It allowed the company to get the work done quickly, leveraging her time and consulting time. The two developers split the work, and the staff developer learned some of the more advanced features of Cold Fusion while getting the project done. Documentation was done during the development. The proof is in the pudding -- the customers had nothing but compliments about the resulting website.

This collaborative process gets the job done -- plus, it has other benefits. With this kind of close communication and teamwork, the requirements are communicated very clearly, preventing that dreaded "this is not what I meant" upon delivery.

Another benefit is the training value -- the inhouse staff person walks away with a good understanding of the application or website. She or he can readily manage and modify the application and can call the consultant with specific questions. This arrangement can be handled as a training contract, a development contract, or both. It is a win-win approach to outsourcing.

The Hiring Process

From RampUp Solutions Inc.

Why bother with a hiring process? Why not just grab 'em when you find 'em? A hiring process is a methodical procedure to facilitate the orderly acquisition of personnel allowing the company to plan for and support growth. A good hiring process removes chaos and allows speed in staffing. The best hiring process is flexible and, although based on a set of fixed principles, constantly re-invents itself based on changes in the real world.

Speed. Without question speed is the most effective, least expensive of all hiring practices. This means speed at all points of the process—any delays should originate from the candidate. People judge what it will be like to work for a company/manager by how they are hired. If the process is fast, smooth, and enjoyable they will assume that decisions are made speedily, the company has little bureaucracy, and that working there will be fun—and they are usually right. Savvy use of phone interviews saves *everybody's* time and can substantially speed the process.

The basics of a good hiring process:

- Your annual business plan and budget are the basis of the staffing plan/
- Write a complete req and hire the instant its minimum requirements are met.
- Be flexible as to sourcing methods.
- Involve your people.
- Interviews should be as company culturally-relevant as they are work-relevant

Do's and Don'ts of a people-friendly hiring process:

DO

- Create a positive experience for both the hirees and hire-ers.
- Be sure that everyone involved in the hiring decision has agreed on the requirements.
- Use multiple interviewers—they are harder to con.
- Have a well-understood set of components including: media spending, headhunter use, relocation, sourcing, resume evaluation, scheduling, interviewing, negotiating, cutting and extending offers, closing candidates, deflecting counter offers, and pre-start actions in your

hiring process as well as a flexible way to deal with each.

- Be sure that sourcing and headhunter policies reflect both company needs and the current labor market.

DON'T

- "figure out" what you need by interviewing multiple candidates.
- Keep interviewing candidates in the hopes of finding one who embodies your entire wish list
- Assume using a headhunter automatically reduces *your* time and work.
- Have a start and stop hiring process—whether from whimsy or human bottlenecks

Every company needs a hiring process. The trick is to have one that is transparent and painless for the interviewEE, while being easy to use and painless for the interviewERs. When all is said and done, **the true purpose of a hiring process is to enable a company to successfully compete for people which, in turn, allows the company to successfully compete for customers.**

By Miki Saxon, CEO RampUp Solutions, Inc. Use ResumeScreen, the ultra low cost hiring solution. For information contact miki@RampUpSolutions.com

Encryption

Do you need to encrypt some of your data like customer information or credit card data? There are built in CF functions that do encryption and decryption called surprisingly enough Encrypt() and Decrypt(). These routines use 32-bit encryption - if you need more powerful encryption then check out < cfx_encrypt_aes 128 >. This is a ColdFusion tag that encrypts and decrypts text and files (ASCII and/or binary) using the Rijndael encryption algorithm. Rijndael is a block cipher (symmetric key) encryption technology that supports 128-bit, 192-bit and 256-bit key sizes. The National Institute of Standards and Technology (NIST) selected this algorithm as the new Federal Information Processing Standard for encryption. For more info visit: <http://csrc.nist.gov/encryption/aes/>

TERATECH CUSTOM PROGRAMMING

- ColdFusion
- VisualBasic
- SQL, Oracle, Access, FoxPro
- Numeric Analysis

**Copyright TeraTech 2001
TeraTech, Inc.
12221 Parklawn Drive, Suite 200
Rockville, MD 20852**