

Suburban Staffing

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NEWSLETTER

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New Technology Brings New Opportunities.



Those of us in business face challenges every day. We prefer to call them opportunities. We find that this is a perfect time for us to evaluate what we **offer** our customers and employees, and what our customers and employees **need**.

Our expertise is staffing. For nearly 35 years, we have provided the area's best talent to the region's top companies. As technology has advanced, we have incorporated new tools in our



process of searching, screening, and hiring to offer our customers a valuable human resources partner. This has enabled us to reach out

to a wider service area, as well as recruit globally.

STAFFINGLINX

We are very excited about the way in which technology has permitted us to develop valuable services for our customers. Our web-based system, StaffingLinx, allows us to set up a request form for talent. This E-Recruitment tool gives our customers the flexibility to submit their request for staffing 24/7. Another benefit of StaffingLinx

allows the customer to easily manage contract employees. The customer is able to control uniform costs, guarantee required insurance coverage, and ensure the security of knowing where all employees are currently working.

Critical customer information is set up in a format that contains the customer's job titles, job descriptions, company hours, and authorized hiring managers. The system also allows for internal approval of staffing requests prior to submission to our team for processing. Additionally, an evaluation form is provided for convenient assessment of job performance. StaffingLinx also provides a database for future talent requests, as well as a report card on our services.

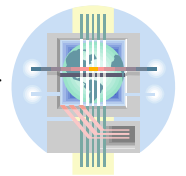
StaffingLinx was designed to provide value for companies of all sizes. For the small company without the benefits of a Human Resources department, StaffingLinx offers record keeping, convenient communication, and tracking of our services. For the larger customer with multiple sites, this tool insures the continuity of standard service, pricing, and reporting. The approval step allows Human Resources to properly track and regulate the services of contract workers.

ELECTRONIC TIMECARDS

Electronic timecards are also available through StaffingLinx for the convenience of our customers and employees. For those managers who are not on site

to authorize payment for hours worked by contractors, this is truly an advantage. Our contract worker submits the hours worked via e-mail to the supervisor. The supervisor need only to check "approved," and the timecard is automatically submitted to our payroll department for processing.

The timecard can also be forwarded to your accounting department for a record of charges. The supervisor has the opportunity to make adjustments prior to approval. A corrected copy will automatically be sent to the contract worker and to the payroll office at Suburban Staffing, Inc. This convenient tool ensures prompt payment of wages to our employees and offers flexibility to our customers.



The online StaffingLinx tool is part of the unique staffing service that Suburban Staffing offers. We are very excited to introduce this new service to both our customers and employees.

- Nancy M. Carlson, President

StaffingLinx

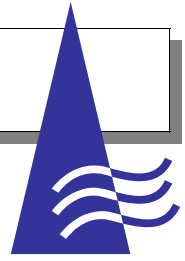
Coming Soon!

We will keep you posted on the launch date for this powerful online Human Resources tool.

New Technology Brings New Opportunities

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Better Methods of Data Automation



For many of us, the late 1990's was a time of accelerated growth. Sales and profits were part of the good life.

Staffing was a challenge during this period. Companies worked long and hard to attract and recruit qualified workers. We asked them to work long hours to help us meet our demanding workload.

At the same time, companies were presented with advanced technology in business tools. However, we remained frustrated. Many tasks we wanted to perform continued to be cumbersome. We had an abundance of data, but no method to extract or reuse the data in meaningful ways. The expense in time and talent to solve these problems was, and still remains, very often prohibitive.

The good news is that we have a unique tool that allows us to perform these and other tasks; better, faster, and at lower costs. The opportunities are endless. The immediate benefits are:

- No expensive programmers or database specialists
- Data integrity
- Significant reduction of time & expenses



HOW CAN THIS SERVICE ENHANCE YOUR BUSINESS?

Downsizing dictates that we utilize technology to optimize staff workloads. Redundant tasks are costly. Cumbersome data manipulation is time consuming.

Companies need information in-

and redundant tasks, while eliminating data errors.

Data is necessary in every aspect of business from Accounting, Human Resources, and Operations to Quality Assurance, Research/Development and Sales/Marketing. We bring value to you by helping you use your data effectively, al-

lowing your employees to focus on their key responsibilities. Our service provides a total solution that allows you to control your data and your applications. In many cases, this eliminates the need to purchase expensive software.

I invite you to view this distinctive technology in a brief PowerPoint presentation at www.suburbanstaffing.com. Select Suburban Business Solutions from the main page and click the DataMaestro demo link. The demonstration takes just a few minutes.

Suburban Business Solutions has a unique solution that provides the following services:

- Combines data from multiple sources into a single spreadsheet, database, or application.
- Feeds data into the user interface of a Windows application (conversions.)
- Compares data from different applications, noting differences and special cases.
- Checks for and eliminates duplicate entries from many sources of data and within one source of data.
- Retrieves usable data from a variety of company data.
- Helps bring things together after an unforeseen catastrophe.
- Alters data formats and codes.
- Automates data entry processes.
- Performs data mining to research trends/provides new ways to analyze data.

stantly to be effective in today's global economy. Data and employee efficiency are one and the same.

WHAT DOES A STAFFING COMPANY HAVE TO DO WITH DATA AUTOMATION?

Our focus is customer service. We increase employee efficiency and performance by relieving your employees of many time-consuming

See for yourself how this extraordinary service works. Call us for additional information and a more detailed demonstration. Our specialists will evaluate your needs to determine the scope of your work. The consultation is free of charge. You owe it to your staff, your company, and your bottom line to take advantage of this risk-free technology.

- Nancy M. Carlson, President

Summer Staffing with Col-

Are you gearing up for an increase in hiring this summer? Are you looking for people who have up-to-date skills, are flexible, and have a short learning curve? Then take a look at a profile of the college students we represent.

Students are as Varied as Their Majors.

Accounting, Biology and Chemistry, Communications, Computer Science, Economics, English and Dance, Finance, Government and International Relations, Physics, and

Their Resumes Showcase a Variety of Skill Sets and Experiences.

"Designed internal documents and web systems through extensive use of HTML, Access and Excel"

"Created and maintained Access databases and Excel documents"

"Performed transcription of dictation for confidential client correspondence"

"Maintained accounts receivable and payable"

"Assisted in redesigning College Alumni Newsletter logo & layout"

"Created and organized a product catalog showcasing company products"

"Drafted and implemented market research survey"

"Answered multiple phone lines and coordinated events"

"Researched, classified, and

We know they are eager. They've been making inquiries for summer employment since the beginning of the year.

We know they are talented. Their resumes and our screening process and reference checks are convincing.

We know they are motivated and energetic. Our experiences show that students are well-rounded and have had a broad range of work experiences. Many of them have had significant extracurricular activities and leadership experiences since high school. And many of them have been recognized for their accomplishments.

We know they can provide added value to your organization. We've heard and read your evaluations. And the best endorsement of all is that many of you request the same students time and again.

A WIN-WIN SITUATION

Simply stated, using students to meet

your summer staffing needs is good business. Consider the paybacks on your investment.

- Staff with cutting edge skills at relatively low cost to you
- Better utilization of your core employees
- A smooth flow of your operations, minimizing disruptions
- Visibility and name recognition of your organization to the community and your industry
- The possibility of a permanent hire.

Our experiences with college students show that they are highly adaptable, learn tasks quickly, enjoy multi-tasking, and measure up to challenges. Contact us now to hear more about how we can help staff your organization with them. We are committed to providing the talent you require in a timely, reliable and professional manner.

- Annette B. Frese, Senior Recruiter

Selling in the Scientific Industry

Along with the healthcare industry, the biotech/scientific industry has become one of the "hottest" areas for staffing. Thanks to the efforts of Suzanne Santospago and Jim Walnista of the Scientific placement team and Karen McInnis, our outside sales representative for this division, we have seen continuous growth in this field. This is not an easy task, as it is one of the most competitive areas of the staffing business.

Karen has been utilizing all of the resources necessary to promote Suburban Scientific Staffing. Whether she's attending Chamber of Commerce networking events and biotech tradeshow, or prospecting for new business, she is committed to promoting our organization. As a valued member of our team for almost five years, the transition from placement to outside sales has proven to be a successful one. Karen's strong customer service background, along with her dedication to building solid client relationships is essential to our success.

-Paula A. Merloni, Sales Manager

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Be sure to visit our website:
www.suburbanstaffing.com



Suburban Staffing, Inc.

**- Working Together -
 Supporting Your Scientific Needs**



Jim Walnista
 Placement Counselor

“**W**hat I enjoy most about working with Suzanne, is her enthusiastic approach to recruiting. She always gives 110 percent to whatever project she is working on. Suzanne has worked at Suburban Staffing for the past fourteen years and brings a great deal of knowledge in recruiting and sales to

the company and her co-workers. She has been instrumental in implementing the Scientific Division, helping make it a successful part of our company.”

-Jim Walnista, Placement Counselor

“**J**im’s even-tempered approach to recruiting is what I enjoy most about working with him. He is a calm person with an ability to put a candidate at ease. With over five years’ experience as a recruiter for both agency and industry, he brings an ability to assess a candidate’s skills quickly and efficiently. Jim’s honest approach and ability to find the talent you need allows Suburban Staffing to meet all of your technical and scientific needs. He is a great partner to have as we expand our Scientific Division.”

-Suzanne Santospage, Sr. Placement Counselor



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 Sr. Placement Counselor