

Suburban Staffing

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From the President:

What a special year this is for Suburban Staffing, Inc. We are 30 years old this month! Does it surprise any of you that we have employees who have been with us for over 25 years? Gerry Green has been with Suburban since 1971. She has enjoyed the flexible schedule this industry has to offer. Thank you, Gerry, for making the commitment to us. We appreciate your dedication.

With the half-year mark approaching, it is time to think about 401k enrollment. If you meet the required 1 year service, minimum 1,000 hours and are 21 years of age, you should think seriously about making a 401k contribution. It is surprising how quickly those few dollars a week add up for those retirement years. For many of us who are approaching this time all too quickly, it's never too late to begin saving. For our employees who feel they have plenty of time for this, be aware of the impact that a few dollars a week invested now will have for you at retirement.



For those in the plan in 1997, I hope you were as excited as I was with the employer contribution that we were able to add to your growing funds. Don't you just love watching that account grow? We hope to be able to do a contribution for 1998 as well.



festivities. Thirty years is a lot to celebrate!

Plans are underway for our 4th annual Open House for June 4, 1998. The menu sounds great. We will have lots of door prizes, so don't forget to fill out a form for our drawings when you arrive. We will be announcing the winner of The Outstanding Employee of the Year Award for 1998, so be sure to arrive early for the

- Nancy M. Carlson, President

Open House

Suburban Staffing, Inc. is holding its 4th Annual Open House on June 4, 1998 from 3 - 7 PM at 30 Lyman Street in Westboro. Most of you have probably already received your invitation by mail. Please call our office with your RSVP.



We are all looking forward to meeting with you again to catch up on your latest accomplishments. This party will give you the opportunity to meet with the entire staff to express your concerns, ask questions or just say "Hi!"

The menu will include a few of our favorites from last year, such as the steamship round, shrimp cocktail and all the delicious desserts.

So even if it's for just a few minutes, make sure to stop in and have a bite to eat, register for the door prizes and say "hello".

Update on the

We are currently updating our web site to be more interactive and helpful to you. There will be helpful tips on interviewing and resume writing as well as our weekly job listings and information about Suburban Staffing, Inc.



Thirty years in westboro!

In June 1968, Nancy Blake opened a small office in Westboro at the rotary. She had a telephone, a used typewriter and second hand painted furniture. Nancy and her friend Ginny Bullen took turns working in the office and watching the children after school. Suburban Temporaries, inc., as the company was originally named, was the first staffing firm in the area. The company supported a handful of clients.

Today, in the Lyman Street office, Suburban Staffing, Inc., has a staff of 20 people dedicated to the employment of

Job Well

As an outside sales representative, it's always reassuring to know we have such a competent work force representing Suburban Staffing, Inc.

Each employee placed on assignment is evaluated by their supervisor. The feedback from these evaluations is very positive, which only encourages our clients to call upon Suburban again and again as the needs arise.

Thank you for doing a wonderful job on assignment and for your continuing enthusiastic support of Suburban.

- Paula Merloni, Sales Manager

Did You Know?

SUZANNE JANDRUE: Placement Manager at Suburban Staffing announced her engagement in April 1998!

ALICE MAHONEY: Working at New England Power, was the winner of the spring drawing in April. She won a weekend getaway at the Westboro Marriott.

RICHARD BROOKS: Working at Astra USA, will be exchanging wedding vows on June 6, 1998!

ROSALBA PEREZ: Exchanged wedding vows in May of 1998.

Save A Tree

The payroll department would like to thank all of the employees who have been sending in their timecards by 12:00 noon on Mondays, the deadline for that payroll period.

Timecards must be in our office, either by fax, mail or the blue dropbox in front of our office, by the deadline date in order for the payroll to be processed in a timely manner.

If you do not have a timecard with you, just call our office, and we can fax a copy to you. You can then fax back the timecard with your hours and signatures.

When faxing your timecard there is no need to



Welcome New Staff!

Eileen Gumma and Heidi Blanchette have both joined the support team of Suburban Staffing, Inc.

Eileen has been with Suburban since January, 1986 in a variety of office positions, working at companies such as Astra USA and New England Power. She enjoys the flexibility of temping and has accepted a part time secretarial position here in our office. I am sure you will all get a chance to speak with Eileen when you call in.



Heidi has joined us full time to support our accounting, placement and secretarial departments. With her wild sense of humor and direct approach, she makes a great addition to our support staff.

Congratulations to the employees who have graduated college this Spring of 1998!

Shalon Beers
Michael Bruni
Heidi Candow
Carrie Savage
Andrew Simino
Joshua Tripi



Contest: "Name The

We need your help! Our newsletter just seems to be missing something.

Help us come up with a name for the company newsletter. If your entry is selected you will win a \$25.00 gift certificate to the Solomon Pond Mall! We would like all of you to participate in this originality contest.

The winning entry will be selected by the Suburban office staff. All entries must be received by July 3, 1998. You can send your entries via fax, mail or just call and speak to any one of the

Addition to the 401(k)

If you are participating in the company's 401(k) plan, things just got better. New funds have been added to the plan! Call MFS directly for more information.

Even better: you can meet with a representative at the Open House on June 4th.



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Making Decisions

Before making a decision at work, ask yourself the following questions:

- * Is this how my supervisor would do it?
- * Does it agree with my values?
- * Does it agree with the company's goals?
- * How risky is it?
- * How much risk am I willing to take?
- * How could it backfire?
- * Can I live with the consequences?
- * Will I feel comfortable telling others what I have decided?

Suburban Staffing, Inc.

Q&A: Students! Make your summer job count!

Q. I'm a student and have never been to an employment agency before. How can I get

A. The best thing about temporary employment is that you are not expected to know everything, but it puts you in the perfect position to learn a lot of new skills. Use the following guidelines to help you through this new experience:

- **Treat your temporary job as a laboratory.** You can experiment with different work styles now to get a feel for what is good for you. Volunteer for special projects that involve unfamiliar software or on-line research. This will help you pick up valuable skills.
- **Meet new people.** Work on those

- **Learn from others' experiences.** Don't be shy! Ask your co-workers how they got to their positions. Most people would be happy to take a trip down memory lane.
- **Make suggestions.** This will show your employer that you are an enthusiastic team player willing to participate. This is beneficial to you when you call for a reference.
- **Keep in touch.** Just because the summer is over, doesn't mean you can't keep in touch. Collect names and addresses so you can send a note from