



The Suburban Connection

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From the President:

Please accept my best wishes for a happy, healthy 1999. That does include your computers as well. There certainly is a lot of concern for the year 2000 and what that will mean for us as a computer driven society. I do hope the technical experts have a handle on the solutions to minimize potential disasters concerning this crisis.

At the new year, I tend to reflect frequently. All those goals that I didn't quite meet, all those pounds that I didn't quite lose, seem to haunt me. We attend many seminars at Suburban Staffing, and we all find one new practice or activity that we focus on sharing. This year I was inspired to have the staff write down ten personal and professional goals on a sheet of paper and seal it in an envelope for their next year's review. I did this because one of our seminar speakers demonstrated that when we see something, we do achieve it. It is a simple, practical exercise which produces magnificent results.

I invite you to join the staff in visualizing your future by writing it down. Who knows how far this will take all of us? It certainly will be fun and hopefully rewarding when we open the envelope next year to find how many improvements we actually did make or how many goals we were able to achieve.

This is one area in our lives that doesn't connect to circuits and hardware. Its only limitation is the result of our narrow vision of our own future. So dream big, and set your goals high!



- Nancy M. Carlson, President

Suburban Opens New Technical Division!

This is an exciting new venture for our company, and we hope you can help! We are expanding



Mark Carlson, Technical Placement Counselor

our staffing service to encompass more technical positions, and we welcome and appreciate your input and referrals as we form this new piece of our business.

Suburban Staffing has always been involved in supporting every aspect of our clients' businesses, from accounting to administration, including IS and IT. We are looking forward to expanding our support to these departments by recruiting field staff specialized in programming, database management, engineering and technical support.

In our effort to expand and develop the staffing support we provide our clients, we have hired a Technical Placement Counselor. Please help us welcome Mark Carlson to our staff! Mark will be recruiting and placing personnel specialized in Information Technology. If you have friends you would like to refer, please speak with Mark. He welcomes your referrals!

Suburban On-

Check out Suburban On-Line. The site is updated weekly with new job listings in Accounting, Administration, Customer Service, Light Industrial and Technical fields. You will also find tips on resume writing, interviewing and company FAQ's.



payroll timesavers

A Message From The Payroll Office:

We know that your paycheck is very important to you. By taking into consideration the following points, you will help us to ensure good timing and accuracy of your paycheck:

- Timecards can be faxed as soon as your work week is over...why wait? Fax us at (508) 898-9568.
- Timecards are due no later than Monday at noon.
- If you fax your card, there is no need to mail the original and vice versa.
- Make life easy; you do not have to include a cover sheet when faxing your timecard.
- Be sure to fill in all of the spaces on your timecard, such as the week ending date, your job order number and your lunch break. Don't forget to sign it, and have your supervisor sign it too!
- Make sure to leave the top, white copy of the timecard with your supervisor.
- Stuffers in with your paycheck are used to relay important information...you never

Did You Know?

CHRIS TZELLAS, Receptionist for Suburban was elected by her peers, for the Girl Scouts of America's "Woman Of Distinction" Award.

SHARON MASSAGLIA, Payroll Administrator for Suburban will be receiving her Associates degree for Business Management this Spring.

A Thought To Share:

"Abolish fear and you can accomplish anything you wish."
Dr. C.E. Welch

OPEN HOUSE

The date for our Annual Open House has been set for June 17, 1999. For all of you who have attended our previous events, you can attest to the fabulous food and great prizes. It's a wonderful opportunity for us to say "Thank You." We welcome this time with you, to catch up on your families and employment progress. Plan to stop by anytime from 3-7pm. Hope to see you then!

A Note of Thanks!

As our client base continues to expand, we are able to provide new opportunities for our field employees.

I am happy to report that, overall, our clients are pleased with the high level of service exhibited by our candidates. As we prepare to meet the challenges ahead in 1999, we are confident that Suburban Staffing, Inc. will be well represented.

Thank you for your commitment to excellence. It is a pleasure to sell such a unique service and promote our valued field employees.

-Paula Merloni, Sales Manager



FYI: The 1998 W-2 forms were mailed out in January. If you have not received your form in the mail, please call Sharon at Suburban Staffing, Inc. Remember, if you change your address, please call or send us a card to let us know.

Because The

- Because the customer has a **need**, we have a job to do.
- Because the customer has a choice, we must be the **better choice**.
- Because the customer has sensibilities, we must be **considerate**.
- Because the customer has an urgency, we must be **quick**.
- Because the customer is unique, we must be **flexible**.
- Because the customer has high expectations, we must **excel**.
- Because the customer has **influence**, we have hope of more customers.
- Because of the customer, **We exist!**

-Anonymous



Searching For Talent...



Is there a college student in your family who'll be job hunting soon? Do you know of a student who is undecided about the career path to follow after graduation or looking for work during an interim period before graduate school? Consider steering them in Suburban Staffing's direction. We are searching for talent to fill the many and varied job orders that come our way daily. The perfect recruit could be your daughter, son, relative or friend. As an active Suburban Staffing employee, your referral will bring you personal satisfaction as well as the added satisfaction of a \$100 bonus after your referral works 200 hours for Suburban.

Amy Steptoe, a college student, is enthusiastic when she talks about her assignments for Suburban Staffing, Inc. "I've enjoyed the variety and flexibility that temping affords me during my summer and school breaks. I think temping is a perfect way to get a sense of the difference in office environments. I've worked at many companies and know what appeals to me and what doesn't." Amy adds, "Not only have I made great money and solidified my career focus, but I am building a resume that will be very competitive when I

Decisions Determine Direction!

Exploring job options is an almost necessary "rite of passage" for anyone preparing for the workforce of the new millennium. Summer and school break work experiences offer a spectrum of advantages.

Skills That Sell

Suburban Staffing is looking for people with good software knowledge, including Microsoft Word, Excel, PowerPoint and Access. These skills can be applied to any number of office support jobs ranging from data entry to reception, customer service and administrative assistant. Wrap up these skills with a good work ethic, reliability, punctuality and a can-do attitude and the potential for success is high!



The ability to transfer one's skills to a variety of jobs is especially valuable in today's ever-changing and fast-paced work environment. A variety of work experiences builds computer literacy, verbal and written communication skills, and most importantly, the *confidence* to climb the ladder of success. Of course, watching that bank account

The First Step

Give your recruits a "heads up!" Suggest they call the recruiters at Suburban Staffing. The summer job season heats up from mid-May to the beginning of June, so it's not too early to make plans. The *decision* to work for Suburban Staffing, Inc. can be the *determining* factor in a very rewarding summer *and* career *direction!*

scale new heights is a big plus, too!

* Be sure to read "A Winning Attitude" on the back cover of this newsletter! *

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Cancel With Class

We've all been in a sticky situation when we've had to cancel on someone. Whether it's a business lunch, a doctor appointment or just meeting a friend for dinner, how you handle the cancellation can make or break your reputation for dependability.

The following are a few pointers to help you **Cancel With Class**:

- Don't pretend to forget. Always acknowledge a cancellation.
- Make sure to call as soon as you know you can't make it.
- A sincere apology will show the person that you respect them and their time.
- Reschedule right away. Don't be vague

Suburban Staffing, Inc.

A Winning Attitude



How you feel about yourself affects how you portray yourself to others. Do you think you are competent at what you do? If you feel second rate, then you will act that way. Don't be afraid to use a "self talk" to motivate yourself to be the best at what you do.

Developing a winning attitude means focusing your efforts on the positive. See each day as an opportunity to accomplish a task, improve a skill, or contribute to another person's life. Be flexible and have an optimistic outlook. If something obstructs the path to your goal, take a detour, but get right back on the path to your goal. If you write down your goals, you will stay focused.

Here are some suggested reading materials from our staff to help you develop a winning attitude!

- ☑ How to Win Friends & Influence People - Dale Carnegie
- ☑ Feel the Fear and Do It Anyway - Susan Jeffers
- ☑ The Power Of Positive Thinking - Norman Vincent Peale

No time to read? Listen to tapes in the car on your way to work.

- ☑ Self Esteem - Jack Canfield
- ☑ The Psychology of Achievement - Brian Tracy

-Suzanne Jandruie, Placement Manager