



The Suburban Connection

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From the President:

It's a busy time for us at Suburban Staffing, Inc.! We continue to add to our customer base and expand our staffing services to better serve our employees.

W-2 Forms have been mailed. *If you have not received yours, call Sharon in the Payroll office with your new address, and she will send it to you.*

Once again, we are expanding our offices. *We are very excited about the additions to our staff and the benefits to our field employees. Sharon Gaudreau has joined the placement team and is a valued contributor. Please welcome her when you call our office.*

We are outsourcing our training program and are pleased to announce that Patricia Ritchie Associates will be conducting regular training classes in our new training room. This gives us the opportunity to offer continuous classes in a large selection of software systems. PRA has a staff of certified trainers anxious to begin classes for our employees. Please call our office for more information.

Are you interested in pre-tax payroll deductions for dependent care? *We are conducting a survey to assess interest in this valuable benefit. There is a \$5,000.00 annual limit on the pre-tax deduction; however, payments will continue to be deducted after the limit is met. Please complete the questionnaire that will be mailed to you, indicating your interest, and return it to our office as quickly as possible. Include your phone number so that we may get in touch with you.*

Our annual Open House will be held on June 8, 2000. *We are excited about plans for this event particularly this year with our additional space and renovation. We all look forward to the party because it allows us to not only share good food, but time to get better acquainted with all of you. We hope you will attend. Look for invitations in May.*

Open enrollment for 401(k) plan benefits is coming soon. *Carol Winn from Morgan Stanley Dean Witter will be here to discuss 401(k) plan enrollment. We will be sending letters to those who qualify for the July 1st sign-up. For those of you who would like to make any changes or increases in your participation, this is a great time to do so.*

- Nancy Carlson, President

Spring Fever?

WELL, IT'S MARCH! And it's a long month with no holidays! Are those mid-winter blahs getting you down? Here are some great ideas to get you rejuvenated and ready for spring:

- ☺ **PLAN A TRIP!** Even if it's just a long weekend away. Pick a nearby getaway you've always wanted to visit and just GO!
- ☺ **SCHEDULE A DAY OF BEAUTY.** Grab a friend and get pampered at a local spa! Try a new haircut (this goes for you men, too!) Try out a new line of makeup.
- ☺ **CHECK YOUR "TO-DO" LIST.** Read a new book or get that project in the basement done!
- ☺ **BOOK AN APPOINTMENT WITH YOURSELF.** I always find it uplifting when I reevaluate where I'm going. If I write down my goals for the year, or even just for the month, I get a sense that I'm accomplishing something, even in that long month of March!



As Melinda always says, "Life is like getting in your car and going for a drive. You can grab a map, or just go. If you use a map, you get where you want to go. If you go without a map, you flounder." You decide!

-Suzanne Santospago, CTS - Placement Manager

World Wide

Check out Suburban on the Web. The site is updated weekly with new job listings in Accounting, Administration, Customer Service, Light Industrial, Professional and Technical fields. You will also find tips on resume writing, interviewing and company FAQs.



Your Social Security Number

The accuracy of an employee name matching the social security number (SSN) is important for several reasons. Federal and State agencies use the name and SSN to maintain a record of earnings for each employee. If the name and SSN do not agree with each other, the Social Security Administration will be unable to credit an employee's social security record with his or her earnings. Discrepancies may impact the eligibility and amount of social security benefits, or other government benefits, due to the employee.

A discrepancy could be due to a number of factors, such as a name change due to a marriage or divorce. If your full name does not match your SSN, you may contact the Social Security Administration toll free at 1-800-772-1213 to report a name change or replace a lost social security card. Once you

Did You Know?

MARTHA CONTRERAS, announced the birth of her new daughter, Brittney Jovania, in February.

LEAH DUPUIS, working at AstraZeneca, gave birth to a bouncing baby girl, Allura Emilee, in November.

KATARZYNA KAMINSKI, working at AstraZeneca, was recently married.

KIM WEEDEN, Certified Placement Counselor with Suburban Staffing, gave birth to her first baby, Andrew Derek, in February.

A Thought To Share:

"Maturity begins to grow when you can sense your concern for others outweighing your concern for yourself."

Successful Interviewing!

Congratulations! You've got the interview for the job of your dreams! Whether you have credentials and years of experience or just entering the job market, how you handle the interview can make or break your chances for this job. So how do you convey all your strengths to the person on the other side of the desk? Following are a few suggestions to help make the interview a success:



- 1) MAKE THE FIRST IMPRESSION COUNT.** First impressions are critical because you only get to make one. When you meet your interviewer, make eye contact, smile and shake hands. Maintain an air of confidence and enthusiasm, but let the interviewer set the tone.
- 2) GET OVER YOURSELF!** A candidate with an air of arrogance won't impress a prospective employer. Talk about your achievements in detail, citing specific examples of problems you had to solve, and the measurable results that were achieved.
- 3) SILENCE IS GOLDEN.** When collecting your thoughts, avoid saying "um" to fill the larger pauses. If you replace your "um" with silence, you actually seem more intelligent.
- 4) EMBODY CONFIDENCE.** Always look attentive, do not slouch in your chair. Poor body language can suggest a lack of self-confidence. Never lie during an interview; your body language and tone of voice will probably give you away.
- 5) SHARE THE SPOTLIGHT.** An interview is

Help your “work family” cope when hard times

Due to the amount of time spent at work, it’s not unusual to think of co-workers as part of an extended “family.” When unsettling changes occur at work, it is common for those who are left at the company to suffer from “survivor’s guilt.”

Allow yourself time to process each emotion, but continue to move forward until you feel hopeful and can focus once again on feeling good about your job:

- **Concentrate on the job you have to do.** You may feel guilty about having a job when your co-workers are laid off, and you may ask yourself, “Why not me?” You have been retained because your skills or experience are essential to the company. Every day, try harder to focus on the positive aspects and keep your mind on your work.
- **Change with the company.** As the company strikes out in new directions, prepare yourself for changes and ask what is expected of you during this time and what you can do to help the company.
- **You may feel sad, but don’t let it bring you down.** You may miss co-

workers who were laid off or feel sadness for the way “it used to be.” More than ever, make time to acknowledge the positive aspects of work and the relationships you continue to have with co-workers.

- **Listen to facts and avoid rumors.** Talk to your supervisor about what to expect next if you want verification about talk that has been “going around.” It’s best to know the facts and stay away from speculators.
- **Avoid the blame game.** Many employees often feel anger after a layoff, and blaming other departments or co-workers for the company’s problem is typical. Downturns at corporations are often related to changes in the economic or industry climate and are not the fault of one department or person. Instead of looking to place blame, you and your co-workers can focus on what to do next.
- **Take one day at a time.** Redirect your energy to focus on what you have today.

-Source: Deana Markus, DiLorenzo Markus Associates, Inc.

WORK WELL IN BAD TIMES

To help remain focused during rough times:

Move to the front. Now is the time to volunteer for special projects, learn new skills or even take on more work to increase your value as an employee in the company.

Help co-workers cope. Offer to listen to your co-workers and share your feelings, but lift spirits by offering praise, support and acknowledgement when others do their job well.

JUST A FEW REMINDERS!

- ◆ Timecards are due every Monday by 12:00 noon.
- ◆ Be sure to give the white copy of your timecard to your supervisor.
- ◆ Direct deposit is available.
- ◆ Open enrollment for Short-Term Disability is in April.
- ◆ Refer family and friends to Suburban, and get a bonus!
- ◆ When faxing your timecard, you don’t need to send a faxcover.
- ◆ Be sure to fill in your timecard completely.

Don’t Quit!

One of the finest attributes a dedicated salesperson can possess is perseverance. However, there are times when your perseverance runs out and you get discouraged. It could be the failure to convince that new prospect company in your area to return your calls and schedule an appointment, or the loss of a client because they’ve decided to use another service, or they’ve merged with another company which has a contract with a national service, etc.

We all encounter life’s little “speed bumps” periodically. How we handle these difficulties is key. Following is a poem taken from a recent article by Brian Tracy in the *Selling Advantage*. I hope you find it as inspiring as I do.

- Paula Merloni, Executive Account Manager

DON’T QUIT

*When things go wrong, as they sometimes will,
When the road you’re trudging seems all uphill,
When the funds are low and the debts are high,
And you want to smile but you have to sigh,
When care is pressing you down a bit
Resist if you must, but don’t you quit.*

*For life is queer with its twists and turns,
As every one of us sometimes learns,
And many a failure turns about,
When he might have won if he’d stuck it out.*

*Success is failure turned inside out,
The silver tint of the clouds of doubt,
And you never can tell how close you are,
It may be near when it seems so far.*

So stick to the fight when you’re hardest hit,

Suburban Staffing, Inc.
30 Lyman Street
PO Box 1450
Westboro, MA 01581

BULK RATE
US POSTAGE
PAID
Westboro, MA
01581

The Benefits of Walking!

Walking can add years to your life, and it couldn't be easier!

1. Walking conditions your heart and lungs and raises your body's ability to use oxygen more efficiently.
2. Walking helps beat other health problems, too. It reduces your risk of some forms of cancer and osteoporosis and takes off fat and builds muscle.
3. Walking can burn as many calories per mile as jogging does, with only about a quarter of the strain on your joints.
4. Walking is easy on your mind, too. It lessens stress and lightens depression. Many walkers report that they feel better, sleep better and their mental outlook improves.
5. Best of all, walking has the lowest dropout rate of any form of exercise. So you're more likely to stick with it and get all these benefits and more!

There's nothing to it. Just put on a sturdy, comfortable pair of shoes and go. Move at a steady, rapid pace making your heart beat faster. Make sure you can still carry on a conversation. You'll do yourself a world of good!

Suburban Staffing, Inc.



Bonus - Bonus - Bonus - Bonus

Are you aware you can earn an extra **\$100.00 BONUS**? That's right! Just refer a friend or family member to Suburban Staffing, Inc., and if we can find employment for that person, we will send you a \$100.00 check, once established requirements are met*. If you are not currently working with Suburban, you still may earn a **\$25.00 BONUS** for a referral that meets the established requirements*.

*Requirements differ depending on the status of the person referring, and must be met in order to receive the bonus.

