

The Suburban Connection

Winter, 2000

Vol. 6, Issue 4

Letter From the

It seems as though we waited so long for the year 2000 to arrive, and in a blink, it's over. I guess that's the way our world moves today. Everything is so quick to change; we can hardly catch our breath. Our business is no different. If we are to compete in these times, we must continually look at changes that have positive effects on our business.

This has certainly been a year of change for Suburban Staffing, Inc. Our expansion has allowed us to develop new and different business opportunities. We have opened two new divisions in an effort to offer more total service to our employees and customers. In addition to our Accounting, Clerical, Customer Service/Sales, Scientific, and Light Industrial Divisions, Suburban Staffing now has a Human Resource Division and a Technical Division. Today, more than ever, applicants and customers are interested in maintaining a relationship with companies that possess experience they can trust. We have taken the necessary steps to bring the Total Service Commitment to those we value most, our Applicants/ Employees and our Customers. As we incorporate new divisions, we also add to our list of services.



Suburban Staffing Inc. will be offering contract work to those professionals who prefer the variety and challenges of project work as well as a broader spectrum of direct-hire opportunities. Not only have we added to our Placement Team in an effort to accommodate these developments, but also we have added to our Employee Benefits for our Field Employees. We have contracted with Harvard Pilgrim Health Care to provide medical insurance to those employees who choose health insurance benefits. This is a very exciting benefit that offers tremendous value to those who mean so much to us, **our employees.**

By now you have received a letter from us explaining our

benefit packages. It is very important that each of you make your choice and sign the appropriate forms right away. We hope you find this benefit one that offers you a better opportunity to make your employment choice with us the right choice for you.

Very often a time of change brings feelings of uncertainty and discomfort. It is so easy for us to find our niche and wiggle down to a spot where our confidence level allows us to excel. We tend to block out everything that happens around us and rely on things always remaining the same. This, of course, is very unrealistic. As things change, technology, the economy, the structure of businesses, the value of our monetary system, our education process, and the development of our society, so too, we must change if we are to survive and compete in a new year, in a new millennium.

At this time of year when we all tend to reflect and make plans for a new year, new goals and new opportunities, I hope you

Employee Service Awards!

4,000 Hours of Service

Service

Jose Barrera	Concetta Harris	James Albano	Giang Nghiem
Robert Carrison	Linda Kilroy	John Barranco	Sean O'Malley
Jeanne Georgon	Helen Leger	Gregory Bober	Gladys Opoku
Sotiraq Gjata	Marilyn Lemieux	Armand Carunari	Eric Preston
		Sherri Carlucci	Sandra Ramirez

1,000 Hours of

2,000 Hours of Service

Pat Angell	Linda Orner	Vicky Farmer	Joanne Snow
Petros Athanasiou	Sharma Mustard	Christine Foley	Chhoeun Tha
		Anna Gallagher	Iilir

What's

- 1) Service Awards
- 2) Saving For Your Future
- 3) Setting the Stage for a Great Interview
- 4) Holiday Puzzle—*Yuletide Carols*

WORLD WIDE WEB

Visit Suburban on the Internet. The site is updated weekly with new job listings in Accounting, Administration, Customer Service, Human Resources, Light Industrial, Professional, Sales, Scientific and Technical fields. You will also find tips on resume writing, interviewing and company FAQ's.

www.suburbanstaffing.com
Email us at: suburban@suburbanstaffing.com



Benefit Package Choice

HAVE YOU MADE YOUR CHOICE?

At the beginning of December, we mailed out letters to Suburban employees defining our benefit packages and the choices you may select. It is important that you make your choice now.

If you have not already done so, please review the information carefully, make your choice and return the appropriate signed forms to the Payroll Department by the deadline date of December 15th. If this form is not returned to our office by the deadline date, the default package will be selected for you.

Suburban Staffing Inc. is happy to offer this selection of benefit packages to our employees. We prefer to make the choice of benefit packages **your choice, not ours**. Thank you for your immediate attention to this important benefit choice.

Did You Know?

CAROL AUTY, working at AstraZeneca, PLC is a new grandma! Her daughter had a bouncing baby boy on October 17, 2000.

JUDY CARTER, working at Astra Zeneca, PLC was married in October. Her new name is now Judy Flanigan!

ANN GENTILE, Support Manager with Suburban Staffing, Inc., exchanged wedding vows with her husband, Larry, in September.

ALISON LINKKILA, Recruiter with Suburban Staffing, Inc., was married in October to her husband Timothy.

A Thought To Share: Don't let what other people think decide who you are.

- Dennis Rodman

computer Training

A benefit for you!

Do you think you would benefit from increasing the level of your computer skills? If you answered yes, then you should take advantage of the computer training provided by Suburban Staffing, Inc. We have made some changes to our schedule in an effort to offer more classes.

- Evening classes are still being offered on a weekly basis from 5:30 pm to 8:30 pm on Tuesday evenings. Students will be required to sign the Computer Training Agreement to waive the fee for the class. The training book will be included in the class. This benefit is offered to qualifying employees of Suburban Staffing, Inc.
- Day classes are now being offered through PRA Training Group at a discounted fee of \$50 per half-day class and \$100 per full day class. This fee includes the training book. Students **WILL NOT** be required to sign a Computer Training Agreement for day classes. All scheduling for day classes will be done directly through PRA Training Group. Call Maureen at PRA directly at (508) 842-5656 for more information on day classes. *

Our intention is to prepare you for future employment with Suburban Staffing, Inc. Therefore, all students in the evening classes are required to sign a Computer Training Agreement. A refundable deposit of \$25 is required to hold your position in the class. Call Kristen Selinga or Ann Gentile at (508) 366-8521 or email at suburban@suburbanstaffing.com.

Saving For Your Future!

We all know that a comfortable retirement doesn't just happen. To achieve the retirement of your dreams you simply **have** to have a plan!

January 1, 2001 is the date for the next open enrollment for the Suburban Staffing 401(k) Plan. Your participation in this plan will allow you to save **pre-tax dollars** for your retirement years! This is also an opportunity for those of you who are already in the plan to increase your percentage of participation.

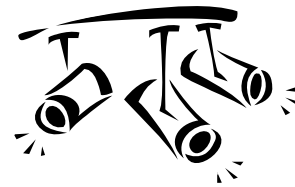


It's amazing how quickly your dollars can multiply; imagine what that means for your retirement years. Suburban is excited to offer this benefit to you. Take advantage of this savings plan, and make sure to add this valued benefit to your package!

For more information, or to have the necessary forms mailed to you, call Betty in our Accounting Department at (508) 366-8521. Call today and start saving for your future!

Setting the Stage for a Great Interview

- Your Personal Off-Broadway Production

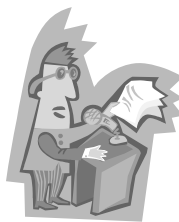


Imagine this. You're "on stage" delivering a superb performance because you've rehearsed it so well that it's second nature to you. The scene is an office where you're interviewing for a position that you're determined to get. As in the theater, you want to impress your audience, a recruiter or hiring manager. Being on center stage means that you've got their attention. Your tone of voice, gestures, timing and delivery are critical to the outcome of your interview. Consider the following to enhance your presentation.

PLAN AHEAD FOR YOUR PERFORMANCE

SETTING THE SCENE

- You're dressed and groomed appropriately. A business suit is preferable, unless you're advised otherwise. Dressing too casually for a formal interview sends a message that you're not taking your role, the job or the interviewer seriously. Unlike being on the real stage, heavy makeup during an interview will detract from the real you. Adding a hat to your "costume" is generally a no-no, unless you're applying for a position in a company that operates in a highly creative environment.



- You arrive a few minutes early for the interview. You've read

about the company on their Website, know your lines—your selling points—and have prepared some questions for the interviewer. You've brought your "props."

These include a pen and pad to take notes, extra copies of your resume and references.



- Your body language sends positive vibes. You have a firm handshake, maintain eye contact with your interviewer and are relaxed, keeping away any tendencies to fidget, play with your hair, check your watch, or tap your fingers.

EXPRESSING YOURSELF YOUR DELIVERY

- An upbeat, confident attitude in your words and in your demeanor sets the stage for a great interview. You portray a positive attitude about yourself, with a smiling face and give the interviewer your undivided attention. An attitude that says, "here I am, you owe me a job," is a real turn-off to interviewers.

- You are focused. Your objectives are clear. You know what you want to do and what you can do. You follow the interviewer's cue before

changing subjects, being careful not to ramble on and on, especially on irrelevant topics.

- You are prepared to market yourself. You can deliver what your resume promises. For example, if you're skilled in the entire Microsoft Office package, you can easily elaborate on projects where you applied those skills. You are ready to give examples of how you saved your company money or time, initiated a new process, or earned a customer service award.
- You let the interviewer control the interview. Talking too much about yourself or bad-mouthing others may be seen as a red flag, making the interviewer wonder about your negativism or your ability to be a team player.

A RAVE REVIEW FOR YOUR PERFORMANCE

The interview is over. Most likely you're relieved but have a sense of satisfaction that you did your best. As a final touch, you send a thank you note, a good way to reinforce the main points you made



about yourself during the interview. You are confident that you've won your audience. Congratulations for a job well done!

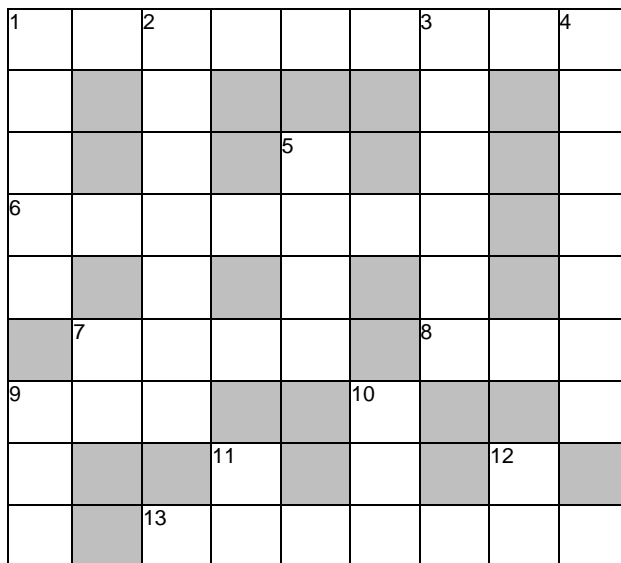
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Tips For Mobile Phone Use

- Remember that the person you are with should take precedence over a phone call.
- Utilize the phone's caller ID feature to screen incoming calls and let voice mail take them if they are not urgent.
- Use silent or vibrating options when indoors or in a close environment. Or just turn off the phone.
- Don't engage in "cell yell." There is no need to speak louder on your cell phone than you would on any other phone.
- Use text messaging if it is available.
- Keep your phone close at hand for first-ring answering.
- Call other cell phone users during business hours and not during mealtimes.
- If you have to keep your cell phone on during a meeting, explain in advance.
- Don't give out your cell phone number freely or leave it on your answering machine.
- Don't use a cell phone while driving. Pull over if you must take a call.
- Don't use it on a date—ever. It may be your last.



Holiday Puzzle



Yuletide Carols

Across:

1. God rest ye merry _____
6. Hang a _____ star, upon the highest bough
7. _____ yourself a merry little Xmas
8. Grandma got _____ over by a reindeer
9. Jump in _____, cover your head
13. Frosty, the _____

Down:

1. Six _____ a-laying...
2. Feliz _____
3. Away in a _____
4. Jack Frost _____ at your nose
5. Chestnuts roasting on an open _____
7. _____ knows when you are sleeping
9. Little drummer _____
10. They looked up and _____ a star
11. Dressed _____ holiday style
12. _____ la la la la, la la la la

