

# The Suburban Connection

Spring 2001

Vol. 7, Issue 1

## Letter From the

We have seen many changes and additions to Suburban Staffing services. The expansion of new divisions allows us to offer a full range of employment opportunities to our applicants, as well as providing full service to our customers. Another change to Suburban Staffing is the makeover of the company website! Everyone at Suburban is excited about all the changes and the new look of our site. Our new look represents the exciting changes we have implemented to offer a broader range of services to our applicants and employees. The new website allows us to update our job openings daily. This acts as a quick reference to give you details about each of our divisions and the types of jobs we offer.

Through our website, we can offer a multitude of avenues for support to our employees and candidates. If you need help creating or updating your resume, or have questions regarding interview techniques, our new website offers guidelines and helpful tips. Additionally, the experts on staff at Suburban Staffing can respond almost immediately to your questions. There is a connection to MFS Investment Management for those of you who have joined the Suburban Staffing 401(k) Plan. As an informational site, we hope you find this link useful.

What other new things does this site offer? All of our forms will be available online to save you time. Then, we'll be able to respond more quickly to your requests for benefit form changes. We're also planning to add an electronic newsletter that will allow us to forward informational articles and policy updates to you immediately. We hope you find our new website interesting, fun, informative, effective, and easy to use. We promise to deliver information that is timely, relevant, and up-to-date.

If you would like to make a submission regarding additional websites that might benefit others, please send us the information for our review. We are here to offer total service to

your employment search. Our goal is to link you with those services that will offer you value. We hope you enjoy surfing our site and look forward to your comments and suggestions.

## Timecard Reminders

As most of you may already know, our timecard policy changed effective October 1, 2000. We now require the **original, signed timecard by 12 noon on the Monday following the work week.**

### SOME THINGS TO REMEMBER ABOUT YOUR TIMECARD:

- Be sure to fill out your timecard completely. Include the week ending date, your start and finish times, and your lunch break. There is also a space for you to let us know if your assignment is ending and when you will be available again. **Record only hours actually worked.**
- Because we require the bottom copy of the timecard, you must press down hard when writing so that it is clear.
- If you mail your timecard, do so by Friday night's mail. Remember, we must have your timecard by 12 noon on Monday. If you would rather drop off your timecard, there is a drop box located on the outside of our building next to the middle entrance. It's blue and marked "Suburban Staffing."
- If you are unable to submit your timecard by the time due, call Sharon in the Payroll Office at (508) 366-8521 Ext 625 or email her at [sharonm@suburbanstaffing.com](mailto:sharonm@suburbanstaffing.com) as soon as possible. The sooner she knows you are having a problem, the sooner she can help you.

### DO YOU SIMPLY FORGET TO SEND IN YOUR TIMECARD?

Following are a few tips to help you remember:

- If you use Outlook or have a reminder calendar on your computer, create a recurring reminder to pop up every Friday afternoon before you leave for the day.
- Put a post-it note on your computer or workstation.
- Have some spare timecards ready ahead of time. Write information such as your name, social security number, and week ending dates in advance. Put postage stamps on them beforehand so you won't have to search for one at the last minute.
- When you begin an assignment, ask your supervisor if there is anyone else who can sign your timecard in his/her absence.

I hope that you find these tips and suggestions helpful when you are filling out your next timecard!

-Sharon Massaglia (Payroll Administrator)

## What's

1) Timecard Reminders

2) Setting Goals

3) In Sync With Spring

4) Whom Do You Know?



## Employee Service Awards

### 10,000 HOURS

Marsha Hovenesian Eileen Sharp Judith White

### 7,500 HOURS

Benjamin Kuffour Cynthia Laino

### 4,000 HOURS

Victoria Atupem Jose Barrera Thomas Bielecki

Robert Carrison Judith Flanigan Kris Gauthier  
Concetta Harris Toni Hayes-Green Patricia  
Knowlton

Marilyn Lemieux David Lavallee Michael Miller  
Barbara Stone

### 2,000 HOURS

James Albano Patricia Angell Ufuk Azari

### 1,000 HOURS

Bosompem Acheampong	James Albano	Amanda Amory	Brett Anderson	Carol Auty
Gurvinder Basraa	Lyudmila Bayborodina	Sherri Carlucci	Ruth Decker	John Dumas
Vicky Farmer	Christine Foley	Anna Gallagher	Kathleen Gallagher	Elizabeth Giufre
Jenifer Glagowski	Stephen Hehn	Malba Illescas	Akese Janet	Peter Kane
Pamela Larson	Vivian Lau Lee	Virginia Lobue	Padmalatha Magam	Perry Maison
Mario Martinez	Dale Meehan	Giang Nghiem	Roger Olson	Charles Opoku
Gladys Opoku	Joseph Pepra	Eric Preston	Kathleen Rice	Petraq Rusha
Walter Skold	Ilir Thomollari	Jennifer Traugh	Halifax Tuffour	Matthew

## Did You Know?

**MARK CARLSON**, Account Executive for Suburban Staffing, is the proud father of a bouncing baby girl, Ashton Dawn, born on December 11, 2000. Grandmother honors go to our President, Nancy Carlson.

**MARIE CREAMER**, working at Mass Electric, announced the birth of her new granddaughter, Kathleen Marie, on February 20, 2001.

**JUDY MONTAGUE**, working at Suburban Staffing, announced the birth of her grandson, Spencer Cook on New Year's Day!

**JILL PEELE**, working at JPI, was recently married. She had a winter wedding in December!

**A Thought To Share:** Even if you're on the right track, you'll get run over if you just sit there. *- Will Rogers*

## - Setting Goals -

Every year in our office, we sit down and set goals for the new year. We focus these goals on the best possible service we can provide to our employees and our client companies. The placement team searches for the best opportunities available in the area. We utilize all tools available to us. These include our past experiences with clients, (after 33 years in business, we have many!) networking organizations, and information available through print, media, and the Internet.

With the help of our sales team, we look for challenging and rewarding temporary assignments or full time placements with the leading employers in our area. We look to recruit and retain the best staff available so that our clients can meet both their short and long-term goals. Our recruiting efforts include skills evaluations, interviews, and reference checks.

Once we make the decision to hire or represent you, we are

committed to finding the right job for you. We focus not only on your skills and requirements, but also on your short and long-term goals. Is the company flexible with hours? Is it family friendly? Is it located in the right area? Does it offer competitive salaries and benefits?

There are many factors that go into our search efforts. Communication with our office is so important. Stay in touch with our office during an assignment or while searching for full time placement. We want to hear about new search criteria or skills sets, too. We have expanded our office hours to allow you to reach us either before or after the workday. We invite you to stop by our office to discuss your resume, your search, and your aspirations. The only way we can meet our goals is by meeting yours!

# In Sync With Spring



Winter has said its last goodbye. Spring has signaled its arrival, entertaining us with warmer weather and the gifts of rebirth and change. The excitement that a change of season brings can be the catalyst for us to effect personal and professional change. Today's rapidly developing technologies demand that we adapt to change. Let's face it—technology isn't heading in reverse! Partnering with change rather than resisting it will lead to both personal and professional successes.



One of the best ways to change and grow is through education. There are plenty of opportunities out there. Many schools are advertising for new students to register for the upcoming semester. Could this be the right time to take that class you've promised yourself? The knowledge and skill sets you acquire will help place you head and shoulders above the competition in the job arena and give you a strong sense of personal satisfaction. Consider some of the following approaches to enhance and expand your skill base.

## CONTINUING EDUCATION CENTERS

Whether you want to advance in your present career or pursue a new one, continuing education courses might be the best route for you to take. There are dozens of course offerings that are relatively inexpensive. Taking a class or two may help you decide on a new career focus. The spectrum and variety of courses are highly attractive to most people—from computer literacy to finance, bookkeeping, web development, languages and personal growth courses. Ultimately, your time and finances will determine your decision to enroll.

## COLLEGES

Have you ever noticed the giant billboard off the highway as you approach Worcester? It proudly announces the fact that the Worcester area has a wealth of schools. The Worcester Consortium, Inc. is made up of 14 institutions of higher learning.

Request their catalogs to see what courses might be appropriate for your personal and professional development. You will find that many schools offer a variety of choices in the way you pursue your degree. Besides the usual week-night classes, some colleges offer distance learning via the Internet, intensive weekend or summer sessions, accelerated degree programs, and individualized degree programs. Plus, some colleges accept not only previous college credit, but life experience, too, towards a bachelor's degree. Many of these colleges are in the Boston area, but have satellite programs here in Metrowest. Decide on the learning path you want to take and commit to it.

## NO MONEY. NO PROBLEM.

Let's face it. Money is undoubtedly the strongest factor that determines the direction many aspects of our lives take. However, when it comes to learning, opportunities are everywhere and because they are at no or a minimal cost, offer a good return on your investment in time.

## VOLUNTEER WORK

Learning goes beyond the classroom. Making connections with others who represent a broad spectrum of careers and backgrounds is a great way to learn "informally" and network, too. Often, human services organizations as well as public institutions such as schools, museums and libraries actively seek volunteers. Again, the daily newspapers or word-of-mouth are your best sources for that information.

## MULTI-MEDIA

The public library, tapes, tutorials, public radio, and television offer cost-free ways of learning. The personal technology sections of most newspapers list numerous interesting and informative sites for Web surfing. Reviewing more than one site on a particular topic is advisable; you want to be sure that the site and its contributors are credible.

There's also the usual array of books,

free lectures, trade journals, newspapers, and websites to read for information. Have you ever wondered how things work? Find out at the Internet site *howstuffworks.com*. The site covers a broad range of topics from how mad cow disease works to how offset printing works and why cats have whiskers!

*Thepaperboy.com* is an interesting website devoted to newspapers around the world. Check it out, or log on to one of the search engines such as Yahoo, AltaVista, or Google to locate a topic of your choice.



## INTEREST GROUPS

Think about joining special interest groups in your area to learn more about your passion. These are not limited to hobby and craft gatherings, but also include associations of writers, photographers, musicians, web designers, etc. Look over the calendar of events at your local bookstore, too, for presentations by authors of newly published books. Your investment in time can reap dividends that you never imagined.

## A NEW YOU

Whatever you learn, it will make you more knowledgeable and facilitate your personal and professional development. There's so much to gain.

- You'll gain a unique perspective about the world as you learn new trends and differing points of view.
- You'll have the potential to become a more interesting and open person.
- You'll become more adept at transferring your skill sets to other learning situations.
- You'll learn to think critically, making better and informed decisions. And, ultimately, as a technology partner you'll achieve personal and professional growth, positively affecting yourself and those around you.

Spring. What better time to "grow" new skills to blossom into a new you!

-Annette B. Frese, Senior Recruiter

# Suburban Staffing

30 Lyman Street  
PO Box 1450  
Westboro, MA 01581

PRSR STD  
US POSTAGE  
**PAID**  
Westboro, MA 01581  
Permit No. 422

## The Power of a "Thank-You"

There is one small step in the interview process that the majority of people today forget to complete: sending a "thank-you" note to the interviewer. A simple note after a job interview can reflect very favorably on your candidacy for the position. It's amazing what a simple gesture can accomplish.

- Sending a note shows your interviewer common courtesy and respect.
- So few applicants send notes that you automatically stand out if you do.
- It gives you an opportunity to reiterate points you made during your interview.
- It allows you to make points you forgot to make in your interview.
- A thank-you note demonstrates your written



## WhoM do You know?



Are you aware that you can earn an extra \$100 bonus? That's right! Just refer a friend or family member to Suburban Staffing, Inc., and if we find employment for that person, we will send you a \$100 check, once the established requirements are met\*. If you are not currently working with Suburban, you still may earn a \$25 bonus for a referral that meets the established requirements\*. What an easy way to earn extra cash!

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

Please fill in the information for someone you would like us to contact and send back to our office at P.O. Box 1450, Westboro, MA 01581 or fax to: (508) 898-9568.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Print Your Name: (Required in order to receive bonus) \_\_\_\_\_

