

**WHAT CAN
JOB FINDERS
DO FOR
YOU?**

Recruiting

Whether it's professional direct hire, contract or temporary-to-hire staff, JobFinders recruits the right person for the job. (We do our homework.) We don't wait for the right person to find us - we find them.

**Reference/
Background
Checks**

Each candidate's references are checked before you begin your interview process.

Interviewing

JobFinders screens and qualifies every candidate to your specifications so you can save time and energy during the hiring process; you will have your new staff member in place generating revenue quickly and with less hassle for you.

In-House Offices

Our offices are always available for private candidate interviewing or small training sessions.

Guarantee

We guarantee every placement assigned to you or hired by you.

How To Retain Your Best Employees

Want to keep those great employees? Today's employees are on the move, even in this economic slump. The days of company loyalty, are, by and large, over. The average number of years an employee stays with one company is five years. So with budgets strapped, what perks can keep talent productive and on your side of the fence?

First, help your employees grow. According to research from the Chartered Institute of Personnel and Development (CIPD), 87 percent said that their mentoring relationships at work had a positive impact on their job performance. We aren't only talking about top-down mentoring either. Studies are showing that peer-to-peer mentoring and bottom-up coaching significantly influences company buy-in. Consider implementing non-traditional mentoring programs.

Second, create community at your workplace. Forced birthday celebrations can feel especially uncomfortable when community is lacking. Try creating talking-point profiles on each staff member to display in the break room. Produce something similar to those "Top 25 Things to Know About Me" emails we all get and eventually read. Conflicting personalities will often find common ground in these lists.

Third, communicate, communicate, communicate. The No. 1 marriage advice is applicable to the company as well. Management should read at least one book on communication a year. Remember that we are shooting for good communication here, not just any communication. And be sure to communicate often-quarterly job reviews aren't enough. Managers can keep a daily what-my-staff-did-right-today list for private use only. Every two weeks, at the beginning of the week, make a list of the best from each employee and post it for all to see.

Fourth, be an employer with good character. No matter how digital our world goes, people (and personalities) will always be a factor. We cannot be both truly satisfied and successful in the void of good relationships. A top relationship killer is gossip, and it must be weeded out by leadership. We do this by guarding each staff member's back in all our conversations, including our nonverbal communication. Every person, even the worst curmudgeon on our staff, has intrinsic value and deserves not to have his or her mistakes paraded about.

What to Do When You Lose an Employee

Employees leave your organization for good reasons and bad reasons. On the positive side, they find new opportunities, go back to school, retire or land their dream job. Less positively, they are terminated for poor performance or poor attendance or experience a layoff because of a business downturn. In each instance, you should have an employment termination checklist to help the employee exit process go smoothly.

- **Notify Human Resources:** Upon becoming aware of and/or receive a letter from an employee that tells you of the employee's intention to terminate employment, notify your Human Resources office.
- **Notify Your Network Administrator:** Especially in a smaller business you will want to notify your Network Administrator or other appropriate staff person of the date and time on which to turn off the employee's access to computers and telephone systems. Don't forget to disable the employee's building entry alarm code, if applicable.
- **Return of company property:** Make sure your employees turn in all company books and materials, keys, ID badges, computers, cell phones and any other company-owned items.
- **Obtain All Passwords:** Employees should provide their supervisors with passwords and other information pertaining to accessing computer files and telephone messages. Many companies keep employee email accounts and phone accounts open to assist during the transition.
- **Vacation pay and unused sick time:** Read your policy. Every business has a different policy for paying unused vacation and sick leave.
- **Benefits status letter:** Following termination, former employees receive a letter from the Human Resources office that outlines the status of their benefits upon termination. This includes life insurance, health coverage, retirement plan and expense account plans.
- **Confidential exit interview:** Exit interviews are an important process you can use to gather information regarding the working environment in your organization. When notified that an employee is terminating employment, schedule an exit interview with HR or, if a small business, a member of the management team. All information gathered should be confidential, written up and placed in employee's personnel file.



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“Recruiting professionals and staffing temporaries to fill your needs”

Unlike other staffing and recruiting firms, there is nothing cookie cutter about Job Finders or its staff. Our recruiting services are customized to fit your budget and your needs. We will work with your in house HR department or recruiting department to help them fill those difficult searches. We can visit your facility to perform an onsite profile where we will collect qualitative data specific to your search. We can develop a customized marketing campaign to fill your needs fast. We prescreen every candidate prior to submitting to them for your consideration, checking credentials and references for every candidate prior to you interviewing them. We can arrange travel for the candidate to and from the interview and assist through the salary and contract negotiations. Based on your needs and your budget, we will develop a targeted talent delivery model that works best for you and your facility.

Leverage Skills, Talents and Potential by Recognizing “Ordinary Greatness”

By Pam Bilbrey

What is ordinary greatness? In an organization, ordinary greatness is about harnessing the energy, enthusiasm, commitment and talents already existing within the workforce *and* establishing and nurturing a work environment that supports and cultivates the individual greatness of each person. We often hear the phrase, “Our employees are our most valuable asset.”

Nurturing a culture of greatness Two elements must be in harmony to propel an organization forward: first, a culture aligned for greatness and, second, leadership that supports, promotes and cultivates greatness. Every organization has a culture. Some are simply a consequence of the myriad of actions, experiences, decisions and personalities that determine over time how people think and behave while at work. By contrast, a culture that promotes or is aligned for greatness must be intentionally cultivated. The most successful organizations thoughtfully evaluate their current workplace culture and develop a strategy and a time frame for making changes. Over time, organizations that do this well often earn a reputation as “career destinations” – they see greater productivity, higher employee engagement, better talent retention and innovative approaches to issues and challenges.

Pamela Bilbrey is a consultant, coach and international speaker, and co-author of *Ordinary Greatness* (Wiley, 2009). For the complete article, visit the following website: <http://www.causeplanet.org/articles/article.php?id=211>

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Press Release
FOR IMMEDIATE RELEASE



Job Finders Employment Service Receives 2009 Best of Columbia Award

U.S. Commerce Association’s Award Plaque Honors the Achievement of JobFinders Employment Services

WASHINGTON D.C., June 8, 2009 -- Job Finders Employment Service has been selected for the 2009 Best of Columbia Award in the Employment Agencies category by the U.S. Commerce Association (USCA).

The USCA "Best of Local Business" Award Program recognizes outstanding local businesses throughout the country. Each year, the USCA identifies companies that they believe have achieved exceptional marketing success in their local community and business category. These are local companies that enhance the positive image of small business through service to their customers and community.

Various sources of information were gathered and analyzed to choose the winners in each category. The 2009 USCA Award Program focused on quality, not quantity. Winners are determined based on the information gathered both internally by the USCA and data provided by third parties.

About U.S. Commerce Association (USCA)
U.S. Commerce Association (USCA) is a Washington D.C. based organization funded by local businesses operating in towns, large and small, across America. The purpose of USCA is to promote local business through public relations, marketing and advertising. The USCA was established to recognize the best of local businesses in their community. Our organization works exclusively with local business owners, trade groups, professional associations, chambers of commerce and other business advertising and marketing groups. Our mission is to be an advocate for small and medium size businesses and business entrepreneurs across America.
SOURCE: U.S. Commerce Association

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