

March/April 2011

## TEMP JOBS SPRINGING UP

Spring is in the air, and it's affecting the job market. According to an ABC News report, tens of thousands of seasonal jobs are springing up all over the country. Among those industries seeing the greatest number of hires are

- **finance**, which seeks temporary hires during tax season;
- **sports and recreation**, as city, state and national parks, local recreation programs and amusement parks gear up for spring and summer peaks; and
- **home improvement**, which is always popular when the warmer weather is upon us.

## BEES, BOTOX & MORE: THE "BEST" LATE-TO-WORK EXCUSES

My Botox appointment took longer than I expected.

*My cat attacked me.*

I didn't get any sleep because my boyfriend's wife threw me out of the house.

*My car was inhabited by a hive of bees and I couldn't use the car for two hours until bees left.*

I knew I was already going to be late, so I figured I'd go ahead and stop to get donuts for everyone.

*My hair was hurting my head.*

My Karma is not in sync today.

*I'm not late — the company clock is wrong.*

Source: CareerBuilder.com survey

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## Secrets to Pre-Screening Success

### *RCS offers advice on working smarter, not harder*

Before an application is even handed out, there are ways to deter undesirable people from applying. This is known as pre-screening. There are several steps in a thorough pre-screening process that can drastically diminish the number of drug users, criminals and professional claimants in a staffing firm's employee pool.

First, pre-screen applicants over the phone. Questions about skills, desired pay rate and job history are good, but not always necessary for a good phone screening. Instead, you should always ask, "Are you willing to take a drug screen according to our policy?" and "Are you willing to release your background information inclusive of criminal records?" If the applicant negatively answers either of these two questions, the hiring process may be stopped before more time is spent by either the applicant or the staffing firm's representatives.

The second step in a thorough pre-screening process is placing safety posters, substance

abuse policies and workers compensation fraud posters in areas highly visible by employees and applicants. Place these on your website, too. These items indicate that the company is serious about these topics and does not want them on the job.

The final piece of the pre-screening process is an applicant questionnaire. This form is usually one page and is given to the applicant before the rest of the application. Once the applicant completes the questionnaire satisfactorily then the remainder of the application packet can be distributed. Most applicant questionnaires contain questions regarding desired pay rate, reliable transportation, I-9 work status information, etc.

*Article adapted from Pre-Screening Applicants: Work Smarter, Not Harder [www.riskcontrolservices.com/Econsultant/2010\_eConsultant/Articles/Article-Jan13\_Pre-ScreeningApplicants.htm].*



Advice for Life

## Farewell, Winter. I'm with Spring Now!

*Get ready for warmer weather with a good spring cleaning*



There's something exciting, almost energizing about the anticipation of springtime. Suddenly, the days are longer, the air is fresher and the sky is bluer. How are you going to get ready for the warmer weather ahead? For many, that preparation begins with a good spring cleaning. Hit these highlights for a house that's ready for spring in less than a week.

**Days 1 & 2: Clean the windows.** This is likely a two-day task and the most tedious, so get it out of the way now. Start by washing curtains, vacuuming heavy drapery, wiping blinds and removing screens. Next, wipe down sills and exterior frames. Clean interior and accessible exterior windows with a spray cleaner, a squeegee and

lint-free towels. For hard-to-reach windows, try an outdoor window cleaning product with hose attachment. End by replacing window coverings and screens.

**Day 3: Steam-clean the carpets.** Choose a professional service (and take the day off!) or rent a do-it-yourself carpet cleaner.

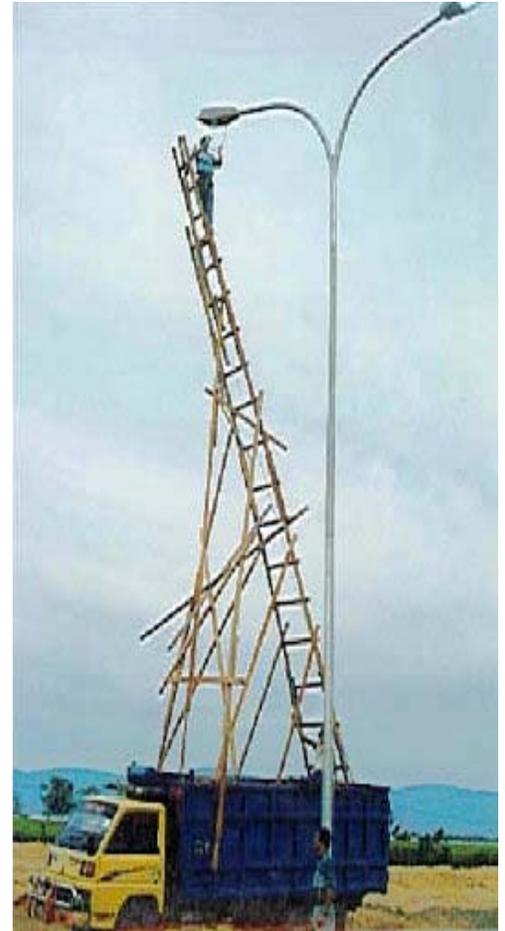
**Day 4: Clear the cobwebs.** While you're at, wipe down ceiling fans and baseboards, too.

**Day 5: Say "good-bye" to winter clothes.** Everything from hats to boots should be cleaned and packed away.

**Day 6: Don't forget the big stuff.** With an upholstery attachment, vacuum sofas, chairs and even mattresses. Clean behind and under these larger pieces of furniture as well.

## HOW MANY MEN DOES IT TAKE TO CHANGE A LIGHT BULB?

*That depends on how bright they are!*



Have a funny employee story or a picture that tells a precarious tale? We'd love to see it! And if we choose your submission for publication in a future issue of *Staffing Connection*, we'll send you a \$25 gift card!

Send your submission to Staffing Lines Production Underwriter Jennifer Porter at [JLPorter@nsminc.com](mailto:JLPorter@nsminc.com).

## Before Selling Candidates On the Job, Sell Them Out of the Job First

Such is the advice of Garrett Miller, author of the new book *Hire On A WHIM: Four Qualities That Make for Great Employees*. As the president and CEO of workplace management company CoTria, Miller frequently coaches companies and gives keynotes on the subject of workplace productivity.

Shortly after starting CoTria, Miller says he started to reflect on the things that made him successful in his previous career, and one thing he always came back to, he says, was hiring.

"I started to wonder, 'Why did I have so much success hiring?' As I wrote down qualities that made them great, I began to see these four threads that wove them all together. And suddenly, the word 'WHIM' popped up," he told me in a phone interview recently. Thus, the inspiration behind his new book. [READ MORE](http://thehiringsite.careerbuilder.com/2011/01/31/before-selling-candidates-on-the-job-sell-them-out-of-the-job-first/) [http://thehiringsite.careerbuilder.com/2011/01/31/before-selling-candidates-on-the-job-sell-them-out-of-the-job-first/]

