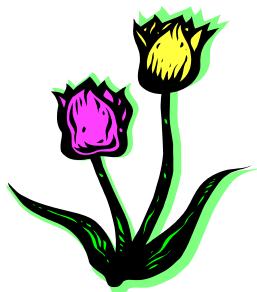


TRI-STATE STAFFING

*April 2011
Newsletter*



Tips for Temps!

The biggest mistake temporary workers can make is to be shortsighted. While the position may be temporary, the impression you make is not. Even brief or one-day assignments can offer many professional benefits, including opportunities to make valuable industry contacts, the enhancement of your skill and knowledge, the opportunity to meet new people, and possible future employment. Give your all from the first to the last day you're on the job. While the position may be temporary, the impression you make is not.

Some temporary assignments will be more enjoyable and challenging than others. Regardless bring the same level of energy, enthusiasm and professionalism to each job.

When filling in on a temporary assignment, employers expect you to hit the ground running. Following these tips is a sure way to make a favorable impression at each office:

- **Show up early!**
- **Ask questions!** Not only should you review the basic job duties with your staffing manager but also clarify all aspects of the job with your on-site supervisor upon your arrival. You'll avoid misunderstandings and be more productive if you seek clarification up front. The more you can do to obtain a big-picture view of your assignment the better you'll be able to perform
- **Be friendly!** Everyone appreciates a smile ... a friendly face, a kind word, a gentle mannerism.
- **Be helpful!** Use your time wisely and utilize down time to help others in the office. ASK; don't wait for someone to tell you what to do.
- **Clean up!** At the end of the day make sure you leave everything clean and set up for the next day

A recent survey found that 87 percent of employers said it is valuable to hire someone on a temporary basis as a means of evaluating him or her for a full-time position. Although you may be scheduled for only one day, you never know what future possibilities may arise....especially when you have left a great impression. The more professionally you approach a temporary assignment, the more likely managers will be to comment favorably on your performance to your staffing agency or even make you an offer for a full-time role.

Dates to Remember

April 1	April Fools Day
April 15	Income Taxes Due
April 17	Palm Sunday
April 19	Passover
April 22	Good Friday
April 23	Easter
April 27	Administrative Professionals Day

WEBINAR TOPICS APRIL 2011

WWW.TRISTATESTAFFINGSITE.COM

*Sign up for a **FREE** live webinar today! Just go to the above site and register. There are some great topics this month!*

1. **Make the Best out of job fairs!**
(4/7/11 -10A EST)
2. **Why have you been out of work so long?**
(4/12/11 -2p EST)
3. **What can you learn from successful people?**
(4/18/11 -12P EST)
4. **What should you expect on a second or third interview?**
(4/27/11 -3P EST)

FUN FACTS ABOUT APRIL...

Gemstone: Diamond

Flower: Sweet Pea, Daisy

