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Ensuring New Employee Success with Effective Orientations

As the economy continues to pick up, more companies will be hiring. While this is exciting news, some companies will be ill-prepared for the onboarding process. Being in the staffing industry for twenty years, we have received feedback from many candidates that we have placed. Most of the initial feedback is good; however, occasionally, the comments are less positive.

When things do not go well for the new employee, it can have distressing results for both parties. Here are some suggestions that people have offered for the next new employee coming onboard:

Prepare BEFORE the Employee's First Day – This entails having the work station set up, computer and cell phone ordered, email account created, or tools placed by the work bench. Many employees are excited to start learning the job but comment on having to sit idle for 1-3 days because nothing was set up prior. This poor first impression leaves the feeling that the company is unorganized all the way around.

Have a Plan the First Day – Have someone introduce the new employee to staff and offer a tour (explain the key aspects such as timecard process, bathroom location, lunch or break room area, best place to park, etc.). Be sure all trainers are prepared and assign a mentor who can address concerns early on.

First through Third Month – Please do not forget about the new employee after the first week! Remember to check in, go over expectations and offer constructive feedback. Some candidates suggested using a checklist so both parties could break down the learning into specific tasks.

Well planned orientations are key for both parties and the payoff is well worth it! It is no longer just companies evaluating employees during the first 90 days, it is now the other way around. Organize an effective onboarding and orientation plan now and retain your key employees for many years to come!

Career Options has grown to become one of the elite staffing companies in the area by doing one thing: making the effort to truly understand the needs of our candidates and clients.

- Accounting
- Administrative
- Medical
- Office
- Skilled Trades
- Sales/ Marketing
- Customer Service
- Management
- Warehouse / Labor
- Purchasing
- Graphic Design
- HR
- Many More!

Q and A:

Question for Career Options: What are you hearing from your clients – is everyone having difficulty finding employees these days?

Answer: Well, in a nutshell, yes. Some areas have become increasingly difficult (ie; accounting, IT, sales, manufacturing and skilled trades.) However, if you talk to almost any owner or HR manager, they will say there is a shortage of talent in almost every field. Many companies are developing referral programs, beefing up social media presence, offering signing on bonuses, and are trying to develop unique recruiting avenues.

Question for Career Options: What is an effective, yet inexpensive way to help my employees strengthen their software skills?

Answer: Self-Paced Tutorials! Many employees are very busy these days with work, family, and caring for aging parents. While they want to learn new skills, evening college courses can be very time consuming. Therefore, Career Options continues to offer self-paced, on-line tutorials for Word, Excel, Access and PowerPoint. The cost is minimal, only \$75.00 total per program, and covers basic, intermediate and advanced levels. This is a great way to support continued education for your employees. **Contact us BY October 20th and you will receive 2 tutorials for \$75.00 (1 free!)**

Did You Know...?



- In the course of an average lifetime you will, while sleeping, eat 70 assorted insects and 10 spiders.
- Snails breathe through their feet.
- Like fingerprints, everyone's tongue print is different.
- When hippos are upset, their sweat turns red.
- The average woman uses her height in lipstick every 5 years.
- Baby robins eat 14 feet of earthworms every day!
- Children laugh about 400 times a day, while adults laugh on average only 15 times a day.



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Outplacement Firms – How Can They Help?

In today's ever changing markets, companies need to be ready for almost anything. They must be proactive and accept that difficult decisions must occur in order to thrive. Unfortunately, some of these changes may include a reduction in workforce and that is not only nerve wracking, it is also stressful and disheartening for all involved. Career Options' Outplacement Program helps transitioned and remaining employees feel valued and in turn can help reduce employee lawsuits. We are working with companies who feel it is important to do the **right thing** during these tough times.

Our \$500.00 Outplacement Package Includes:

Candidate Meeting - Professional, positive and dedicated staff will assist each candidate with:

- Resume review
- Interview and discussion of career goals (all information will be entered into our database to assist each displaced employee with an immediate job search)
- Suggestions, handouts and resources to become more marketable
- Supporting previous client/employee relationship which is essential for positive company branding
- Resume & interviewing tips /suggestions
- Testing of skills and complimentary software training offered through Career Options

"In the middle of difficulty
lies opportunity."
-Albert Einstein

