



BUILDING BUSINESS SOLUTIONS

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EMPLOYEES OF THE MONTH

WOOSTER OFFICE

The Wooster office has chosen **Sherry Miller** as Employee of the Month for May. Sherry has been on assignment for 2 months and was chosen because she has great attendance and is a hard worker. She likes that she stays busy at work and thinks her co-workers are good people—very helpful and respectful. She has a great work ethic and does everything she can to prove herself to be dependable.

Sherry says her family is amazing and very supportive of everything she does. Her parents, brothers, sisters, fiancé, stepson and stepdaughter are always there when she needs them. She would be lost without them! In her spare time, Sherry enjoys road trips, fishing and quality time with her family.

Sherry thinks Staffing Partners has been very fair to her and really understands what is important to her. Thanks, Sherry, for doing such a great job for us!

MARION OFFICE

Tina Jones has been selected for our Employee of the Month. Tina has been very dependable and reliable during her journey with us! She enjoys the people she works with and likes the relaxed, stress-free working environment.

Tina came to Staffing Partners because she heard that we are quick with finding people work. Her friends and family seemed to have trust in our company so she decided to give it a try! In her free time, Tina enjoys walking, reading and spending time with her family. Her favorite season is winter and she loves eating pizza and watching football!

In the future, Tina plans on getting hired in at her current job assignment. She is looking forward to providing a better future for her family! Congratulations, Tina! We are proud of you!

MANSFIELD OFFICE

Congratulations to **David Norris** for being named Employee of the Month. David has been on assignment for 9 months and is in the process of getting hired on permanently. He has learned a lot of different jobs and really likes the high level of responsibility he has been given. David always has perfect attendance and is reliable and flexible.

David is married with grown children. He has 17 grandchildren and 5 great-grandchildren. In his spare time, he enjoys playing internet games and shopping with his wife.

David came to Staffing Partners on a recommendation from a friend. Other agencies were not able to find him work but we put him to work right away and have been able to keep him working. Thank you, David, for representing us so well!

Manage Stress Before It Manages You

Stress has been linked to a number of adverse health effects, including heart disease, hyper-tension, diabetes, depression, and headaches to name a few.



Take **“action”** on the stressors you can control in your daily life by trying to:

- **Prioritize your tasks.** A daily to-do list is a visual aid that can help keep you on track and identify deliverables to skip or delegate.
- **Re-focus your energy.** Consider slowing down and focus on one thing at a time.
- **Add breaks to-your to-do list.** If possible, take a walk or relax in a quiet place. Even a brief rest can allow you to return to work refreshed and mentally charged.
- **Disrupt interruptions.** Schedule a distraction-free work period for priority tasks.
- **Communicate to minimize confusion.** No matter what form it takes, good communication can save time, prevent errors and improve quality of work.

-Health Fitness Corp



In It Together: Managing Finances As a Couple

Are money matters hurting your relationship? Pick up tips to move forward positively

Some couples argue about money regularly — or find it a nagging source of tension or resentment. Taking steps to decrease money struggles can make for a happier relationship.

Here are a few tips to begin:

Start with a plan and goals. Set aside unstressed times to discuss how you will manage and spend your money. These are important decisions you'll face together. Talk honestly about your view of money, your pay and budget and your long-term plans, such as buying a house.

Create financial independence. Some couples find that it helps to split their income for expenses into separate accounts. That might be one for each partner and a third to pay household bills or make purchases together. "Together but separate" may sound like a conflict. But it can actually help you work better independently and also as a team.

Touch base often — about once a week. Check in with each other about finances in a way that's low-key and enjoyable. Start with positive subjects and your long-term plans. Then talk about bills and social plans. You could end up stopping financial trouble before it starts.

Keep talking. Money doesn't have to be a problem. You can use it to learn more about each other and grow together as a couple

-Healthy Mind, Healthy Body



Important Dates in May

8—Mother's Day

30—Memorial Day



8 Satisfying Secrets of Happy People

Adding these simple habits to your day may help boost happiness

Some people always seem to be cheerful and upbeat. So what's their secret?

Turns out, it isn't having loads of money or a perfect body, home or job. Instead, happy people tend to make time for healthy, fulfilling and feel-good activities.

Here are eight simple but powerful ways to follow their lead — and cultivate more happiness in your life:

1. **Nurture social ties** Satisfying relationships help us feel fulfilled. But sometimes, time with others takes a backseat to the daily grind. A tip if you struggle with this: Make a point to connect with at least one friend or loved one each day. Do you rely on texts, social media and email to stay in touch? That can be good. But don't let technology entirely replace face-to-face time.
2. **Give thanks — for joys big and small** Noticing and appreciating what's good in your life can give you a happiness boost — even in rough times. So take moments to be grateful for a helpful co-worker, a cuddle from your pet or even just a really good hair day. Even better: Make it a practice. Writing in a gratitude journal gives you a place to record and reminisce about all that's right with your world.
3. **Lend a hand** People who help others tend to feel happier. Consider volunteering regularly for a cause that's important to you. And look for little ways every day to help out friends, family, colleagues or strangers — even if it's just a kind word or caring ear.
4. **Talk nicer to yourself** Do you tend to get down on yourself? Enjoy more happiness by questioning and countering your own negative thoughts. Research shows that by making positive shifts in thinking, over time, you can actually change your brain.
5. **Find joy in moving** Exercise floods your brain with feel-good hormones. It can also help ease stress and anxiety. Find activities you enjoy — that keep you coming back for more. And here's a happy little secret: Give yourself a quick mood booster with mini bursts of activity. Even a 10-minute walk or kitchen dance party can perk you up.
6. **Create and play** Pursuing creative and playful activities can make you feel good. Whether it's playing board games or air guitar, doodling or double Dutch, encouraging your silly side can bring you joy.
7. **Get your pillow time** It's no surprise we're happier when we're well-rested. In fact, getting quality sleep may help reduce the risk for anxiety and depression. Aim for a good seven to nine hours of slumber — for better health and happiness.
8. **Look on the brighter side** The next time you're faced with a negative situation, look for the silver lining. Did you manage it OK or learn something new? Nobody's life is perfect. But focusing on the good instead of the bad can help tough times seem more manageable.

Remember, you have choices. You may find your bliss by choosing those that add more meaning to your life. And that's certainly something to be happy about.



-Healthy Mind, Healthy Body

Performance Appraisal Mistakes to Avoid

Performance appraisals are full of potential pitfalls, some of them more obvious than others. Here are some of the most common mistakes managers make in performance appraisals, along with advice on how to avoid or overcome them:

- **Lack of planning.** Some managers don't think critically about employee performance before it's time to fill out an evaluation form. Depending on vague memories of the past six months, or the past few weeks, means neglecting an employee's overall performance. Document employee performance throughout the evaluation period, and don't wait until evaluation time to correct mistakes and praise successes.
- **Focusing only on what's wrong.** Performance evaluations should be about improvement, not blame. Hammering on what the employee is doing wrong will create an atmosphere of distrust and hostility. Address poor performance, but remember to focus on helping the employee improve with training and coaching.
- **Tying salary to evaluations.** Some managers conduct performance appraisals only as a function of employee salary reviews; some stop them completely when the worker hits his or her salary ceiling. But evaluations should be about improving performance, not about money. Conduct performance and salary reviews separately, if at all possible. Talk with employees about their progress throughout the year whether the results will affect their salary or not.
- **Using the same tools and styles to assess everyone.** One size doesn't fit all when it comes to employees, but sometimes managers act as if it does. Even if you're stuck using the same form for everyone, take into account people's individual strengths and differences so you're being fair to the janitor as well as to the marketing executive.

-Adapted from the Work 911 website

Gauge Employee Potential With S.W.O.T. Analysis

Marketers use S.W.O.T. analysis—S.W.O.T. stands for Strengths, Weaknesses, Opportunities, and Threats—to evaluate products and identify new opportunities, but this tool can also be used to evaluate people.

Sit down with each of your employees and do a S.W.O.T. analysis:

- What are their strengths and skills?
- What are their weaknesses or gaps in training?
- What opportunities for advancement or growth do they see?
- What threats might distract them from their ongoing development?

By performing this analysis, employees will be able to identify areas where they need improvement—and address obstacles to their advancement.

-Adapted from Fast Facts

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