



Diversified Personnel Services

A DIVISION OF Opportunities

Fall 2015

Staff Points...



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Got 10 Minutes?

How you handle the first 10 minutes of your workday can largely determine how productive and effective you'll be the rest of the day. Ten things successful people do in the first 10 minutes of their workday...

1. **Take a moment to pause and be present.**
Centering yourself and being fully present will help make sure you manage the day ahead, rather than allowing it to manage you.
2. **Get comfortable.**
They make sure their chair is adjusted properly and the items they frequently access are all in comfortable reach.
3. **Organize their workspace area.**
Having a clean and clear desk will better clear your mind.
4. **Stretch, stand, and walk.**
They get their circulation going before getting into a sedentary sitting position.
5. **Review their to-do list and prioritize.**
It's vital to put the most important tasks first to confront them early on.
6. **Visualize success.**
Mentally running through the day can help you see where potential challenges may lie, so you can make the necessary adjustments.
7. **Don't multitask.**
Multi-tasking in the morning is tempting, but it sets your whole day back.
8. **Anticipate distractions.**
Recognizing distractions challenge you to focus on your day's plan.
9. **Say "no."**
They know how to mitigate distractions to maximize their first few minutes at the office. They can say 'no' to colleagues by offering to engage at a later time.
10. **Block out negativity.**
They don't dwell on the previous night or on the morning commute, or other frivolous thoughts.

Staffing Trends

Staffing Employment Up 4.3%

Staffing firms created 10,700 new jobs in August, up 4.3% from August 2014, according to seasonally adjusted data released by the U.S. Bureau of Labor Statistics.

Nonseasonally adjusted BLS data, which estimate the actual number of jobs in the economy, indicated that temporary help employment increased 2.1% from July to August. Year-to-year, there were 4.4% more staffing employees in August than in the same month last year.

"Staffing firms across several sectors continue to report challenges in meeting client demand for qualified temporary and permanent workers," said Richard Wahlquist, president and chief executive officer of the American Staffing Association. "With the percentage of Americans working or looking for work stuck at only 62.6%, the lowest level in nearly four decades, the skills gap challenges confronting businesses today will continue to increase as economic growth continues and more people leave the workforce."

The unemployment rate dropped from 5.3% in July to 5.1% in August.

MEMBER



American Staffing Association

www.americanstaffing.net

Need to Hire? Benefits of Using a Staffing Agency

While recovery from the Great Recession is well underway, in its wake there have been socioeconomic shifts that seem to signal permanent change. One of the big shifts? Employers are using staffing firms to fill job openings instead of hiring people directly.

Why wouldn't a company handle its own hiring and firing?

Being an employer has gotten a lot harder. In 1980 there were 125 employment laws. Now there are 2,200 different laws or clauses that employers have to comply with. They now face the Affordable Care Act, workers' comp, health insurance, paid sick leave and the Equal Employment Opportunity Commission. There can be multimillion-dollar penalties for noncompliance. They want to shift direct and potential risk away from the company and their HR staff.

How do employees feel about working for staffing agencies?

It's not just employers who are driving these changes. People in the work force today have a different viewpoint about temporary staffing than they used to. Everybody wants everything on demand now, and it's the same in staffing. Some like to come in and work on temporary assignments. With the skills gap opening up there's a demand for all different types of skilled workers.



www.entrepreneur.com

New Section! Question & Answer

Q: *What is the cost to use DPS job posting resources, such as dpsworks.com?*

A: When you partner with DPS, this is included in the service! Dpsworks.com receives on average over 80,000 hits annually!

Do you have a burning question for us at DPS? We may feature it in our next Q&A!
Send your questions to ajanquart@oppinc.com

Safety Corner ***New Video Focuses on Worker Safety***

American Staffing Association (ASA) has produced a new video that succinctly addresses the topic of temporary worker safety. ASA and its member staffing companies make safety a priority - hear what leaders in the industry have to say.



Excerpted from americanstaffing.com

USCIS Launches Spanish-Language myE-Verify

U.S. Citizenship and Immigration Services (USCIS) recently announced their launch of a Spanish-language myE-Verify, plus the addition of Case Tracker and Case History services to the English and Spanish myE-Verify websites. myE-Verify is a one-stop shop for employees and job seekers to access features for identity protection in E-Verify and visibility into the E-Verify process.



"Since its inception, myE-Verify has provided employees with valuable online tools and resources regarding the employment eligibility verification process," said USCIS Director Leon Rodriguez. "We are delighted to release our myE-Verify services for our Spanish-language customers."

myE-Verify gives U.S. workers and jobseekers a free and secure way to participate in the E-Verify process by accessing features dedicated to employees.

myE-Verify is also introducing two new services. Both available nationwide in English and Spanish:

- **Case History** - myE-Verify account holders can generate a report to see when their data was used in E-Verify.
- **Case Tracker** - individuals can track the status of their E-Verify case using the case verification number.

Excerpted from uscis.gov

To Your Health *Go Ahead...Get Moving This Fall!*

Fall is a great time to begin or ramp up your health and wellness. However, YOU have to be the one to make the decision to be the change you want to see in your life. It's up to YOU and only YOU.

Here are some essential tips to get you started:

1. **Set Goals** - short, simple goals such as exercising for 20 minutes as soon as you wake up on Mondays.
2. **Make a Motivation Board** - grab a bulletin board or go digital using Pinterest and attach a list of your goals, progress photos, inspirational sayings, updates with your accomplishments, milestones, etc.
3. **Adopt the 3 "C's"** - Commitment, Convenience and Consistency.
4. **Plan Ahead** - plan your workouts, meals, and snacks so you're not scrambling for something at the last minute.
5. **Schedule Your Workouts** - schedule them like an important meeting and place them as a high priority.
6. **Change It Up** - add variety to your favorite activities, such as kickboxing or yoga.
7. **Track Your Progress** - write down your daily workout details (how long, distance, # of reps, calories burned, etc.)
8. **Gear Up** - update your baggy sweats for new yoga pants, running shorts or shoes. Looking good makes you feel good and will motivate you more.
9. **Moderation Is Key** - it's OK to indulge once in a while with your diet, just be sure to keep your goals in mind each day. Try the 80/20 rule.
10. **Workout to Music** - music can increase your endurance by 15 percent.



www.fitness.mercola.com

Top 10 *Unusual Job Seeker Efforts to Stand Apart*

Strangest things job seekers have done to get hired:

1. Found out where the hiring manager was having dinner and picked up the tab.
2. Lit a corner of their resume on fire to show their "burning desire" for the job.
3. Had her resume gift-wrapped.
4. Had a cake delivered to the hiring manager with the words "Congratulations! [candidate's name] got the job!"
5. Answered a call during the interview stating that another company was calling to discuss a job offer.
6. Tried to impress the hiring manager with the history of the business, which was incorrect.
7. Acted like a game show host.
8. Brought a bag of props into the interview and pulled them out as they were relevant in the Q & A's.
9. Sat on the floor during the interview and asked the hiring manager to take a picture of him with the company mascot.
10. Sent the hiring manager a coupon for a free meal.

www.careerbuilder.com

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