



Diversified Personnel Services

A DIVISION OF Opportunities



Spring 2016

Staff Points...

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SAVE THE DATE!

14th Annual
Spence Jensen Classic Golf Outing

Thursday, June 2nd, 2016
Koshkonong Mounds Country Club, Fort Atkinson

Opportunities
Heart for PEOPLE | Mind for BUSINESS

Come join us on the green!

Celebrating 50 Years of Service!
1966 - 2016

Support expanding innovative job training and placement programs for individuals with diverse abilities!

Proceeds will benefit Opportunities, Inc's career advancement programs, which provide valuable training and job placement for those who have difficulty finding and maintaining jobs in the community due to:

- Disability
- Language Challenges
- Military Service
- Substance Abuse
- Poor Work History
- Past Incarceration

Learn more about our golf outing - [Golf Flyer](#)

Register Your Team Today! [Registration Form](#)

Or donate an auction item by contacting Jason Frey at 920-563.2437 ext. 4157 or jfrey@oppinc.com

Good Employment Law Practices Begin at Hiring Stage

Information requested from applicants during the hiring process should be limited to what is necessary to determine if an individual is qualified for the job. While it is obvious that certain categories of information - race, color, sex, national origin, religion, or age - should not be requested outright, other seemingly innocent requests for information could indirectly result in this information being provided and should be avoided as well, such as:

- Submit a picture with their applications;
- Provide information regarding organizations and clubs to which they belong;
- State their height and/or weight; or
- Provide their marital status or the name of their spouse or names and ages of their children/dependents.

Other specific areas of inquiry raise their own concerns, and the requirements of law may vary from jurisdiction to jurisdiction:

Disability Inquiries

Employers should refrain from requesting information regarding an applicant's medical history, current medical conditions, or prior work absences due to illness. Where an applicant has an obvious disability (e.g., the applicant is blind) or voluntarily reveals a disability, and it is reasonable to question whether the disability might pose difficulties for the individual in performing a specific job task, then the employer may ask whether the applicant would need reasonable accommodation to perform that task (e.g., computer screen reader for the blind).

Credit Checks

While federal law does not specifically prohibit an employer from conducting a pre-employment credit check on an applicant, the Fair Credit Reporting Act controls the process by which an employer may conduct and use the results of such a credit check, such as what consents are required from an applicant and what steps an employer must take before taking action based on the information learned through a background check.



Criminal Background Checks

While historically employers have been prohibited from making inquiries regarding an applicant's arrest record, an increasing number of states and localities are passing laws that also prohibit or substantially limit the use of information regarding an applicant's criminal convictions during the hiring process.

Given the foregoing restrictions on pre-employment inquiries, employers should exercise caution during the hiring process - both in the written application and the interview phase - to limit inquiries of applicants to those questions that are specifically related to the requirements of the position.

www.lexology.com

Staffing Trends

Staffing Firms Adds 9,300 Jobs in April

Staffing employment was 2.3% higher than in April 2015. Year-to-year staffing job growth averaged 3.3% over the past 12 months.

Nonseasonally adjusted U.S. Bureau of Labor Statistics data, which estimate the actual number of jobs in the economy, indicated that temporary help employment increased by 49,300 jobs, up 1.8% from March to April. Year-to-year, there were 1.9% more staffing employees in April than in the same month last year.

MEMBER



American Staffing Association

Total U.S. nonfarm payroll employment rose by 160,000 jobs in April (seasonally adjusted), BLS reported. Incorporating revisions for February and March, the data showed that monthly job gains averaged 200,000 per month over the past three months, less than the average of 232,000 for the prior 12 months.

"In the current slow growth economy, businesses are understandably cautious about adding to employee headcount," said Richard Wahlquist, president and chief executive officer of the American Staffing Association. "However, staffing and recruiting firms continue to report increases in demand across several sectors as clients strategically increase the size of their flexible and permanent workforces."

www.americanstaffingassociation.com

Safety Corner **The Cost of Noncompliance**

You may know the consequences of unsafe behavior in the workplace, but are you aware of the consequences of the lack of compliance to OSHA regulations to your company? Violations of these can cause serious harm to the company - especially in their pocketbook!

Types of OSHA Violations:

Serious Violation

This is a type of hazard that could cause death or severe injury to the worker. It is generally considered by OSHA to be an obvious hazard and the employer should have known and rectified it - implying negligence on their part. This type of violation generally comes with a fine of up to \$7,000 per violation.



Other Than Serious Violation

Unlike the Serious Violation, this type of infringement would not likely cause death or severe injury, but can also lead to a fine of up to \$7,000. However, if the employer shows sufficient effort to correct the issue, the fine can be reduced.

Willful Violation

This occurs when the employer knows without a doubt about the endangerment of employees health and safety, yet does nothing to rectify the situation. The choice to ignore the law in this case, leads to a willful violation which carries a fine of up to \$5,000 per violation.

Repeat Violation

This is basically how it sounds. If an employer has been charged with a previous violation, but has done nothing to fix the issue upon re-inspection, it is considered a repeat violation. The fine for this type of violation is up to \$5,000 per violation.

If you don't think these fines are significantly large, failure to remedy a previous violation, can lead to a charge of \$7,000 a day. Failure to follow OSHA regulations can cause serious harm to employees and serious harm to the fiscal stability of the company.

Noncompliance is not worth the risk!

Excerpted from responsiblystaffing.com

To Your Health **4 Ways to Boost Employee Happiness**

Why care so much about 'employee happiness'?

Because it's so illusive. 'Happiness' means many different things to different people, so it's difficult for most employers to get it 100% right all of the time. As much as we'd like to believe it isn't true, there simply isn't one single formula for 'employee happiness' in every organization.

Here are 4 straight-forward tips for making your employees happier.

1. Onboard more effectively. If your business is growing quickly and you've little time to spare, it can be tempting to do away with a formal onboarding program for new hires. But be warned: Skipping onboarding has negative consequences for both employee happiness and your business. Research shows that organizations with structured processes for onboarding increase new hire productivity by 70% and retention by 82%. That's a strong indication that onboarding is a foundation for engagement and, subsequently, may influence employee happiness.

Pro-tip: Want to make sure your new hire is set up for success? Start onboarding before the first day on the job. For more info on how to do this, check out our guide to onboarding.

2. Don't be shortsighted. There's nothing wrong with being driven. But, according to Chris Savage, CEO and co-founder of Wistia, it's less about pursuing every potential growth hack and instead, focusing on what really matters in the long-term. He says some leaders push too hard all the time, and in turn, "[t]hey undermine their team's ability to do great work by focusing on the short term, chasing trends, and imitating competitors," he explains in an excellent blog post.

Pro-tip: Realize you can't chase every trend and pursue every growth hack. Set goals for yourself and for your employees and the next time the next big trend comes along, ask yourself if it's worth pursuing at the expense of your broader goals for employee happiness.

6. Get people in the right roles. Once you have the right people in your organization, you can do amazing things. But only if your people are in the right roles. According to Cameron Herold, author and culture expert, if the A-player you hired simply isn't performing, it's an indication you've got them in the wrong role. Boost your employee's performance-and his or her happiness-by working with them to find a better fit elsewhere in your organization.

Pro-tip: If you can't keep an A-player in your organization, help them find a new role elsewhere, advises Herold. Although the situation may not be ideal, you'll never be able to coach someone into doing a job they're not passionate about.

7. Why do you go to work each morning? If you responded with something along the lines of, "because I need to make a living," you're half-way there. The other half of the answer to that question is related to your organization, and how well it articulates its reason for existence. When employees know there's a broader goal than just bringing home a paycheck, they're usually a lot happier to go into work. That's because it's crucial to give your people something bigger to believe in.

Pro-tip: Take 5 minutes to think about why your company exists. This should be the unvarnished truth about what drives you to get out of bed each morning and do what you do. If you're not inspired by what you wrote down, chances are your employees aren't either. Boost happiness by making the changes that create the workplace you'd be excited to visit each morning.

www.zenefits.com

Top 10 Best Out-of-Office Messages

1. On vacation. Hoping to win the lottery and never return.
2. I am away from the office right now. Unfortunately, I will be back tomorrow.
3. If you're reading this, Doc Brown was unable to make lightning strike the clock tower, and I'm stuck in 1985. I won't be able to respond to emails or voicemail until 9ish on mm/dd, or until email is invented - whatever comes first.
4. I am currently out of the office. I have a cell phone, but I will not be giving the number out. If you can guess the number, however, I will take your call.
5. 404: Marketing Manager not found.
6. I am on vacation from mm/dd to mm/dd. I will allow each sender one email. If you send me multiple

emails, I will randomly delete your emails until it is pared down to one. Choose wisely. Please note that you already sent me one email.

7. I am out of the office until mm/dd. Enjoy the quiet.
8. I cannot handle your emails until I return on mm/dd. Please be patient and your mail will be deleted in the order it was received.
9. I'm currently out at a job interview and will reply to you if I fail to get the position.
10. I am out of the office from mm/dd to mm/dd and will not be checking email. It's likely your note will be swallowed in a sea of inbox banality, never to be seen again. If you require a response, please re-send your email after mm/dd.

www.bizzyweb.com

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