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December 2017

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FILLING POSITIONS TODAY!

Visit the [Express Howell/Brighton](http://ExpressHowell/Brighton) website often for updated job postings and seeing the most recent [Immediate Job Openings](#). Any position that you may qualify, email the recruiter immediately!

Welcome New November Associates

Eric A., Stephanie A., Nathan A., Jaime A., Timothy A., William A., Sean B., Domyneque B., Tabitha B., Noah B., Mycheal B., Deandra B., Austin B., Lana B., Standonta B., Shanda B., Michael B., Kennedy B., Melissa B., Tyler B., Caeshaya B., Chas B., Deshanna B., Chelsea C., Paul C., Alkendra C., Victor C., Alexis C., Linda C., Charles C., Gary C., Jason C., Sarah D., Kyle D., Charles D., Sheleth D., Marjorie D., Kyler D., Sean D., Ronald D., Katie D., Dante E., Anastasia E., Mark F., Elijah F. Desiree F., Ian F., Ivory F., Marqiece F., Christopher G., Zaurise G., Austin G., Robert G., Stephanie G., Edward G., William H., Markeith H., Dominick H., Randall H., Jesten H., Mary H., Trevor H., Jacob H., Bryan H., Philip H., Da'Rel H., Meosha J., Timothy J., Christopher J., Shaviona J., Briana J., Daryl J., Marissa J., Adriann K., Taurean K., Kaniya K., Michael K., Bret K., Maegan L., Jacob L., Joshua L., Chrystal L., Brooke M., Eddie M., Jamar M., Alysha M., Christopher M., Akeyia M., Armon M., Juaun M., Marquan M., Ryan M., Steven M., Garth M., Dijon M., Shantele M., Anthony M., Richard M., Tyler N., DeVante' N., Patrick O., Joel O., Tavaris P., Keith P., Leon P., Reginald P., Lynetta P., Bradley P., Patrick P., DeAndre P., Joseph P., Shaviah P., Nicholas R., Erica R., JDorian R., Jacob R., Brian R., Justin R., Marcellus R., Robert R., Bobby R., Leonard S., Lorenzo S., Brian S., Lakeida S., Shane S., Wendy S., Kyle S., Cheryl S., Cameo S., Dale S., Kevin S., Taylor S., Darius S., Harley S., Debra T., Jeremiah T., Anthony T., Edwin T., JW T., DeAndre V., Chicquitta W., Keanna W., Devon W., Daniel W., Tamara W., Ryan W., Brendan W., William W., Danielle W., Darequis W., Jerome W., Trena W., Mark W., Stanley W., Willie W., Christy Y.

December Associate Birthdays on Assignment

Ricardo Q.- 12/1, Mark S.- 12/2, Robert G.- 12/5, Virgil F.- 12/6, Steven D.- 12/8, Debra T.- 12/8, Williams R.- 12/9, Terry C.- 12/11, August T.- 12/12, Sean G.- 12/13, Chrystal L.- 12/15, Daryl J.- 12/15, Paris S.- 12/21, Ashley D.- 12/21, Deandra B.- 12/21, Dale S.- 12/26, Stanley M.- 12/27, Tracy F.- 12/31

November Associate of the Month

Express Howell/Brighton recognizes an "Associate of the Month" and rewards a **\$25 Gift Card**. The criteria would be for the Associate to have excellent attendance and work performance as well as positive feedback received from supervisors or managers. This month's recipient is **Thaddeus (TJ) H.** who has been described as a great guy! He's fit in so well with his team that it seems as though he's been with the company from the beginning. His work ethic and attendance are outstanding and he learned the companies ERP system to assist co-workers! Way to go TJ!

November Associate Referral Bonus

When a current Express Associate refers someone to Express and they complete the interview process, their name will go into a drawing for a **\$50 Gift Card**! It's important the referred candidate provide the full name of the Express Associate when scheduling the interview and during the interview process. The winner of this month's drawing is **Tyler T.** for referring **Anthony T.**

Holiday Schedule!

Express Employment Howell/Brighton will be closing at Noon on Friday 12/22 and will be closed Monday, 12/25 to observe the Christmas holiday and Monday 1/1 to observe New Years. If you need to reach us, please email jobs.howellbrightonmi@expresspros.com

Peggy, Chris, Julie, Beth, Carrie, Terra, Dio, Jessica, Kayla, Nikki, Leanne, Alex, Tracy, Ann & Jeff



Celebrate Your 2017 Success

2017 is almost over. You've followed all our blogs this year, prepped as hard as you could, and now all your tools are sharp. Your resume is rockin', your network is newsworthy, and your industry knowledge is incredible. You're ready for the job search in 2018. And that's worth celebrating. Looking for a job isn't easy-getting everything up to date is a job in and of itself, albeit a job that doesn't pay anything at first. And you've done it! Let's take a look at all of the things you've checked off your list this year.

Your Resume Is Ready

Your resume is the most important tool in your job search arsenal. It gets you in the door with recruiters, can be passed out at networking events, and is a one-stop summary for everything that is you. Your resume isn't just a list of the jobs you've held. It's a monument to your achievements, filled to the brim with data showing how you've helped each and every company you've ever worked for succeed. You've chosen your words carefully and analyzed job postings to find out what the industry lingo is. Each bullet uses new action verbs to show what you've done-no word is used twice. Your formatting is beautiful. Everything fits on one page, the margins are perfect, and the spacing isn't distracting. You update your resume regularly and have had friends and peers review it to make sure everything made sense. You even sent it off to a local recruiter to get their thoughts on it.

Your Network Has Grown

When you first started looking for a job, your network was relatively small. You had a few previous co-workers as connections on LinkedIn, as well as a few family members. But since then you've grown leaps and bounds. You're active in your community, hold a position in a professional group, and keep up to date on all the latest industry trends. You receive email newsletters from your favorite blogs, and never miss a beat. People like you for you. You haven't run around begging for a job, but they've let you know about opportunities because of your relationship. That's what networking really is. Becoming friendly (on some level) with people in your industry and sharing time with them. Then showing them how great you are at what you do. Leave it to them to put 2 and 2 together to realize you're the perfect person for their job opening.

You've Developed Your Skillset

You've realized that some job listings mention skills you don't have, or familiarity with programs you've never encountered. Not one to shy away from a challenge, you've found local or online classes that provide the training those companies crave. You haven't let your existing skills dull as you've job searched either. You've found gig work where you can, and researched the latest trends in your industry to ensure you don't fall by the wayside.

This article brought to you by [Express Movin' On Up Newsletter](#)

2017 W-2 Mailings

Associates on an Express assignment in 2017, your W-2 form will be printed and mailed by 1/31/18 from our Oklahoma City headquarters. Please confirm your mailing address is up to date as not to delay the arrival of the mail. Duplicate W-2's will be made available in February from our website link www.expresspros.com.

Direct Deposit & Money Network Card

Express Employment offers two options to receive your paycheck - Direct Deposit or a Money Network Card. Forms are available to sign up for Direct Deposit or visit our office to pick up a Money Network Card. Activation of Direct Deposit may take a few weeks depending on your bank being able to verify your bank account. The Money Network Card is issued funds the next pay period.

Online Paycheck Website

Express has made it more convenient for you to retrieve, review and print your paycheck stubs through our online service! Associates will need their social security number and Express employee ID number which can be found on your paycheck stub beginning 2470-. Go directly to the website and register by visiting <https://workforce.expresspros.com/> and save in Favorites.

Failure to Adhere to Attendance Policy

If you do not provide Express with at least a two (2) day advance notice before ending your assignment you will no longer be considered eligible for future placement by Express. You also agree to be paid minimum wage for any remaining unpaid hours from the work week. This adjustment will be made on your final payroll check from Express.

Holiday Eligibility

Express recognizes six paid holidays per year (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day). Associates qualify for holiday pay if; 1) they work 500 hours (excluding overtime) in 16 consecutive weeks ending one full week prior to the holiday week; 2) they are on assignment the week of the holiday; and 3) they've worked the scheduled workday before and after the holiday.

Calling In Late or Absent or Scheduling Time Off

You must call Express at (517) 546-5627 24/7 and your assigned company attendance line at least two (2) hours prior to the start of your day or shift if you are going to be late or will not be able to go to work due to illness or injury. Failure to call in prior to the two (2) hour period will be considered an unexcused absence. The following information needs to be provided when calling in: 1.) Your first and last name 2.) Company and/or department you are working in 3.) Reason for absence or tardy 4.) Normal arrival time. Also, Express is your employer and will approve any time off before approaching your company. Failure to do so could result in an unapproved absence. Our office has 24 hour voicemail so call immediately and/or send an email to this email address.

Job Assignment Ends

If a job assignment ends and Express did not contact you first to end the position but you were released by the client, call Express immediately. Failure to call within 48 hours of the end of the assignment (and every 7 days thereafter) is considered job abandonment. Unemployment benefits may be denied in some states. To ensure your active status when not on assignment, call in / email your availability weekly (every 7 days) as mandated by state law.

Stated in Express Employment Handbook

Cleary University Grant Program

Express-Howell/Brighton and Cleary University have joined to offer 20% discount to all eligible employees and employee dependents of Express Employment Professionals Inc. This grant will include all Cleary University undergraduate, graduate, certificate and review programs taken for academic credit at all campus locations. Cleary University offers degrees and programs in over twenty business related areas. These degrees and programs include Associate, BBA, BS and MBA degrees as well as Certificate and Professional Review programs. Contact Express for more information.

Essential StaffCare Benefits

Through our managing partner, Essential StaffCare, Express can offer medical, dental, vision, short term and term life benefits to our Associates. These plans are offered during the interview process for the Associate to take home and review. Once an Associate is placed on an assignment, it takes a pay period to activate coverage and may take another pay period or two for the deduction to take effect. Associates have 30 days after starting an assignment to make any changes, additions or deletions to their coverage by calling (866) 798-0803.

Express Howell/Brighton Website & Social Media

Check out the Express Howell/Brighton website at www.Expresspros.com/HowellMI on a daily basis to see the latest news, "Immediate Needs" job postings, newsletters, upcoming events and staff information. Use our website to indicate your availability and any changes in your contact information. Follow Express Howell/Brighton staff on Facebook, Twitter and Linked In by joining our groups and sharing the opportunity with friends & family.

Express Employment T-Shirts Available for Work or Home

Order your Express T-shirt that can be worn while on an assignment or at home when relaxing. Sizes available in Medium, Large & XLarge for \$4.00 each and 2XLarge for \$5.00 each. Payroll deductions available for Associates on an assignment. Some shirt sizes available in our Express office. Stop by to pick yours' up today!

Veteran Friendly Employer

Express Employment Howell-Brighton has been recognized as a Bronze Level Veteran Friendly employer. This means we've made a commitment to employ Veterans and their spouses with skills earned in the service that's transferrable to local companies. Please contact us with any questions how we can assist with documentation and transcripts you made need. Year to date, we have placed **26** veterans on an Express Assignment.

Express Howell/Brighton "Hot Job" Postings

If you or anyone you know has these skills, please contact Express:

- Outside Sales Rep - Brighton
- Shipping Clerk - Brighton
- Welders - Howell
- Machinists - Howell
- Injection Mold Operators – Brighton



