

2160 Grand River Annex
Suite 200
Brighton, MI 48114
P: (517) 546-5627
F: (517) 546-0799
www.ExpressHowell.com

April 2018

In This Issue

Welcome New Associates

Associate Birthdays

Associate of the Month

Associate Referral Bonus

Featured Article: "Make An Impression with Potential Employers"

Direct Deposit/Money Network Card

Online Paycheck Website

Attendance Policy

Cleary University Grant

Holiday Eligibility

Essential StaffCare

Website & Social Networks

Hot Jobs

Work Availability

Reminder to stay in touch with Express regarding your employment needs. Check your voicemail and email messages often and inform Express of any changes. Call or

Welcome New March Associates

Chanchal A., Lucas A., Teimiekai, A., Cristena A., Nathaniel B., Karl B., David B., Tracie B., Christopher B., Brandon B., Martin B., Gregory B., Chad B., Kacie B., Stevem B., John B., Bridget B., Kyle B., Linda B., Wesley C., Jason C., Kendall C., Timothy C., Ernest C., Daronique C., Tony D., Melody D., Russell D., Cheryl E., Bradley E., Kyle F., Patricia F., Trevor F., Courtney F., Denisha G., Colton G., David G., Denise G., Daniel G., Nadeen H., Courtney H., Taylor H., Edrice H., Bryce H., James H., Christopher H., Emily H., Amy H., Lisa H., Jonathan H., Ron H., Rueben H., Johnny H., Joslyn H., Doug H., Carrie H., Brian I., Amy J., Shiquita J., Randall J., Christa J., Anthony J., Daniel K., Nancy K., Gregory K., Travis K., Shawn L., Monica L., Jesse L., William L., Altin L., Jennifer L., Dana L., Dorothy L., Patricia L., Anthony M., Justin M., Sean M., David M., Tessa M., Shannon M., Stephanie M., Shamonica M., Raven N., Daishaneil N., Randy N., Cristy N., Jean N., Jessica N., George N., John O., Theresa O., Suzanne O., Daniel O., Sequoia P., Bradley P., Jessica P., Lauren P., Nicole P., Mercedes P., Destiny P., Mark P., Harold P., Nicole R., Martha R., Billie R., Amber R., Elliot R., Sarah R., Jericho R., Drake R., Kory S., Mitchell S., Cody S., Zachary S., Mikayla S., Tony S., Jami S., Lyla S., Ronald S., Zachary S., Jeremy S., Cotina S., David S., Qjuanika S., Wesley T., Devon T., Antiwan T., Blake T., Ken V., Daniel V., Angela V., Tamara W., Cedric W., Robert W., Christy W., Tanya W., LaRon W., Tammy W., William W.

April Associate Birthdays on Assignment

Jared B.- 4/1, Nicole P.- 4/2, Lodenia H.- 4/6, Brandi S.- 4/7, Brandon T.- 4/8, Nickolas S.- 4/9, Brandon B.- 4/15, Juan D.- 4/17, Courtney H.- 4/18, Mandy B.- 4/18, Colton R.- 4/22, Bradley E.- 4/27, Devin T.- 4/28, Taylor W.- 4/29

March 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 **Tuan E.** who after only working his first week was hitting his production numbers. He has been described as always smiling, picks up new jobs quickly and his manager said he's the best employee he's had in years! Thank you so much Tuan for being a model Express Associate!

March 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 **Chase S** for referring **Trevor F**

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

Welcome Lauren Suda to the Express Employment Howell/Brighton team as a new Jr. Recruiter!



Make An Impression with Potential Employers

Starting your career in today's hiring environment can be challenging, including making a positive, memorable impression with people who could be your employer. There are several ways you can be proactive to ensure a potential boss will have a great first and ongoing impression of who you are.

Social Media

Today, your first opportunity to present yourself after applying for a job is not in person; it's online. Most businesses you contact for potential employment will do a simple Internet search of your name to look at what you or someone else has posted about you online if they are interested in finding out more about you. According to online image company Reppler, 91 percent of recruiters screened prospective employees through social media, and 69 percent said they rejected a candidate based on what they saw on a candidate's social media profiles. Take the first step and do the same thing; search your name and see what sites pop up that include information about you, then [check each social media site](#) you have a profile on and make sure you don't have any embarrassing or unprofessional postings. You should also make sure your information is up dated and correlates to information you included on your résumé and cover letter.

The Interview

Most likely, the next time you will be in front of an employer is for an [interview](#). There are two important tips to remember when preparing for an interview to make sure you leave knowing it went well. First, remember that the business is obviously interested in you if they are willing to take the time to talk with you for a little while. So be confident in your abilities and what you have to offer. Next, do the proper research on the company you're interviewing with and be ready to offer a few practical solutions you believe helps improve the company. "Don't just recite your job description in a generic way that makes you interchangeable with any person in the same position before and, or after you," said career coach Wendy Doulton. "Know and show what you bring to the table. Own your interview!"

Give Thanks

Finally, follow up your interview with a personalized, handwritten thank you to the interviewer. With the instant access of email, handwritten letters are less and less common, so sending a simple and grateful thank you note will help you stand out from the crowd of candidates. Make sure to also follow up through an email or phone call in the days after the interview if you don't hear anything to find out where they are in the process.

If after being fully prepared and leaving an interview excited, you don't get the job, don't be discouraged. Consider asking the interviewer for some feedback on what you can do to improve your chances of getting a job. A rejection is not the end of your job search, it's just another learning opportunity for you to grow as you continue moving forward in pursuit of a great job. A positive reaction to being turned down for a job helps display great character and maturity to other employers, so make sure you react positively when you get the news and if you decide to post the news on your social media sites

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

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.

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.

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.

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. In 2017, we placed **26** veterans on an Express Assignment. Year to date, we've placed **12** veterans!

Express Howell/Brighton "Hot Job" Postings

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

- Assemblers - Webberville
- General Labor w/Fork truck - Brighton
- Warehouse / Delivery - Brighton
- Fence Installer - New Hudson
- Accounting Clerk - Brighton
- Press Operators - Brighton
- Receptionist - Holly

