



Temp News



Fresh Start to the New Year

Many of us have been anticipating a new year that brings some sort of feeling of normality and a time to make a fresh start.

The same kind of need for a new or restart can also be something we hope for in the workplace. No matter if you are new to the workforce or a seasoned veteran, the new year is a good time to think about making a fresh start or clicking on the refresh button.

A fresh start is often exciting but can also be nerve racking. The following tips may help when starting a job or wanting to *refresh*.

Know your roles and responsibilities. Make sure to communicate with your supervisor to know what his or her expectations are of you. Often, when starting a new job, things can get overwhelming; communicating with management helps you stay on track and meet expectations.

★ **Create good time management skills at work from the start.**

When starting a job, it doesn't take long for the volume of work and projects to begin to pile up. These tasks, combined with the personal tasks that need to address on a regular basis, can become overwhelming if you don't find a way to put good time management skills into practice while at work.

Some common time management techniques include setting priorities,

maintaining lists of items to be addressed daily, and scheduling blocks of time to address certain items.

★ **Ask for help when needed.**

Listen more than you talk, but ask questions for clarification.



Getting some insight from those who work in the same department can help get a feel for the day-to-day

operations. If a particular task has you stumped, don't hesitate to ask for input or assistance. After all, it's normal to have some questions when starting something new.

★ **Choose your work battles wisely.** With the numerous

people you interact with in the working world, you will likely encounter plenty of frustrations, concerns and conundrums.

To maintain your professionalism and productivity at work, it will be helpful for you to discern between challenges you need to deal with vs. the ones you can overlook and move on from.

★ **Celebrate Your Success.** When you are new to a job, it's important to celebrate success and feel good about what you've accomplished. Celebrating your accomplishments can help boost your confidence, which is important when you're in a new role. Whether you celebrate quietly over a cup of coffee or after work with family, give yourself credit when credit is due.

**PICK
YOUR
BATTLES**



Conversations
With Your Boss



*Celebrate
SUCCESS*

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Employee News

Kenny Hixon

2020 C&S Employee Recognition Award Winner



As reported in the November Temp News, C&S Business Services once again offered an *Employee Recognition Program* in which C&S employees were eligible to receive a \$1,000 bonus from C&S! The objective of the *Employee Recognition Program* is to identify and reward C&S employees on assignment with any of our client businesses.

To be thorough and fair with the *Employee Recognition Award*, C&S enlisted the assistance of client supervisors to nominate C&S employees who qualify for this recognition based on **attendance, job performance, need (financial &/or other hardship) and attitude.**

After reviewing the nominations from our clients, C&S staff used a rating scale based on the established criteria to determine the recipient of the award and bonus. And as a result, **the 2020 C&S Employee Recognition Award was awarded to Kenny Hixon** who received a check for \$1,000 from C&S!

Kenny was nominated by his supervisor at a local construction company and was presented a check for \$1,000 from C&S President Paula Benne and C&S Staffing Specialist Sonnett Cagle in a surprise presentation surrounded by his supervisors and management at the construction company.

This year, C&S also recognized an additional ten employees with honorable mention awards in the Employee Recognition Program. The employees receiving honorable mention recognition included: **Travis Adamson, Wanda Ferrell, Gianna Galluzzio, Noraleen Hord, Nathan Kempker, Shane Mahurin, Rebecca Overman, Ricky Salmond, Brenna Scott and Andrew Sutherland.** The honorable mention recipients each received a gift card and certificate of recognition from C&S their nomination.

"All of the nominations were very deserving and it was an inspirational reminder of the exceptional employees C&S is fortunate to have serving us and our valued clients", stated Paula Benne, C&S President.

The goal of the *C&S Employee Recognition Program* is to recognize, reward and spotlight employees as well as strengthen and encourage good work habits and productivity in all of our employees. **Congratulations to Kenny and to all of the nominees...keep up the great work!**

JANUARY



What's happening in January:

- January 1** – New Year's Day (C&S closed)
- January 18** – Martin Luther King Jr. Day (C&S open)
- January 20** – Inauguration Day (C&S open)



Permanent Placements

The following employees were recently offered and accepted permanent employment at their assignments. C&S would like to congratulate and thank each of these individuals for their hard work and dedication!

**Trenton Barbour
Kimberly Fisher
Deanna Holly
Elroy Newsome, Jr.
David Faulkner
Shane Mahurin**

Reminder Corner...

