

Engage!

A Newsletter Exclusively for **Ambassadors**
by Roth Staffing Companies, L.P.



remarkable
experiences.



Photo submitted by:
Our Branch Manager, Ultimate Staffing

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April 2009



Time For Spring Cleaning

Clear out old work habits and make a fresh start!

When it comes to your staffing assignment, are you feeling neat, organized and ready to spring into action? Or are your desk and mind so cluttered that you can't seem to see the sunlight? Spring is in the air, and now is the perfect time to start fresh with some healthy work habits for success at your current or new assignment.

- **Keep a calendar or task list**
To avoid scheduling chaos, keep all your appointments and deadlines in one place, such as an online calendar. Refer to it frequently and take advantage of automated features like reminders. This will help you stay on track and avoid distractions.
- **Clear your desk**
Experts advise, if you can complete a task in two minutes or less, do it right at that moment. This will clear the item off your desk and help you avoid a stack of "to-do's" at the end of the week.

- **Allow extra time**
Did you know most people underestimate how long it will take to do something or get something done? By allowing extra time to complete a task or get to an appointment, you'll save yourself the stress of being late. And if you do encounter an obstacle, you have extra time to make sure the task gets done on time.
- **Think of the big picture**
Once your desk and your mind are organized, think about your purpose while you're on assignment. What are you there to do? How can you make your supervisor's life better? How can you apply your unique qualities to create a remarkable experience for someone at work? Asking yourself these questions and engaging your supervisor in conversation to better understand his or her needs will bring the big picture into focus and help you prioritize.

We all know it's easy to get bogged down by old work habits. But when you take the time this spring to get organized and focused, you can take on any assignment with confidence and a clear mind.



Take Advantage of Great Discounts!

Among the many benefits you receive as an Ambassador is exclusive access to Working Advantage – a **free** program designed to save you money on movies, theme parks, shopping and much more! In addition to purchasing merchandise at a discount, you can sign up for email alerts and local specials throughout the U.S.

Signing up is easy:

1. Ask your Service Manager for the Roth Staffing code
2. Log on to:
www.workingadvantage.com
and click "log in"
3. Enter the code along with your personal information

It's a free service that you can also share with friends and family. Did we mention it's *free*? Sign up today!

Trivia Winner

Congratulations to Christopher Montgomery, Ambassador with our On-Premise branch at MGM for being selected as the March Trivia Contest winner for knowing our Company's 1st Value. He will receive a \$50 Gas Card. Download March's *Engage!* from the Career Center:
www.ultimatestaffing.com
www.ledgent.com
www.adamsmartingroup.com

Engaging Hearts and Minds™

We'd love for you to share your engaging photos with us! Please visit www.ultimatestaffing.com, www.ledgent.com, or www.adamsmartingroup.com to learn how.



Ambassador of the Month

THERESSA DAVIS, Ultimate Staffing
Boston, MA

An assignment on the weekend after working a full 40-hour week? An assignment that lasts well into the evening hours? That's no problem for our Ambassador of the Month, Theresa Davis. In her eyes, every opportunity is a gift, and she is eager to create remarkable experiences for our customers – no matter what time of day!

"I enjoy what I do and I'm grateful when Ultimate Staffing calls on me to help," she says. Since signing on as an Ambassador last August, Theresa has been on several assignments, ranging from administrative to customer service roles. Service Manager Matthew D'Agati notes, "Theresa is the most dependable Ambassador we have, whether she's on a weekend assignment or one that has lasted through the wee hours of the morning. She never says no to an opportunity and never complains!"

Theresa was immediately impressed with Ultimate Staffing. She met Matthew and the Boston team at a job fair last fall and was pleasantly surprised when he followed up with her to help her pursue temporary employment. "I have worked with other agencies that make a lot of promises and then don't follow through, but Ultimate has

supported me from the start and has found assignments that fit my skills and interests," she says.

With her background in administrative work, Theresa considers herself a "people person" who enjoys a challenge and helping others.

That friendly, helpful approach shines through when she's on assignment, earning her many compliments. "Customers consistently comment on her positive attitude and strong work ethic," says Matthew. "It's great to send her on an assignment knowing she will really impress them."

Theresa credits her family for her strong values and commitment to excellence. "I always want to do my best, no matter what the job," she says. "I also try to keep an open mind on every new assignment. Temporary work is unique in that it's a great opportunity to check out a lot of different types of work and companies. You can get a feel for what you enjoy, and follow that path."

Congratulations to Theresa Davis – our Ambassador of the Month for April!

"Customers consistently comment on Theresa's positive attitude and strong work ethic."

Trivia Contest

We are very proud of our Company's Purpose! Find our Purpose and submit it as your answer for this month's Trivia Teaser contest!

For an opportunity to win a \$50 gas card, please submit your answer including your name and branch location in an email with the subject line "April Trivia Contest" to: contest@rothstaffing.com by April 17, 2009. One winner* with the correct answer will be selected in a random drawing held at our corporate office.

*You must be a currently registered Ambassador with Roth Staffing Companies, L.P. to win.

April 22 is Administrative Professionals Day!

- ▶ Formerly known as "Secretary's Day," Administrative Professionals Day is an unofficial holiday observed every Wednesday of the last full week of April to recognize the work of secretaries, administrative assistants, receptionists, and other administrative support professionals.
- ▶ "National Secretaries Week" was created in 1952 by an advertising agency and the National Secretaries Association, now known as the International Association of Administrative Professionals (IAAP). The goal was to encourage more people to consider careers in the secretarial/administrative support field.
- ▶ The first official celebration was proclaimed by U.S. Secretary of Commerce Charles Sawyer as "National Secretaries Week," which was held June 1-7 in 1952.
- ▶ In 1955, the observance date of National Secretaries Week was moved to the last full week of April. The name was changed to Professional Secretaries Week in 1981, and became Administrative Professionals Week in 2000 to encompass the expanding responsibilities and wide-ranging job titles of administrative support staff.
- ▶ We salute all of the very talented and hard-working Administrative Professionals who are representing Roth Staffing Companies as Ambassadors!

Source: www.wikipedia.org