



Sutter County One Stop

Employer Connection

April 1, 2008

Volume 6

2nd Annual Administrative Assistant's Day



Join us for a powerful and fun presentation at our 2nd Annual Administrative Assistant's Day.

Carol S. Scofield of Scofield and Associates, will be presenting practical ideas, strategies and solutions that can be implemented in both your professional and personal life. Identify your strengths and then build on them!

Don't wait! Space is limited, reserve your spot now!
(530) 822-5120 ext. 3015

Find Your Next Employee at the Sutter County One Stop

Having trouble finding the right employee?
Take advantage of the Sutter County One Stop's Services



- Placement Services
- Skills Testing
- Interview Facilities
- Focused Recruitment
- Customized Training

Call (530) 822-5120 for more information

Hard Work is Satisfying

"Look at a day when you are supremely satisfied at the end. It's not a day when you lounge around doing nothing; it's when you've had everything to do and you've done it."

-Margaret Thatcher, Politician



Expert Advice

Q: What is reasonable accommodation?

A: A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant/employee with a disability to participate in the application process or to perform essential job functions. It also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities. Although the ADA (Americans with Disabilities Act) rules do not apply to small employers, information and technical assistance are still available to them. There are several programs available to people with disabilities that can help provide specialized assistive equipment and services at no cost or low cost to the employer:

California Department of Rehabilitation
(Voice) 916.263.8687
(TTY) 916.263.8944
<http://www.rehab.cahwnet.gov/>

Americans with Disabilities Act (ADA)
General information, accommodations, or accessibility
(Voice) 800.514.0301
(TTD) 800.514.0383
<http://www.ada.gov>



Hot Topic

Time wasters are stealing your productivity.

One way to effectively manage your time is to identify things that waste your time. Once you have identified your obstacles, create a plan eliminate or reduce them. Manage your time by planning, delegating and organizing. Eliminating time wasters and setting daily goals will allow you the extra time you need to spend on the activities most important to you.

See the list below and identify the things that are wasting your time.

- Lack of planning
- Stress and fatigue
- Meetings
- Inability to say "No"
- Interruptions (telephone)
- Interruptions (personal visitors)
- Dealing with staff or team members
- Desk management and personal disorganization
- Tasks you should have delegated
- Unclear objectives and priorities
- Procrastination and indecision
- Unclear communication



How to Get the Employee You Want... and Need

Tired of the types of applicants you get from the want ads or walk-ins?

Use these tips to help you get the employee that is right for your organization:

- Try to anticipate and prepare for staffing needs
- As a long term solution, think about how to improve your employee retention.
- Think about the type of candidates you are seeking. Where would they hear about you?
- Don't just run ads in the classified section. Try other avenues such as advertising in alternate sections of the newspaper, websites, radio and/or television
- Place testimonials in advertisements from satisfied for the hard to recruit positions.
- Utilize government funded employment and training programs to assist you in the recruitment process. (i.e. Sutter County One Stop)
- Depending upon what your needs are, consider targeting the following groups: Workers with disabilities, disadvantaged youth, stay at home mothers re-entering the workforce, individuals exiting the military or prison release programs



Featured Employer



Yuba City's Grocery Outlet has moved to their new location at 1721 Colusa Avenue in Yuba City. This is not your ordinary grocery store. It isn't just because of the huge selection of fresh Rexall vitamins, dairy, dried goods, produce and fresh meat department; it is because of the friendly and attentive customer service you receive from every employee. It is the same feeling you get when walk into your small neighborhood market on the corner. Dane and Jami Dorsey purchased the business three years ago and are very proud of how they have built up such a wonderful business.

The Sutter County One Stop has had the pleasure of referring potential employees to the Grocery Outlet. We look forward to assisting them with their staffing needs in the future.



www.sutteronestop.com

Equal Opportunity Employer/Services

Auxiliary aides & services are available upon request to individuals with disabilities.