



*In this issue I Want You!
Rules for Driving
HELP! I Need Somebody!!!*

*“Recruiting professionals and staffing
temporaries to fill your needs”*

573-446-4250

RECRUITING THE BEST HIRE

Every business owner or manager wants the best and the brightest to join their team. It all begins with **RECRUITING** the bricks for a business – people that have proven themselves in a particular field. These people are motivated and committed to the bottom line and want to see your company shine. How do you find these top-notch performers?

- 1. RECRUIT on your own and HIRE AN OUTSIDE STAFFING FIRM** – Search through your trade publications, local newspapers and chamber of commerce guides to identify the best people in town. Ask your current staff members to recommend people for positions. Hire an outside staffing firm to locate the best and the brightest in whatever positions you are recruiting (saves you many hours and often provide a guarantee). Don't try to interview everyone but keep him or her close for future hiring needs.
- 2. JOB DESCRIPTIONS** must be written. Ask current staff to write them, including attitude and skills needed. After this is complete you may start looking for the person to fit the position.
- 3. INTERVIEW** – Write out specific interview questions and ask each candidate the same questions. This will help you measure each candidate's skills and abilities.
- 4. SELL** the company during the interview. Devote no more than 30% of the time talking up the company. If you find yourself trying to convince the candidate this is the best place for him/her to work...QUIT, you have said too much.

5. ROLE PLAY. Define a work situation in which the candidate can show you how they would handle it. This works great in all business and technical areas of business.

6. NO MATCH? Look at yourself before anything else. Are you not finding a match because you are too picky? Are you seeking only the perfect match instead

of a candidate that would be easily groomed to fit your vacant position?

You may have to define and redefine the position description, rearrange tasks and/or be flexible on work hours and benefits to get the right person for the job at hand. Of course, using a RECRUITER like Anne, Dawn or Kim at JobFinders or JF and Associates will save you time and a lot of headaches. Reach them at 573-446-4250.

HELP WANTED

JobFinders offers professional recruiting, contract and temporary staffing services to its clients. The service is located at the home office in Columbia MO but services clients throughout the Midwest and Southeast United States at this time.

Currently some of the positions we are recruiting for include:

- Design engineers for a Global firm working in Power Distribution
- Accounting Manager in a variety of manufacturing, marketing and service companies
- Launch engineers for a major auto supplier
- IT Manager and Director in a Fortune 100 company
- COBOL and Fortran and JAVA programmers

If you are interested in applying or know someone we should talk to to fill these positions, let us know. If we place them, you will receive \$300.

If your firm has a need for contract or temporary workers or perhaps you want to try a candidate before putting them on payroll/paying benefits call Anne, Dawn or Kim at 573-446-4250 for more information or email annew@jobfindersusa.com

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JOB FINDERS
EMPLOYMENT SERVICES

JULY 2008

MILEAGE DO'S AND DON'TS

According to the American Payroll Association's Payroll Tax Forum personal use of a company car may or may not be taxable.

Gas prices spiking to almost \$4 per gallon is not the only reason driving a motor vehicle has gotten expensive. Employees who drive company owned vehicles might have some taxable income to deal with, too.

Test your knowledge of when the personal use of the company vehicle is taxable.

Answer True or False to the following:

1. Any use of a company-provided vehicle that's not substantiated as business use is personal use, the value of which you must include in income.
2. You may treat all employee use of a company-provided car as personal by including the value of all use in income.
3. Even if the employee uses a company car mainly for business, he or she should still keep a log of infrequent and brief side trips for personal reasons so you may include their value in income.
4. Whether you choose the vehicle cents-per-mile, annual lease valuation or the commuting valuation method, it must be used for all years the car is provided to any employee.

ANSWERS:

1. True. No getting around this fact. If the company vehicle is used personally it is to be included as income.
2. True. However, you would risk overpaying FICA and FUTA taxes if some of the vehicle use was non-taxable and the employee's income does not exceed the Social Security or FUTA wage bases.
3. False. These trips are de minimis (small enough to be ignored) fringe benefits whose value may be excluded from income.
4. False. You may switch to the commuting valuation method in any year it applies. You must stick with the other methods, though.

Again, the bottom line is "KEEP RECORDS" or better yet, have your employee keep records on the company owned vehicle. For a little control over the situation, records should be turned in monthly or at least quarterly.

TIME FOR A PLAN

As business owners or managers, the strategic planning of our company is often the last thing we get around to. However, we all know it is one of the most important things we can do for the company. Without a roadmap of where you are going your chances of getting lost are overwhelming.

There are two things that help in conjunction with strategic planning. The first is to set a monthly appointment with yourself. Without scheduling time to plan, odds are . . . you won't plan! Business people should select a time, day and place to meet in which they will be least distracted by people in the office and "putting out fires". They should get ready for this meeting as they would any other: make a list of questions, know what problems need to be resolved and ideas to work through. Thinking strategically about your businesses must be done consistently to gain the long-term growth and profitability we all seek.

Secondly, involving key members of your staff can help you strategize and plan your business success. You could schedule a weekly meeting for everyone and then one with key staff members. The first meeting is to give out pertinent information for the week's work and encourage questions about business practices or processes, ideas for improvement. The second meeting could be dedicated to discussing how things can be done better. Encourage input and "hold your breath" when you don't agree. Discuss differences until everyone agrees on an idea, process or procedure. Using a process improvement agenda works well for this. Topics like "client and interoffice communication" or "computers and software" will help draw out issues that need to be discussed without your staff suggesting you have "your own agenda".

When you start this strategic planning for your company you will tend to wander off pertinent subjects. Do yourself a favor, have an agenda and stick to it. You will start working **on your business** and not just **in your business**.