

April 2011



# The Landrum News

## Congratulations to our Temps of the Month



**Emmanuela  
Jones**

and

**William  
Kondas**



## Tips for Being a Great Employee We want to help you be the BEST employee you can be

**Self-Motivated:** A good employee never hesitates to take responsibility or a more responsible position. He or she is also ready to work beyond the call of duty in order to meet goals or to solve problems, even if the job in discussion is not one of the duties usually assigned.

<http://www.job-interview-site.com/the-qualities-of-a-good-employee.html>

## Administrative Professionals Week



Administrative Professionals Week is a special time for us to honor our secretaries, office, administrative and clerical support employees. Your talents and superior performance contribute measurably to the success of Landrum Staffing Services, and enables us to achieve our goal of being the best!

In your honor, during our celebration of Administrative Professionals Week, April 25th—29th, Landrum will be making a donation to a women's clothing charity in our community. Suit Your Self is a free community resource providing quality interview clothing, accessories and professional image tips.

This program offers encouragement and support to individuals seeking to enter the workforce, and attain economic independence and security for themselves and their families. Trained volunteers offer candidates encouragement and training on how to apply and interview for jobs, resume writing, office etiquette, and how to dress appropriately for the workplace.



**We thank you again and are especially grateful to all of you!**

### Dates to Remember:

**April 22 – Good Friday**

**April 24 - Easter**

### Etime Reminder

In order to receive your payroll check as scheduled, your electronic hours must be submitted by 12:00pm (midnight) on Saturday night.

*Opportunities are like sunrises—if you wait too long, you miss them. - William Arthur Ward*

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