

FirstSource

STAFFING

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Welcome to the March issue of *The Source*.

Please don't hesitate to send us your questions and comments at temps@fssny.com. Or take a look at our web site for further information: www.firstsourcestaffing.com.

The Source

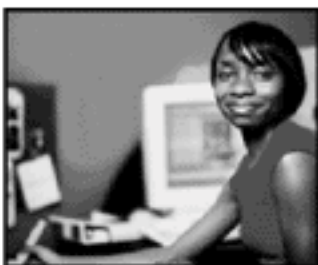
Tax Season: FirstSource Staffing to the Rescue

Can FirstSource Staffing do your taxes? No, of course not. But we provide staff for companies that do. Every year in late January, as millions of New Yorkers receive their W-2's, a vast network of individual accountants, businesses, and non-profits gear up to handle the seasonal onslaught. You may notice storefront offices representing major national tax-preparation chains popping up all over the city, but this is only the tip of the iceberg.

Throughout New York City, tax preparation services turn to FirstSource Staffing to meet their temporary staffing needs during this busy season. Our clients need receptionists and tax-preparers, administrative assistants and managers, security guards and CPAs, and FirstSource is able to meet all of their needs.

One returning FirstSource customer is Ferdinand and Associates, LLC, a Brooklyn based accounting firm located just a few blocks from FirstSource's office. Ferdinand and Associates is a year-round business, providing bookkeeping, auditing, payroll service, insurance, and other financial services.

Top Temps



Sal F: Office Manager
(\$28.75/hr)

More than 5 years of senior admin experience. Has experience with budgeting, managing supplies and vendors, overseeing IT and facilities, and human resources.

Arnold F: Payroll Administrator
(\$41.95/hr)

More than 10 years experience managing payroll for more than 2000 employees. Experience with ADP, Ceridian Source, Crystal Reports, and Reportsmith.

Jerome W: Administrative Assistant
(\$22.75/hr)

Has 10 years of general administrative experience and great skills in word and excel.

Juan A: Administrative Assistant
(\$19.75/hr)

Spanish/English bilingual candidate with a BA, proficient in Word and Excel.

TIPS FOR THE INTERVIEWER

Be candid about the challenges of the position that you are recruiting for and any reasons why you think the employee might not like the position. Employees who feel like they have been lured into a position with false promises become dissatisfied very quickly, whereas employees who have willingly taken on a challenge often rise to the occasion.



They also provide personal and business income tax preparation service and tax season is always their busiest time of year. More information about Ferdinand and Associates can be found on their website: www.ferdinand.com.

"Having extra administrative help this time of year really expands the capacity of our business," says Stephanie Ferdinand, E.A., who established Ferdinand and Associates in 1991. "And we especially need someone who speaks Spanish," adds Nicole Thomas, a partner in the firm. Stephanie and Nicole both live in Crown Heights, love Brooklyn, and like to support Brooklyn businesses. They discovered FirstSource Staffing three years ago when walking by its office. "We were glad to find a staffing company in the neighborhood and we have been thrilled by the quality employees and the great service."

This is the third consecutive year that Ferdinand and Associates has turned to FirstSource Staffing for temporary help during tax season. "They definitely have a personal touch," says Ms. Ferdinand, "and they are getting to know us better every year. We have a particular organizational culture that we want our temporary employee to fit in, and the first person they sent for us to interview this year is exactly the right fit."

"Everyone is picky when it comes to their staff, and nobody has the time to do intensive screening as they are getting ready for their busiest season," comments Ben Thomases, President of FirstSource Staffing. "Faced with this dilemma, many companies pass up growth opportunities. Hiring people through FirstSource is another way out. We love understanding companies and finding them employees who are just the right fit, because it is like fitting the pieces together in the world's most intricate jigsaw puzzle. Fitting these pieces together brings the added satisfaction of knowing that we found someone a good job and helped a business grow."