

FirstSource

STAFFING

Welcome to the April 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.

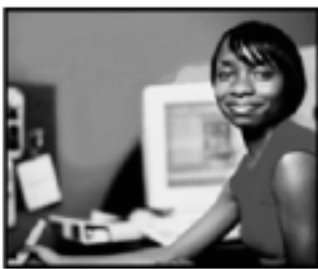
Jobs and Tax Refunds: a Perfect Match

For the fifth consecutive year FoodChange (a non-profit organization) is providing free, quality income tax preparation services to qualifying New Yorkers. For the third consecutive year, FirstSource Staffing is providing quality employees for this major seasonal initiative. This year, FoodChange is operating 11 tax preparation sites in 5 boroughs and 15 FirstSource employees are working on the initiative.

The mission of FoodChange is to improve lives through nutrition, education, and financial empowerment. The purpose of the tax preparation services is to enable, low income, working New Yorkers to claim the Earned Income Tax Credit. (EITC.) FoodChange operates the largest free tax preparation program in the country; last year this program prepared nearly 37,000 returns and secured \$75 Million in tax refunds.

"It is a real honor to participate in such an amazing anti-poverty initiative," says FirstSource President, Ben Thomases. "And we see first hand the incredible amount of work that goes into creating this massive tax preparation infrastructure from scratch every year." This year, there are more than 150 employees working on the EITC project who are not year-round employees of FoodChange and most of these employees are working at locations that are only open for tax season.

Top Temps



Reyna S.: **Executive Assistant**
(\$29.75/hr)

More than 10 years of administrative and customer service experience, including work with high-level executives. Proficient in Word and Excel, excellent communication skills.

Derek D.: **Maintenance/Custodial Worker**
(\$19.95/hr)

More than 5 years experience including general maintenance, carpentry, light electrical work, HVAC, and general cleaning work.

Olena D.: **Bookkeeper**
(\$22.75/hr)

Has 3 years of bookkeeping experience: handling Accounts Payable, Accounts Receivable, Payroll, and the General Ledger. Strong computer skills, including proficiency in Excel, QuickBooks, and Peachtree.

Purcell G.: **Administrative Assistant**
(\$17.75)

BA and 2 years of administrative experience, quick learner, good communication skills and proficient in Word.

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TIPS FOR THE INTERVIEWER

Create a casual and relaxed atmosphere in your interviews and try to develop a rapport with the person you are interviewing. You will find out more about what it would be like to actually work with the person, and they may reveal pertinent information about themselves that they would keep hidden in a more formal conversation.



"This is a perfect opportunity for FirstSource, because we have the infrastructure in place to provide a high volume of people on short notice," says Thomases. "It is also a great opportunity for the employees to demonstrate their value. Over the years, we have placed many people who have completed these seasonal jobs into full time work after tax season."

FirstSource has filled a wide array of positions for FoodChange, including Administrative Assistants, Tax Preparers, Site Managers, and a Regional Manager. "FirstSource Staffing has been a great source of employees, particularly hard-to-find bilingual employees," says Lee Davenport, FoodChange's Assistant Director, Income Policy.

"We work hard to be cost effective," adds Steven Lee, FoodChange's Director, Income Policy. "Working with FirstSource Staffing has given us the flexibility to have staff when and where they are needed."

FoodChange was first referred to FirstSource Staffing by the Fifth Avenue Committee, one of the non-profit organizations which owns FirstSource. "We were definitely attracted to FirstSource Staffing because we know the Fifth Avenue Committee, the high quality of their work, and the deep compatibility of their mission with our mission," says Lee. "It is great to know that when we work with FirstSource Staffing we are purchasing a much needed service and supporting the work of the Fifth Avenue Committee at the same time."

"It is helpful that they know the Fifth Avenue Committee and value their work," says Thomases. "But in the end that is only enough to get us in the door. In order to keep customers coming back year after year we need to provide great people and great service."