



The Right Decision

“Since 1996 delivering quality HR”

What's Inside:

Background Checks	1
Attracting & Retaining Employees.	2
Eleven Good Interview Questions	3
Health Insurance.	4

Background Checks: Protect from negligent lawsuits

In today's work environment, employers are very concerned about employee theft, workplace violence, drug abuse, negligent hiring, employee turnover, and low productivity.

Hiring an applicant who turns out to have been lying can be a very costly mistake that could have been avoided. Typically, a negligent hiring lawsuit comes about when an employee's background was checked inadequately or not at all.

Do you really know who you are hiring? What kind of people are serving your customers and working for your company? These are some questions that may be lingering on your mind. These questions and many more can be answered by performing background checks on your employees.

30% of all business failures are caused by employee theft and employee dishonesty costs businesses 1-2% of gross sales. U.S Chamber of Commerce

The bottom line is that individuals with problem backgrounds work in every industry in this country. As employers you need to make sure to safeguard

30% of all business failures are caused by employee theft and More than 16,000 threats are made at worksites everyday and 13 people die through workplace violence each week.

HR News, Jan 2002

your company and provide a comfortable, safe work environment for everyone. Performing background checks and learning about the individuals you hire, can make this all possible.

DecisionPEO can take the burden off you and perform the background checks for you.

Contact the Human Resources Department at DecisionPEO to get your employee background checks setup. Call (727) 572-7331 ext. 248.



Message from DecisionPEO: How to overcome roadblocks in business

If you ask business owners what the biggest roadblock to the growth of their business is, they will tell you time and again that it's the paperwork.

Each minute a business owner spends on administrative tasks is time away from doing what they do best--making the businesses grows and prospers. Most business owners are well aware of the value of their time when it comes to billing a client, but they seem to lose touch with their value when it comes to administrative tasks.

Reports to the State, reports to the IRS, reports to worker's compensation are sometimes confusing and cumbersome and the government is constantly adding new requirements.

Each year business owners are spending more and more time processing payrolls and taking care of compliance issues. Corresponding with government agencies, managing the medical benefits, filing worker's compensation claims, overseeing unemployment insurance and monitoring safety programs takes time, and often leaves an owner wondering which details have been forgotten.

Each minute a business owner spends on administrative tasks is time away from doing what they do best--making the businesses grows and prospers. Most business owners are well aware of the value of their time when it comes to billing a client, but they seem to lose touch with their value when it comes to administrative tasks.



For the amount it costs the business owner to do the necessary administrative tasks, why not outsource someone to take care of the paperwork?

Why not outsource an expert in payroll and compliance issues?

Why not reduce your overhead and help your business grow?

Why not have DecisionPEO become your administrative department?

The business owner still controls the hiring and firing and all on-site supervision, while Decision PEO handles the payroll, worker's compensation administration, quarterly payroll taxes and W-2's, and the employees' benefits program.

Decision PEO provides the one thing that all business owners agree they need the most, more time.

Attracting & Retaining Employees:

Some hints in what entices employees

In today's tight employee market, where employers wage a fierce battle to attract and retain top employees, we'd like to offer some hints about what entices people to join a company, and what keeps them there.

401(k), pensions and savings programs: The PEO may help place you in an advantageous position in comparison with your "employee competitors," because we make it possible for you to offer your employees savings and retirement plans they might otherwise be without.

In a recent survey conducted by William M. Mercer, Inc. 76% of respondents picked the company retirement or savings plan as a reason they were most attracted to a specific employer. If you want to attract great employees, and hang onto them once you hire them, a program which allows your employees to save for their future is indispensable.

Medical coverage: This is another "no-brainer." Businesspeople know how valuable a good medical insurance program is to their employees. It represents peace of mind that many of us are not willing to be without.

"Organizational Purpose": This was a standout in the survey. The statisticians were surprised to learn that 64% of their respondents valued a "clear sense of organizational purpose" so much that it would influence their choice of employer. Clearly, employees like knowing that what they are doing has value and makes a difference in the world. They like knowing where they're headed. They like knowing where the company is headed. It is an intangible benefit, but one that some employers can't offer.

Chances are that you already have a clear set of goals in mind. Are those communicated to your employees? We can help you develop a mission statement or a list of business goals that will help you portray a sense of purpose to your employees. You might be surprised how much it will boost morale.

An appealing work environment: Here's another intangible, but it plays an important role in encouraging people to "come on board." You expect your prospective hires to

make a good first impression. Do they get the same good impression of the atmosphere at your place of business? Are your other employees pleasant people in general? Is there an atmosphere of camaraderie and cheerfulness? Is your workspace generally clean, or if cleanliness is impossible, is it at least generally well organized?



Possible improvements you might consider might be anything from installing new lighting to a periodic "white glove" award to the individuals who make organizational or aesthetic improvements to their own office space. You are limited only by your own creativity. Maybe the company secretary would appreciate new wallpaper or a comfortable "top-of-the-line" office chair more than a plaque commending her for her service.

If these benefits appeal to you, there's a good chance we can assist you in adding many of them to your current package of "perks." In today's employee retention economy, you can use every advantage.

How About A Referral?

Like yours, our best source of business is referrals from satisfied clients. If you are satisfied with our services, please recommend us to others. Please have referrals call Billy Mills or Pete VanSon at 1-888-828-5511 and ask them to identify themselves as a referral from you.



DECISIONPEO
THE RIGHT DECISION

25 Second Street No., Suite 200
St. Petersburg, FL 33701
(727) 572-7331

Decision PEO

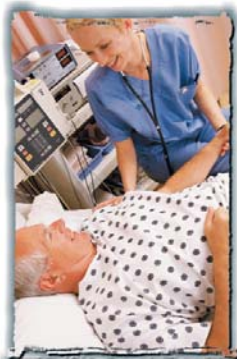
Visit our website! www.decisionpeo.com

Health Insurance: Affordable Insurance and Benefits

In response to an article we published in our last newsletter that cited a survey which ranked health insurance as the most valuable benefit for workplace employees, DecisionPEO has affiliated itself with the Farm Bureau Insurance Company.

Farm Bureau offers an individual PPO health plan. The plan can provide health insurance coverage for the employee and their family, but each covered

person must first be medically approved. For those that qualify, the rates are up to 21/2 times less expensive than anything else available today. Family coverage is based on the age of the younger spouse.



Most importantly, this plan offers the largest

network of doctors and hospitals in Florida. Furthermore, it pays 90% of your medical claims after you have met your annual deductible (four amounts to choose from), and no deductible is required for outpatient surgery, well-child care, mammograms, emergency room and accident care. There are many other exciting features, including prescription drug coverage at 70%. Business owners also should know that because it is 24-hour

coverage, they are fully covered for on the job illness and accidents.

For more information about this affordable and exciting insurance plan for you and your employees, contact Marc Auster at toll-free (866) 401-2400, our Farm Bureau Insurance Representative.

\$25,000 Anti-Fraud Reward Program

Rewards of up to \$25,000 may be paid to persons providing information to the Dept of Financial Services leading to the arrest and conviction of persons committing insurance fraud, including employers who illegally fail to obtain workers' compensation coverage.

Persons may report suspected fraud to the Department at 800-378-0445 or to DecisionPEO's Fraud Hotline at 888-828-5511 ext. 228.

A person is not subject to civil liability for furnishing such information, if such person acts without malice, fraud or bad faith.



DECISIONPEO
THE RIGHT DECISION

25 Second Street North
Suite 200
St. Petersburg, FL 33701

727-572-7331
727-572-6827 Fax
www.decisionpeo.com