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Current Openings

We do our best to make this list current, but can't guarantee that these positions are still available. For the most up-to-date postings, please [click here](#).

Litigation Paralegal Job Type: Direct Hire

Posted: March 11, 2008
This position is responsible for supporting the firm's attorneys by utilizing past legal assistant experiences. Duties will include: preparing cases for hearing and/trial; preparing correspondence; maintaining the calendar; and organizing and analyzing files.
[Job Code: 2140460 - 165](#)
Location: Oklahoma City, OK

Administrative Assistant

HOPPING INTO SPRING



Hello Susan

Peter Cottontail may be hopping down the bunny trail, but here **TRC Staffing Services/Susan Frew & Company**, we're hopping into Spring with some great opportunities for all of our candidates!

Whether you're looking for something permanent, a temporary position or just getting your feet wet in the job market, we can help match you to the ideal environment.

And, if you know someone who's looking for a change, tell them to give us a call. Chances are we have the perfect

opportunity for them too.

Happy spring!

Susan, Alison, Emily & Libby

Building a Career: Communication Skills

"I know you think you know what I just said, but how do you really know that I know what I just said?"

What?

Clear communication is a must in any environment, even more so in today's competitive job market. Being able to rise above the crowd in both written and verbal communication is essential to not only your advancement, but to the company's image as well. Here are a few tips that you can use to fine tune your communication skills.



1. Organize your writing. Be concise, clear and avoid redundancy. Be sure to write for your audience, whether it's your boss, clients, or customers.
2. E-mail etiquette counts. Be concise and professional. Watch your spelling and grammar and be sure any attachments are absolutely necessary and appropriate. Manner and tone can come across differently in e-mail as well, so be sure to say "please" and "thank you." And above all, please don't shout at the recipient by using ALL CAPITAL LETTERS.
3. Listening skills. Good listening skills make you a more productive worker. Why? Because you're more likely to get the right message the first time. If you find yourself doodling during meetings or talking more often than not, make the extra effort to pay attention and really listen. You may be surprised at what you hear.
4. Clean up the word wax. What is word wax? Any phrase, or group of words, which is not an integral part of the thought you're trying to express. Again, conciseness counts.

For more information, please visit www.about.com.

Wackiest Interview Mistakes

CareerBuilder.com recently released its annual survey of the most outrageous interview mistakes candidates have made, according to over 3,000 hiring managers and HR professionals nationwide. It's safe to say that you should not do any of the following during any interview.

This year's Top Ten list includes the following blunders and

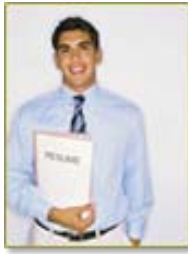
Job Type: Temp to Hire

Posted: Feb. 21, 2008

This position supports the CEO of an oil and gas equipment company. Responsible for preparing quotes, setting up deliveries, following up on credit applications, filing and other secretarial duties.

[Job Code: 2139535 - 165](#)

Location: Edmond, OK



missteps:

- Candidate answered cell phone and asked the interviewer to leave her own office because it was a "private" conversation.
 - Candidate asked the interviewer for a ride home after the interview.
 - Candidate smelled his armpits on the way to the interview room.
 - Candidate said she could not provide a writing sample because all of her writing had been for the CIA and it was "classified."
 - Candidate told the interviewer he was fired for beating up his last boss.
- Candidate flushed the toilet while talking to interviewer during phone interview.

Patient Account Representative

Job Type: Temp to Hire

Posted: Jan. 9, 2008

To utilize collections experience for large medical facility. Call insurance companies, handle collections for four doctors and handle collection process from beginning to end. Candidate must be able to work in extremely fast paced environment and possess excellent time management skills. Medical experience a plus.

[Job Code: 2137623 - 165](#)

Location: Oklahoma City, OK

[For the complete list, click here.](#)

What We Do

The staffing industry matches millions of people to millions of jobs every year. **TRC Staffing Services, Inc. / Susan Frew & Company** has been doing it successfully in Oklahoma City since 1985. What sets us apart from other services is how we treat you - the employee. We want to make sure we fulfill your job objectives, not someone else's. Whether you are looking for short-term employment, a full-time career or something in between - we can help you find the perfect match.

There are a couple of different ways TRC can help fulfill your career goals:

- **Short-term employment.** We match your unique skills to local employers who need help on a temporary basis. Short-term employees typically assist employers who seek to alleviate staffing shortages created by growth, vacations, leaves, seasonal expansions, etc.
- **Temp to hire.** Candidates are assigned to a client who has the option of offering them a full-time, permanent position with their organization.
- **Full-time employment.** Looking for a career, not just a job? We serve as the mediator between local companies looking to hire a full-time person, and suitable candidates for the position.

Yes, We Offer Benefits!

We're committed to providing our employees the best benefits available, including:

- 401(k) Retirement Plan
- Dental
- Direct Deposit
- Holiday Pay
- Life Insurance
- Medical Insurance
- Vacation Pay
- Vision

Give us a call at 405.842.6300 or [e-mail us](#) to find out how we can help you with your objectives.

For more information, give us a call at 405.842.6300.

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Our Bottom Line is People

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