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C&S Staff:

Paula S. Benne, CSP CTS President

> Jerry Benne, CSP Vice President

Darlene Norment, CSP Accounting Director

Carrie Russell, CSP CTS Staffing Specialist

Sonnett Cagle, CSP CTS Staffing Specialist

Nicole Wilson, CSP Payroll Clerk

Mandy Thomas, CSP Account Representative

Stephanie Lehmen Community Relations Coordinator

> **Mary Heimericks** Claims Manager

Penny Smith Office Assistant

Suzette Mengwasser Office Assistant









What is workplace independence and what exactly is meant by working independently? Working independently is the ability to work self-sufficiently on assigned tasks. You



might receive direction on projects from a supervisor or manager, but

they can then trust you to accomplish tasks with little to no supervision.

When you work independently, you may find more job satisfaction because you are responsible for planning your tasks and are recognized for your successes. You may also be more willing to take a risk independently. When risks result in positive outcomes, you can get more of a sense of fulfillment from your work.

Here are a few things to help with gaining more independence in the workplace.

\Innovate where you can -- When your supervisor approves, look at processes you can improve on and things you can make it more efficient. Or, suggest a new perspective you can bring to accomplishing

those processes or tasks. **Own it** -- Don't wait for someone to tell you what needs to be done. If

there are tasks your supervisor approves, proceed with tackling them.

Be organized -- For example, if you get a large volume of emails per day, it's a good idea to sort them. Create a sorting system that works for you and allows you to address messages of higher importance first.

Try organizing your files and your calendar. Organize your files so that



whenever need something, you can easily locate it and not have to spend time looking

for it like looking for a needle in a haystack. An organized calendar will help you keep track of your meetings, events and other appointments and help you manage your time and not miss responsibilities or feel overly rushed.

Example 2 Learn how to look for answers

Sometimes, we can encounter things that we don't know and are not familiar to us. But, before going immediately to your colleague or supervisor, ask yourself if there other ways to find the

answer. If you can't find the answer through your own search, show your manager



or coworker your findings; and then from there, they can help you. This doesn't mean that you can't ask your boss or your coworkers questions. But this may help to show your initiative and ability to work independently.



Employee News

As part of the rebranding process to C&S Employment Solutions, C&S updated our website to be consistent with the new name, logo, colors, fonts and other content. Part of those updates included refreshing the Employee Portal. While there has been no change to the way the website and Employee Portal function, you may have noticed the look has changed when logging in and using the Employee Portal. To view the updates made to the appearance of the portal, previous users must first clear all cookies and cache.

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However, it is NOT necessary for C&S employees to go through the steps of clearing cookies and cache to use the employee portal; only if you want the screen updated. Again, there has been NO CHANGE to the functionality of the Employee Portal.

C&S Staff Corner Nicole Wilson, Payroll Clerk



It could be said that Nicole Wilson and C&S Employment Solutions have literally grown up together! It's true...as a young girl and daughter of C&S owner, Paula Benne, Nicole was a frequent visitor and today she is part of the C&S team as payroll clerk.

Nicole came aboard in 2007 working part-time throughout her college career at William Woods University where she obtained her degree in Business and Human Resources.

She started at C&S in entry level jobs, assisting others in the office with various tasks/projects and filling in for the receptionist. After graduating, Nicole joined the payroll department assisting the accountant with processing & managing the many aspects of the C&S payroll.

Outside of her C&S duties, Nicole is the mother of two active children. Along with her husband, Chris, they enjoy traveling, watching their boys' activities, gardening and most anuthing to do with the outdoors.



What's happening in July:

July 3 -- C&S closed July 4 -- Independence Day (C&S closed)



Permanent Placements

The following employees were recently offered and accepted permanent employment at their assignments. C&S would like to congratulate and thank each of these individuals for their hard work and dedication!

Paige Rademann Elizabeth Prenger-Boeckmann Tyra Sheldon Nicholas Allen Veronica Carrender Gayla Cummings Ariel Galloway Brena Hamilton Dakota Herren Kylie Herren Kristen Ipock Kara Miller Alisha Rector Angela Scott Jennifer Vitiello Gustavo Patino

