

The Exit Interview

ESI believes that no stone should be left unturned when it comes to finding the needed competencies to fill the more than 100 positions currently open with ESI clients. That includes much more than advertising the positions. ESI staff will be taking on a new task - a more robust exit interview process. Retention is important when it comes to having the competencies needed. Engaging in a more robust exit interview process may help shine a light on what could be done to better recruit and to hold on to team members. As part of this process there may be times when ESI staff reaches out to you with questions about why someone left a position. Finding patterns in that data will give ESI, and their clients, valuable information to work with.



this issue

Tran-Sol Corp. **P.1**

Drug Testing **P.2**

Scholarship Recipient **P.3**

Tran-Sol Corp.: Always on the Move

As the logistics company for ESI clients, Tran-Sol, Corp, (TSC) is responsible for coordinating all transportation needs. This includes a tremendous amount of paperwork, careful coordination, the ability to adapt quickly, outstanding organization, and exceptional communication. The team of 17 (eight in the office, eight truck drivers, and one courier) pride themselves in getting the job done as seamlessly as possible so their customers get what they need, when they need it.

The office team does paperwork and coordination for the transportation needs. This is a tremendous amount of detailed work. In March of 2021, for example, they generated 7,500 invoices for transportation jobs. They coordinate with their own drivers, as well as other transportation vendors. Dispatchers synchronize many aspects of transportation, including lining up the transportation of materials from steel vendors. Often, ESI clients will turn to dispatchers for assistance with expediting transportation as needed.

The TSC driving crew spends their days on the road, loading and unloading their truck at each destination, working through all four seasons and all types of weather. Each member of the driving team has their Class A CDL and moves materials to and from ESI clients in and around Northeast Michigan. They utilize a variety of different trailer options including an enclosed trailer, flatbed trailers, and Conestoga trailers to protect material from road grime and inclement weather. To give you an idea of how much they move, their fuel expense for March, 2021 was \$9,000.

The courier drives a passenger vehicle on a repeated route throughout each day and transports paperwork, mail, and small parts that need to be expedited. This is a very important service for ESI clients as the position requires over 50 stops a day.

TSC keeps materials moving efficiently for ESI Clients. They are experts in what they do and provide a very valuable service to their customers, leaving their customers with more time to do what they do best - design, sell, and manufacture equipment and associated parts for the material handling industry

On-Boarding New Employees: Your Impact

Even if you are not the supervisor or trainer for a new hire, you have the opportunity to make a significant impact on their on-boarding experience. A positive on-boarding experience is important to the retention of new hires. Following are things you can do to help make the on-boarding experience a positive one.

- Introduce yourself: Being the new person can be stressful and uncomfortable. Introducing yourself can help ease that stress and show the new person that it is a friendly atmosphere with people to turn to for help.
- Offer helpful tips: Remember your first few weeks? What would have helped you learn faster? Knowing unique language/acronyms used by the company? Expectations or culture that wasn't explicitly stated in the handbook? Help them feel more comfortable by making them aware of things that will make it easier for them to integrate. Try saying, "When I started, I sure wish someone had told me..."

Continued on page 3...

Drug Testing: The Rest of the Story

Sometimes Employment Services, Inc. is asked why they still drug test for marijuana even though recreational marijuana is legal in Michigan. It is an understandable question.

A manufacturing environment is a safety sensitive environment. The hazards are greater than in many other types of businesses. Working with many moving parts and heavy equipment and materials leads to an environment where it is more difficult to protect the greatest asset - the people. It is the responsibility of the business to do their best to provide and maintain an environment that is free of hazards to the employees. The Controlled Substances Act (a Federal Act), as well as OSHA and MiOSHA (Occupational Safety and Health Administration/ Michigan OSHA) state that businesses are to keep their environment free of hazards. The Act also recognizes that marijuana, on a Federal level, is an illicit substance, along with many other types of drugs.

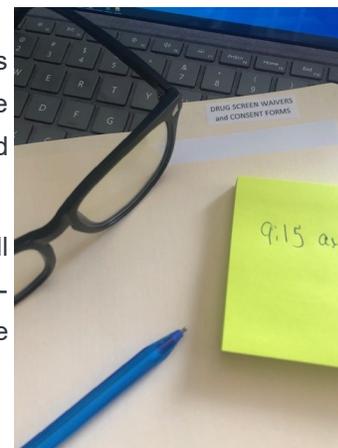
OSHA and MiOSHA do not explicitly state that drugs and alcohol cannot be used in the workplace. What they do require, however, is that employers must keep their environment free from potential hazards. They want to know if the hazard was recognized, if it could cause harm, and if the business has the means/ability to eliminate the hazard. Research indicates that illicit substances cause impairments to a person's cognition, motor skills, and behavior. Therefore, the business knows that drugs, including marijuana and alcohol, are a potential hazard that could cause harm. Businesses also have the ability to work toward elimination of that hazard in their work environment.

Federal law allows employers to drug test employees for any illicit substances, including marijuana. In the drug testing process, the employee or future employee does have rights to privacy of that information. In addition to a drug screen as terms of initial employment, employers can conduct a drug test randomly or for cause. For cause drug testing means the employee was observed operating in a manner that could indicate they were under the influence of something. Look to your handbook to view the details at your place of employment.

When it comes to office positions, which may not have as many safety concerns as a manufacturing environment, it is still important to drug test. Team members who work mostly in an office space visit the shop spaces as needed. They interact with others. They represent their employer to customers. Illicit drugs can impact an individual's cognition so ESI clients drug test all new hires, not just those in the shops.

Overall, ESI clients have a very low injury and illness rate. This is due to a variety of factors. Appropriate training, adherence to the requirements and regulations, employee vigilance and care, and keeping hazards out of the workplace to begin with.

Although recreational marijuana is legal in many states, it is still important to keep it out of the workplace for the safety of employees, customers, and visitors. Because at the end of the day, the people are the greatest asset of ESI clients.



Scholarship Recipient Announcement

Congratulations to scholarship recipient, Zachary Kazyaka

Employment Services, Inc. (ESI) annually sponsors two scholarships for Alpena Community College students.

The Chris Hempel Memorial Scholarship is a \$500 scholarship, presented by Via-Tech Corporation and sponsored by Employment Services, Inc., that is awarded to a student who is pursuing a certificate, degree, or career in any field directly related to manufacturing. Applicants must have a minimum 2.0 GPA and submit two letters of recommendation. School and community involvement is considered.

The Alan Beitler Memorial Scholarship is a \$500 scholarship sponsored by Employment Services, Inc., that is awarded to a student who is pursuing a certificate or degree program in CAD or manufacturing technology or a career in CAD technology or engineering. Applicants must have a minimum 2.0 GPA and submit two letters of recommendation. School and community involvement is considered.

Annually, when the scholarship application deadline has passed, volunteers from Uni-Craft Mfg. Corp. (many employees who worked with Alan Beitler at Bay Mfg. Corp. now work at UCM) and Via-Tech Corp. (where Chris Hempel worked) select the recipient for the scholarship. This year, Zachary was chosen as the recipient for both scholarships, by the independent selection committees.

Zachary is in the Machine Tool Technology program, and is looking forward to graduating with an Associate's Degree in Machine Tool Technology after two years at ACC. Congratulations, Zachary!

...continued from page 2

- Be patient: You were new once too and had a lot to learn. You probably found out quickly who to ask for help and who not to based on how patient and helpful they were. Be willing to help/teach.

- Walk out with them at the end of the day/shift: Maybe not every day, but a few days during their first few weeks, make an effort to walk out with the new person. Ask how their day was. Tell them how your day was. This will help build rapport and help them feel less like an outsider and more comfortable with the team.

- Thank them. We all appreciate when we are not short staffed. Thank the new person for coming back and being eager to learn. Everyone wants to feel appreciated and everyone has the ability to help others feel appreciated.

Although you may not be their leader, you certainly have an impact on their experience. Do what you can to make it a positive impact, for your benefit and theirs.

Current Hiring Needs

Although these needs change often, following is a snapshot of current hiring needs. The most current list of needs can always be found at www.358-jobs.com.

Sales: 8	Shipping/Receiving: 6
Welders: 11	Powder coating: 6
Machine operators: 31	General labor: 6
Assembly: 29	Customer service: 2
Engineers/CAD: 10	Finance: 2
Mechanic: 1	Project manager: 2
Industrial Electrician: 1	Office/clerical: 2
Network Installation Manager: 1	



Contact ESI

ESI contacts

Newsletter: Jackie Krawczak

989.358.6175

jackie.krawczak@kabu.net

Benefits: Leslie Davis

989.358.7181

leslied@kabu.net

Career Opportunities: Ashley

DeFisher

989.358.6289

Ashley.defisher@kabu.net

Misc. HR Questions:

info@358-jobs.com

Misc. Opportunities / Competencies / Careers Questions

989.358.JOBS (5627)

jobs@358-jobs.com

A New Referral Incentive Program

The flyer below was distributed to all ESI clients. Most ESI clients need to add to their team and your help is requested to find those people!

WHO WANTS EXTRA CASH? MORE THAN \$2,500 COULD BE YOURS!

April 19, 2021

ESI Clients are **GROWING**. Why? Because of **YOUR** commitment, hard work, and drive.

THANK YOU!

Growth means we need to add team members to most ESI clients. We want **YOUR HELP** and are offering a Referral Incentive Program **UNLIKE ANY WE HAVE OFFERED BEFORE**.

The best referrals come from **YOUR PERSONAL NETWORK**. We are offering a **\$200 BONUS** (\$50 at hire, and \$150 at 90 days of employment) for **EVERY REFERRAL YOU MAKE**, and is **SUBSEQUENTLY HIRED**, between April 26, 2021 and July 31, 2021.

BUT THERE IS MORE!

The person who refers the **MOST PEOPLE** (who are hired) by July 31, 2021 will receive an **ADDITIONAL**

\$2,500!

The person who refers the **SECOND HIGHEST** number of people (who are hired) by July 31, 2021 will receive an **ADDITIONAL**

\$500!

A few important items to consider:

- Referred applicants must have your name on their application for you to receive credit
- In the case of a tie for most referrals, the \$2,500 will be split equally between those who tied; in the case of a tie for second highest referrals, the \$500 will be split equally between those who tied
- You will receive credit/payment for referrals hired by any ESI client in that time period
- The best applicants have a positive attitude, a desire to learn, and will fit a culture that values innovation, integrity and dedication
- Available positions can be viewed at www.358-jobs.com
- Questions can be directed to Jackie Krawczak at 989.358.6175 or Jackie.krawczak@kabu.net

Applications can be submitted in the following ways:

At ESI's downtown office at 110 W. Chisholm Street, Alpena, MI 49707

Online at [General Application - Employment Services Inc. \(358-jobs.com\)](http://General Application - Employment Services Inc. (358-jobs.com))

Emailing a completed application (see reverse for an application) to jobs@358-jobs.com

THANK YOU for your on-going commitment to your employer! **YOU ARE APPRECIATED!**

ESI EMPLOYMENT SERVICES, INC.