



IN THE KNOW with EMPO

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Insight Into HR News With EMPO! 3rd Quarter Edition

In This Issue You'll Find:

- EMPO Hosts Education Seminar
- Health Benefits
- Client Survey
- Business Continuity Planning



Is there a subject that you would like to know more about in a future newsletter? Please feel free to send me an email and let me know at lgoold@empocorp.com

EMPO's Client Education Seminar – September 2006

The topic of our first Educational Seminar was held on June 21, 2006, (7:30a.m.–10:30a.m.) at the Calhoun Beach Club:

"Sourcing, Screening & Selecting (THE BEST!) Employees – Key to Your Organization's Success."

If you were unable to attend the seminar and would like a summary handout of the presentation, please contact your Account Manager or HR Consultant.

Our second Educational Seminar will be held on Wednesday, September 20, 2006 (7:30a.m. – 10:30a.m.) at the Calhoun Beach Club. The topic will be:

"So, You've Just Hired the Best Fit Candidate For the Position; Now What? Setting the Stage for Success!"

So often great efforts are made to hire the "best fit" candidate and then an employer may believe his or her job is done-when in fact, it's only just begun. The employer truly needs to set the stage for the employee's success. Setting the stage begins with pre-hire communication, orientation, frequent feedback, initial training, performance management, goal setting and documentation. By attending this seminar you will learn many practical ideas that EMPO's HR professionals have found which result in employee retention and satisfaction. Applying these practices to improve employees' success on the job will positively impact your organization's success.

To reserve your place at this *complimentary* seminar for business owners, managers and/or supervisory personnel, please contact your Account Manager or HR Consultant by September 10, 2006 at 612-285-8707.

He who is afraid of doing
too much always does
too little.
-German Proverb



Success seems to be
connected with action.
Successful people
keep moving. They
make mistakes, but
they don't quit.
-Conrad Hilton



If you keep doing what
you've always done,
you'll always get what
you've always gotten.
-John C. Maxwell



There are no shortcuts to
any place worth
going.
-Beverly Sills



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Business Continuity Planning

First of three in a series on the Business Continuity Planning Process

How quickly your company can get back to business after a terrorist attack or tornado, fire or flood often depends on emergency planning done today. Start planning now to improve the likelihood that your company will survive and recover.

This three-part series will assist in providing a starting point for your business in beginning the business continuity planning process.

The first step in business continuity planning is performing an internal analysis of the business functions that are necessary to keep your business operations intact and flowing and lessen "down-time" due to unforeseen circumstances or situations through careful analysis of the following:

1. **Assess** how your company functions, both internally and externally, to determine which staff, materials, procedures and equipment are absolutely necessary to keep the business operating.
 - Review your business process flow chart if one exists.
 - Identify operations critical to survival and recovery.
 - Include emergency payroll, expedited financial decision-making and accounting systems to track and document costs in the event of a disaster.
 - Establish procedures for succession of management. Include at least one person who is not at the company headquarters, if applicable.
2. **Identify** your suppliers, shippers, resources and other businesses you must interact with on a daily basis.
 - Develop professional relationships with more than one company to use in case your primary contractor cannot service your needs. A disaster that shuts down a key supplier can be devastating to your business.
 - Create a contact list for existing critical business contractors and others you plan to use in an emergency. Keep this list with other important documents on file, in your emergency supply kit and at an off-site location.
3. **Plan** what you will do if your building, plant or store is not accessible. This type of planning is often referred to as a continuity of operations plan, or COOP, and includes all facets of your business.
 - Consider if the business can be run from a different location.
 - Develop relationships with other companies to use their facilities in case a disaster makes your location unusable.
 - Plan for payroll continuity.
4. **Communicate** who will participate in putting together your emergency plan.
 - Include co-workers from all levels in planning and as active members of the emergency management team.
 - Consider a broad cross-section of people from throughout your organization, but focus on those with expertise vital to daily business functions. These will likely include people with technical skills as well as managers and executives.
5. **Define** crisis management procedures and responsibilities in advance.
 - Make sure those involved know what they are supposed to do.
 - Train others in case you need back-up help.
6. **Coordinate** with others.
 - Meet with other businesses in your building or industrial complex.
 - Talk with first responders, emergency managers, community organizations and utility providers.
 - Plan with your suppliers, shippers and others you regularly do business with.
 - Share your plans and encourage other businesses to set in motion their own continuity planning, and offer to help others.
7. **Review** your emergency plans annually.
 - As your business changes over time, so do your preparedness needs.
 - When you hire new employees, or there are changes in how your company functions, update your plans and inform your people.

The **second part** of this series will focus on how to "communicate" your plan to your employees.

By: Rick Mathisen, HR Representative