

Management Insider

Tips and Top 5s

Sick? Stay at Home From Work!

DESPITE GETTING THE FLU SHOT,

regularly spraying desks with disinfectant and using hand sanitizer every hour, employees still get sick. They can either use their sick leave and fall behind on their work, or they can stick it out and go to the office. Tough choice, right? Wrong. Stay at home. Following are reasons why.

1. Presenteeism

Sick employees might be able to clock in, but that doesn't mean they're working at their best. It's the phenomenon of employees showing up for work when they need to be at home: "presenteeism."

2. Think about your co-workers

Remember what it's like to hear the guy at the next desk sneeze, wheeze and sniffle every



three minutes? Not only is it annoying, it's a constant reminder that germs are flying all over the office. Don't be that guy.

3. Think about your boss

Working when they are sick means employees are not performing at their best. If their work is second rate, they shouldn't want to hand it in to their bosses.

4. Try working from home

Many companies are taking advantage of technology that makes working from home easier for employees. An exception to the rule is an important presentation or meeting that can't be postponed.

Source: CareerBuilder.com

Your Resumé On the Table, or in the Trash?

AT SOME POINT, everyone finds him or herself on the job market. Individuals who haven't looked in awhile will find that the Internet forever has changed the way employers and employees interact. With the advent of online job search sites, cover letters and resumé submitted by mail have gone the way of the buggy whip.

The following guidelines will help ensure that e-mails are opened and resumes are fully reviewed.

1. Get a professional e-mail address. Yourname@aol.com is more professional than surferdude@aol.com.

2. Identify the position in the subject line. Always put the job title and location.

3. Always include a short message. This is your cover letter. Limit your e-mail to two or three paragraphs and no more than 150 words.

4. Write targeted messages for each position. Review the job requirements and specifically and concisely state your qualifications.

5. Explain any ambiguities in your resumé. Talk about any employment gaps or brief tenures, and how your current skills in one field translate to jobs in different fields.

6. Include all contact information. Give cell and home telephone numbers and include your e-mail address.

7. Paste your resumé into your e-mail, and also attach it. Some employers don't want to open attachments, so always paste your resumé into the body of your e-mail.

8. Proofread before you send. Blackberrys have contributed to poor grammar and spelling in the name of brevity. This is not the time for that. Typos, incorrect spelling or grammatical errors could mean your resumé gets deleted before it's even read.

Source: Trina Lawry, Executive Property Management Recruitment, The EMLIN GROUP, Ltd., 215/654-9299 or trina@emlingroup.com

5 Best Excuses for Calling in Sick

WHAT ARE THE MOST USUAL REASONS employees gave for calling in sick to the office? Bosses who responded to a CareerBuilder.com survey name five that get points for creativity.

1. At her sister's wedding, an employee chipped her tooth on a mint julep, bent over to spit it out, hit her head on a keg and was knocked unconscious.
2. While at a circus, a tiger urinated on the employee's ear, causing an ear infection.
3. An employee's dog wasn't feeling well, so the employee tasted the dog's food and then got sick.
4. "Someone put LSD in my salad."
5. An employee's roommate locked all his clothes in a shed for spite.

Source: CareerBuilder.com

