



March



Quick Links

[AssetHR](#)

[Relevant Movement](#)

[Register for our upcoming seminars](#)

Upcoming Events

Don't Let FMLA Intimidate You!

Navigate FMLA waters by getting updated on recent changes with attorney, Tricia Matzek, of Moore, Costello, and Hart, P.L.L.P.
 Wednesday - March 25th - AM session in Bloomington, PM session in St. Paul.

Coming in April:
Dignity During Layoff
 Low cost ways employers can positively impact employees during layoff. Discussion led by Catherine Breet of Arbez/Change Your Stripes

AssetHR E-Newsletter

Dear AssetHR Friends,

HR News

Employment Applications

The basic employment application rule is to ask questions for which there is a business need to know the answer. In addition, there may be some state-specific requirements and prohibitions on what can be asked on an employment application. For example, asking for an applicant's criminal conviction history is very common and, in most states, lawful. In California, however, employers are forbidden from inquiring about certain minor drug offenses, making a general question about an applicant's criminal conviction history unlawful. Multistate employers using a "one size fits all" job application must make certain that their paper applications conform to the particular state laws where they hire employees.



Online "social networking" sites for background checks

With the employment rate in the United States hitting a 16-year low, employers are faced with a swell of job applicants-and a larger pool of qualified candidates vying for open positions. With the proliferation of social networking sites like Facebook and MySpace, employers are becoming more aware of the information obtainable via the Internet about their employees and job applicants. Indiscretions are made permanent in cyberspace for all to see, including prospective employers. However, in looking up information on the Internet, employers

Technology Linked Relationships -
 What Staying Connected Says About Your Leadership
 Be an effective leader who understands the most efficient ways to stay connected
 Presented by Rich Anderson of Next Level Café.

Partner Spotlight:

Tricia Matzek,
 Attorney

Spending the last decade in the practice of employment law, Tricia has experience representing and advising clients regarding employment practices; labor standards issues including wage, hour, and child labor provisions; occupational safety and health.

[Visit Tricia's Website](#)

need to be aware of potential claims against them, such as federal and state discrimination and invasion of privacy claims. Similar to asking for information on employment application forms, only inquire about information that is related to the prospective job this candidate might do for your company. Rule of thumb: if you don't need to know, don't ask!

HR Trivia

Dating Co-Workers

According to a survey of more than 8,000 workers by CareerBuilder.com, 40 percent of U.S. workers have dated a coworker and 31 percent of those who coupled up ended up marrying their coworker.

Lead-er-ship

Increasing Your Awareness of Effectively Leading Your Own Ship

In our February newsletter we floated the concept (pun definitely intended) of leading your ship. The idea is that leaders need to "lead," so the "ship" can follow. The first order of business for a ship's captain is to set the course. There is very little chance that the ship will just "happen" to pop up on shore, at the right point, without strategic planning to get there. So, too, it goes with leading a company. It is a must for leaders to set the course, which is called by many as "defining the company purpose," or "determining the organization's mission."

Consider answering the following questions to put to words your purpose or mission:

Why does your company exist?

Who does your company serve?

How does your product or service offer benefits that reach beyond your first-tier clients?

How do you decide what the organization should or should not be involved in?

What do your customers say about your company?

Check us out further at www.relevantmovement.com.

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