

### Greetings!

This edition of the Workforce Development Newsletter will focus on ways that managers can improve their management techniques. There is also an article that mentions some good news from the world of hiring. If you have any questions or comments, feel free to respond to this e-mail or tweet us @DelCoJobs.

### Nine Must Read Etiquette Rules

Managers must be aware of the current etiquette rules in order to be successful. Some classic etiquette rules still apply, such as dressing in appropriate business attire for your company. But with e-mail and social media, there are some new etiquette tips that you might not know about. Etiquette expert Jacquelyn Whitmore suggests for managers to stay away from "friending" or following employees on social media. Her advice is to not initiate contact on social media. For the rest of Ms. Whitmore's tips, read her recent [Inc. Magazine article](#).

Have you "friended" your employees on Facebook? Head over to [PA CareerLink® Delaware County's Facebook page](#) to talk about it.

### Post Those Job Openings!

Did you post a job opening in September? If you did, you are in good company. Employers posted more jobs in September than any other time over the past three years! There were 3.4 million jobs posted in September. To read more about this increase, [read this article](#). If you have been thinking of increasing your hiring, this is the time to start posting jobs. And if you haven't used PA CareerLink®'s job posting system, CWDS, then now is the time! CWDS allows businesses to post an unlimited number of jobs at no cost. PA CareerLink® staff can also assist you with every step in the hiring process. So stop paying those other job sites and call PA CareerLink® today at 610-447-1303.

### Is your Business Flexible?

Many innovative businesses are switching to flexible schedules that allow employees to come and go as they please, and allow for unlimited paid time off. Some skeptics may be concerned about these businesses bottom line. However, many of these flexible schedule employers have posted gains in the recession and decreased turnover. If you think your company is ready for a time management change, then read this recent [CNN Money/Fortune article](#).

### Problems with the Family Business

Running a family business has its ups and downs. For some families, working with relatives can bring a whole new set of problems. Tension started at home is easily brought into the workplace and vice versa. Sometimes family members may feel that they are being taken advantage of. To deal with these unique problems, there are now consultants that deal with the issues surrounding a family business. To read more about family businesses, [click here](#).

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Please let us know what information or stories you would like to see featured in our next newsletter by responding to this e-mail.

**Sincerely,**

The PA CareerLink® Delaware County Staff

Auxiliary aids/services are available upon request to individuals with disabilities. Equal Opportunity Employer Program.

### Federal Bonding Program



The Federal Bonding Program provides is an incentive for employers to hire applicants with barriers to employment primarily due to a past criminal record, credit issues, no work experience, dishonorable military discharge, history of drug/alcohol abuse by providing Fidelity Bond insurance "free-of-charge" to employers that hire "at-risk" applicants. The bond is effective for six (6) month beginning on the new hire's first day at work. This entire process only takes a ten (10) minute phone call to the State Bonding Coordinator from the employer. To learn more about Federal Bonding, please contact Roger Mattson, the PA State Bonding Coordinator at 717-787-6915 or e-mail him at [romattson@pa.gov](mailto:romattson@pa.gov)

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