



The Legal Registry Staffing Service  
 100 Main Street • Suite 200  
 Safety Harbor, FL 34695

Providing the Best in Legal Personnel



# [ For the Record ]



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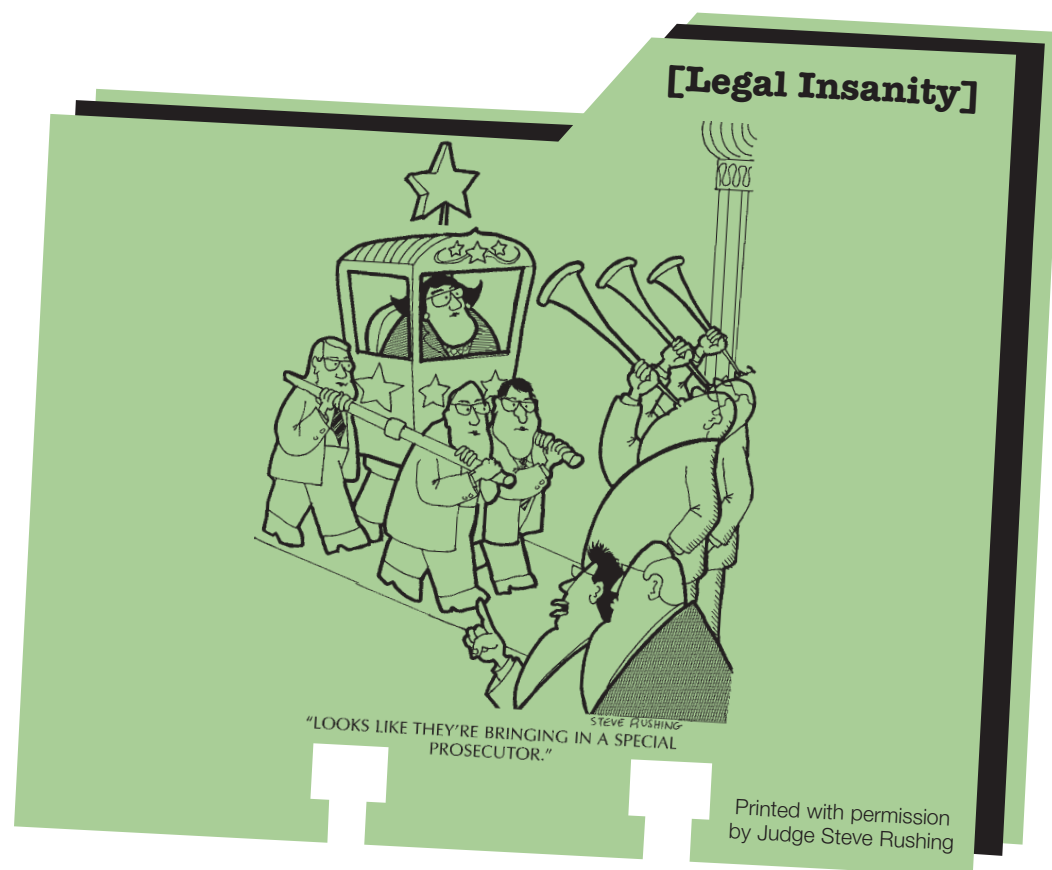
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 by Judge Steve Rushing

## [What Shape Are You In?]



In previous issues, *For the Record* shared insights about the traits of three personality “Shapes” - the organized and systematic Square, the not-so-systematic but creative Squiggle and the strategic, left-brained thinking Triangle. The Legal Registry is honored and fortunate to have Dr. Susan Dellinger, founder of *Psycho-Geometrics®*, act in an advisory capacity for our Shapes articles. The Shape highlighted in this issue is the one most likely to help us all feel a bit better about life and is apparently a part of Dr. Dellinger’s personality style, too. She describes herself as a “squircle” (squiggle/circle).

### THE CIRCLE

If you work with a Circle, you are fortunate. They are the best communicators because they are the best listeners. They are the friendliest of all the Shapes and love to work with and be around people. They are sincere, sensitive and genuinely interested in others. The Circle will do his/her best to insure a pleasant work environment for all involved. Achieving harmony at all costs, mostly their own, is far more important than procedures and techniques. If something is difficult they prefer talking it out. Circles are peacemakers and tend to shy away from confrontation; they can find themselves “dumped on” because they feel guilty for saying “no” to anyone. Communication and harmony are their highest priority.

Circles are gregarious and like to socialize and motivate others to do the same. At times it may seem as if they are not working or are just having fun; actually, they do work very hard and simply enjoy anything that involves people. They tend to reach out to new ideas and new people. Most people find themselves naturally drawn toward a circle. Circles know no strangers; they believe that new people are just new friends they have not yet met; they will greet a complete stranger anywhere they go. They love to talk, listen, and mingle. Circles are the life of the party! You will not find them being the wallflowers at any upcoming holiday festivities!

*Psycho-Geometrics® is a great business tool to analyze communication styles. Its many applications could be advantageous to hiring authorities, managers, trainers, human resources and many other applications. To take advantage of Dr. Dellinger's 40% discount offer on all her products, including her book, "Communicating Beyond Our Differences: Introducing the Psycho-Geometrics® System" log onto [www.psychogeometrics.com](http://www.psychogeometrics.com)*



★ [T. L. R. STAR PERFORMERS] ★

In celebration of National Staffing Employee Week, The Legal Registry awarded gift certificates for an Evening at the Movies to employees recommended by clients during the month of September for their "award winning performances." Those who received the special recognition and award are:

**Maria Cardoso** – Maria was assigned as a paralegal when she first came to TLR in August of 2008. The TLR client recognized her award winning skills and has since brought Maria on board permanently.

**Kelly McCue** – Kelly is a dependable clerk/administrative assistant who worked continuously for one TLR client for over five months on a flex schedule. Kelly now works for the TLR client on a permanent part-time basis and has plans to return to school for her BA degree.

**Joan Parsley** – Joan originally registered with TLR in 2002 and worked as a legal secretary on assignments for 8 months. Joan returned to TLR in June of 2008 and has been flexible in her many temporary assignments working as a legal secretary, receptionist, administrative assistant and word processor.

**Beverly Reinisch** –Beverly is a legal assistant who has worked on several TLR assignments since October, 2007. Beverly has proven to be a valuable asset to TLR and has performed on a traditional legal secretary level as well as a paralegal level. She is dependable, professional and a joy to work with.

If you would like to see an exceptional TLR employee listed among our Star Performers, please submit their name via email to [postmaster@thelegalregistry.com](mailto:postmaster@thelegalregistry.com), and a representative will contact you for details.

[T.L.R. SPOTLIGHT]

Supporting Roles...

The American Staffing Association recently recognized The Legal Registry for its corporate social responsibility initiative at the annual Staffing World Conference in San Diego, October 22-25. Entries for the first ASA Care Award were reviewed by a panel of independent judges who evaluated programs from across the country. The Legal Registry entry highlighted its Special Bears for Special Kids program, paid time off for community service, flexible staffing arrangements and long-term service on numerous non-profit boards. The American Staffing Association will also highlight the commitment of participants and winners to corporate social responsibility in Staffing Success, a nationally distributed magazine.

Previews & Upcoming Events...

**Imagine** hundreds of large cuddly teddy bears caringly stacked at TLR offices. **Imagine** the excitement in the eyes of a child that receives a Special Bear - oftentimes bigger than they are! **Imagine** the anticipation of the charities who will be recipients of the 14th Special Bears for Special Kids campaign.

**Imagine** the 2008 Special Bear coming to visit your office. It's that time of year...the bears are coming!

Special Bears for Special Kids campaigns have been an annual tradition at The Legal Registry since 1995 when TLR created a program that revolved around the concept that a meaningful spirit of giving should focus on children and families in need. Soon TLR staff will tuck teddy bears under their arms and set out on their rounds of teddy bear visits asking each client to select a recipient from the TLR Special Children's Charities List. At the end of the campaign, bears will be tagged with the client name and delivered by TLR to the selected charities on behalf of our clients.

The program has grown from an armful of bears the first year to carloads of bears in 2007. With the completion of the 2008 campaign nearly 2,000 Special Bears will have been donated to Special Kids through area charities. When it comes to teddy bears, The Legal Registry feels that in a small way it pioneered a great program that lessens the fears of a child struggling with an illness or adversity.

Evaluating Business Processes

The Institute for Corporate Productivity recently released the results of its study of Human Resource management practices. It found that 72% of the HR professionals in its survey rated talent retention as their key issue in 2008. Seven in ten rated talent engagement that way, and 64% said that recruiting was their number one challenge. Perhaps even more telling - nearly one-half of the HR professionals surveyed said that a lack of time was significantly eroding their ability to do their work! Cutbacks in spending, including recruiting and retention, increase the pressure of doing more work with fewer resources – a dilemma that reaches well beyond the HR department to employees in many positions. For businesses, that presents a whole new set of challenges that aren't quite as easy to analyze as bottom line figures.

Outsourcing Business Processes

Companies have learned to outsource many processes that, after evaluating the true cost of time, labor, and materials, they feel are not their core competency and are best left to someone outside the company. Beyond tangible cost comparisons underlying effects add hidden cost factors that need to be attributed to any in-house process. Productivity, focus and expertise are just a few that can play an important role in the decision whether to outsource or keep a function in-house. Sometimes functions are unnecessarily retained as part of an in-house process just based on tradition alone (i.e., "We've always done it that way.") Yet those very functions, when kept in-house, may be just the ones bearing the biggest cost.

Taking Full Advantage of Vendor Services

The additional services offered by current vendors often go untapped. Exploring other service offerings can result in unexpected savings and surprise "fringe" benefits. The newsletter you are reading, for example, was once completely produced in-house with the exception of the printing. Today, the graphic design, addressing, list management, postage and mailing are all left to the expertise of that same trusted, reliable printing vendor. Amazingly, the discounted postage they are able to offer pays for all the added services! The outsourced process effectively addresses both the tangible and intangible costs plus achieves important company goals: 1) produce a professional product; 2) save valuable staff time; 3) reduce cost; 4) improve efficiency; and 5) the added "fringe" benefit...a huge burden is off internal staff, everyone is happier – priceless!

> Did you know?

The Legal Registry provides Flexible Temporary Staffing, Direct Hire Programs, Temp-to-Hire Career Plans, Contract Attorney Services, and Payroll Administration.

> Did you know?

The Certified Staffing Professionals (CSP®) at The Legal Registry are trained in human resource issues such as co-employment, candidate screening, immigration, wage and hour, workplace discrimination, and many other employment-related issues.

> Did you know?

As members of the American Staffing Association and Florida Staffing Association, The Legal Registry has valuable information available to assist you in your job - studies, staffing trends, recruiting data, wellness articles, and legislative alerts to name a few.

*For previous For the Record issues and articles regarding best business practices go to [www.TheLegalRegistry.com](http://www.TheLegalRegistry.com), click on the green door (Resources).*