

BUSINESS SNAPSHOT

SPHERION

Business Overview

Spherion Corporation is a staffing company. The employees of Spherion will provide employee recommendations to 8 BizTown businesses and conduct surveys throughout BizTown.

Business Activities

- Staffing Specialist #1 passes out the Employee of the Day forms to the volunteer in each business. The forms are part of the supplies Staffing Specialist #2 picks up from the Supply Center
- At the end of the day, the Staffing Specialist #1 collects these forms and gives them to the CEO
- Staffing Specialist #2 conducts a survey to determine what traits is most important for a successful employee. He/she gives the completed survey to the CEO to be included in his/her speech at the Closing Town Meeting.
- Staffing Specialists #1 and #2 each collect envelopes from the 4 difference businesses listed on their checklists.
 - In the envelope is information about what position that business is trying to fill.
 - The Staffing Specialists will use the information, along with the applications, resumes and letters of recommendation, on their desk, to determine who is best suited to fill each business's position.
- The CEO collects payment from the 8 businesses.
- After receiving a few payments, the CFO follows his/her Job Directions and makes a Business Deposit.
- At the closing Town Meeting, the **CEO** announces the Employees of the Day during his/her speech at the Closing Town Meeting.

Employee Responsibilities

- **CEO** Takes Loan Application and Promissory Note to bank for approval, signs all paychecks and business checks, and assists all other employees.
- **CFO** Issues paychecks to each employee and prints checks to pay all business costs for the day on the CFO Chekclist. Makes business deposits.
- **Staff. Spec. #1** Conducts survey to determine Employees of the Day for all of the businesses. Reviews job applications to fill the necessary employment requirements of selected businesses.
- **Staff. Spec. #2** Gets supplies with \$5.00 check from CFO conduct survey to determine what trait citizens feel describe a successful employee. Reviews job applications to fill the necessary employment requirements of selected businesses.