

## DATES TO REMEMBER

May 5 - Cinco de Mayo

May 14 - Mother's Day

May 29 - Memorial Day (Office Closed)

## A SAFER FLORIDA

HIGHWAY SAFETY AND MOTOR VEHICLES

If you hold a current Florida Driver's License or FL ID Card, please consider updating or providing emergency contact information to the state in case you are ever involved in an accident. This information may save crucial time if ever it becomes necessary to contact family members, or other loved ones. [Update your info here](#)

## THE ONLY WAY TO FAIL



*is to never try new things*

## Want to Claim Missing Money?

The Florida Chief Financial Officer (CFO) Department of Financial Services currently holds over \$1 billion in unclaimed assets. Whether you are entitled to a \$15 utility overpayment from your college days or you are the beneficiary of the contents of a long lost relatives safe deposit box -you'll want to search this database. Simply visit [Florida Treasure Hunt](#) and search for your name.

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# May NEWSLETTER

## HURRICANE SEASON PREPAREDNESS

With hurricane season beginning next month, it's a great idea to take a moment to refresh yourself on ways to protect your family and your property in the event of a catastrophe. Check out the steps below to ensure all your bases are covered.

**Gather Information** – If a storm is projected to affect your area, you will want to find out if you live in an evacuation zone. Assess your risks and know your home's vulnerability to storm surge, flooding and wind. You will want to know that a Hurricane Watch is an announcement that hurricane conditions are possible within a specified area, while a Hurricane Warning is more severe, and means that hurricane conditions are expected. Make a list of important contacts in the event of an emergency that include: county law enforcement/fire/rescue, local hospitals and utilities, TV & radio stations, and your property insurance agent.

**Plan & Take Action** - Everyone needs to be prepared for the unexpected. Your family may not be together when disaster strikes. How will you find each other? Will you know if your children or parents are safe? You may have to evacuate or be confined to your home. What will you do if water, gas, electricity or phone services are shut off? Take the time to create a workplace, school, family, and pet emergency plan. You may need to assemble a [basic disaster supply kit](#) as well.

**Recover** – Wait until an area is deemed safe before returning home. Recovering from a disaster is usually a gradual process and the amount of time it takes will be dependent upon the degree of damage, if any.

## NAVIGATING THE HIRING PROCESS

If you've grown your business to the point where you need to start hiring more employees, you may be unsure of where to start. Below is a brief overview to steer you through the hiring process.

**Finding candidates** – In the event that you are looking for a manager or supervisor, you may choose to promote one of your existing employees, however, this will still require you to find a replacement for them. A few places to start recruiting would be online job boards, (zip recruiter, indeed) job placement offices, veteran's associations, local colleges/trade schools, and employee referrals.

**Application Process** – If you plan on having your candidates' complete applications, it is best to avoid asking for the following information: gender, race, religion, national origin, marital status, children, previous workers' comp claims, education dates, social security data, age, disability, DOB, and driver's license information. These are also topics you should steer clear of discussing during the interview for equal opportunity reasons.

**Interview** – Before the interview, review the resumes or applications and plan your questions accordingly. Consider things such as prior experience in a related field, and scan the resume for spelling and grammar if written communication skills are pertinent to the job. Place a high value on attitude, work ethic, and motivation. Be sure to screen applicants carefully, as the cost of turnover is estimated to be 100%-300% of the base salary of the replaced employee.

**Hiring**— Once you've found the right person for the job, it's best to make the initial offer by telephone allowing you to discuss whether the terms are acceptable for both parties. It is also a good idea to have them sign an offer letter in case of any future disputes. At this time you may choose to do a background check or drug tests. Let the applicant know what checks will be made, how they will be carried out and how long the process will take. It is also courteous to notify the candidates that will you not be hiring that they didn't get the job. If you believe you may have a job opportunity for them in the future, ask if they will allow you to retain their details to save you time and effort later on down the road.

4 ounces farfalle (or other) pasta  
1/2 bunch asparagus (approx. 12 stalks)  
2 tablespoons butter  
1 tablespoon olive oil  
7 ounces white mushrooms  
Freshly grated parmesan cheese (optional)  
2 cloves garlic, minced  
Juice of 1/2 lemon  
Salt & pepper, to taste

Bring a large pot of salted water to a boil. Cook pasta according to directions. Grate parmesan, Set aside. Meanwhile, in a skillet, melt butter and olive oil on medium heat. Cut asparagus into roughly five equal sections. Add asparagus to pan and cook for approximately five minutes. While asparagus is cooking, slice mushrooms. Add to skillet. Cook for a few minutes, until mushrooms are softened. Add the garlic, lemon juice, and salt and pepper. Stir and cook for a couple more minutes. Serve over the pasta once it has cooked and generously sprinkle with grated parmesan cheese.



**SPRING**  
Asparagus & Mushroom  
**PASTA**