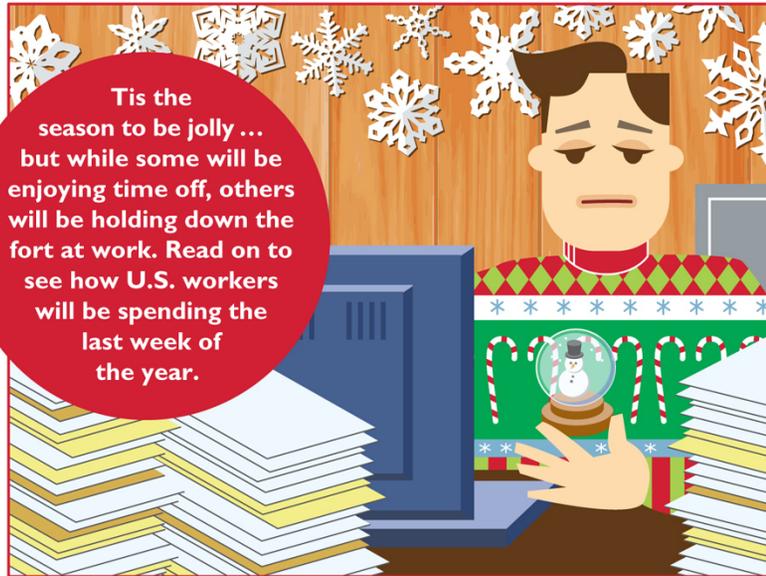


HOME FOR THE HOLIDAYS... OR AT WORK?

Where U.S. workers will be during the final week of the year



Tis the season to be jolly ... but while some will be enjoying time off, others will be holding down the fort at work. Read on to see how U.S. workers will be spending the last week of the year.

What are your work plans for the week between Christmas and New Year's (the week of Dec. 28)?

- 28%** I'm taking the entire week off from work
- 35%** I'm taking some time off from work
- 24%** I'm planning to work the entire week
- 13%** Don't know/haven't solidified plans

If you are working part/all of the week, how productive do you think you'll be?

- 27%** Very productive
- 52%** Somewhat productive
- 16%** Somewhat unproductive
- 5%** Very unproductive

TIPS FOR MANAGERS

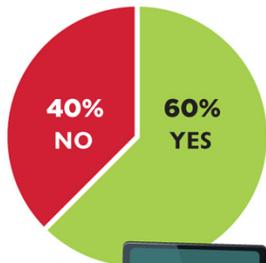
- Factor in the unexpected – the flu, travel delays and bad weather could impact those planning to work
- Give your core staff a lift; bring in temporary workers to assist them
- Clarify expectations on checking in. Who should check in, and for what projects?



These are among the most popular temporary/contract roles in late December:

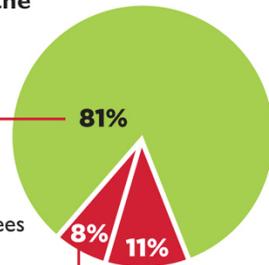
- Accounting and Finance – accounting clerks, A/P clerks, and audit and financial reporting staff
- Technology – help desk and network administration professionals
- Legal – contract administrators, compliance staff and records management clerks
- Creative – production artists and email designers
- Administrative – receptionists and customer service staff

If you are taking all/part of the week off, will you be checking in at all? (for example, checking emails, returning phone calls)



If yes, describe how you will be taking the time off:

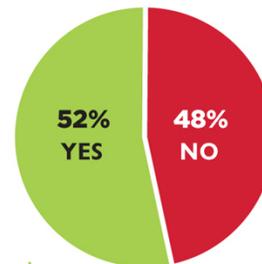
My company pays employees during the holiday closure; I do not need to draw from my vacation time.



I must deduct the days from my own bank of vacation time during the company's holiday closure

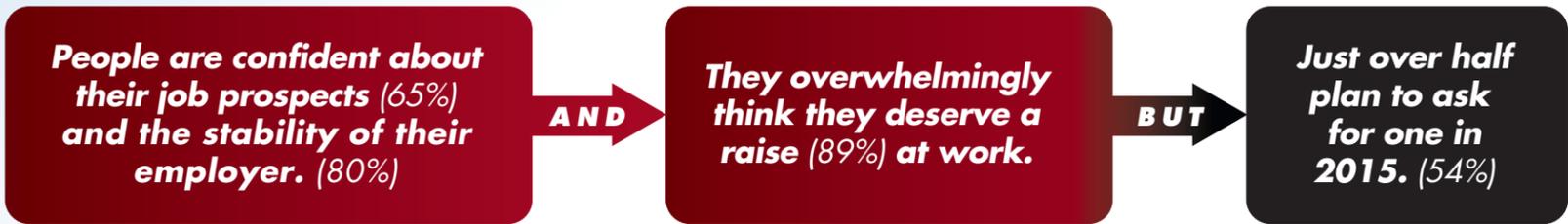
I must take the time off unpaid

If you are taking the entire week off, is it because your company closes the week between Christmas and New Year's?



Confidence Matters: Do Workers Have What it Takes When it Comes to Jobs and Money?

There's no question you need confidence to succeed at work. But a Robert Half survey shows some gaps when it comes to how self-assured people feel, particularly when it comes to talking about salary. Would you rather get a root canal or ask for a raise? Speak in public or negotiate a better salary offer? Read on to see what U.S. workers really think about talking money with the boss ...



What if you asked for a raise and didn't get it?

- 30% of workers would wait for their next performance review.
- 24% would ask for something else (e.g., perks).
- 19% would look for new job. *Who said what:*

- More men than women would look for a new job if they didn't get a raise.
- More workers with a university degree would ask for something else (e.g., perks)
- More workers in the Northeast would look for a new job compared to any other region

People would rather do some interesting things than ask for a raise at work:

- Clean the house (32%)
- Look for a new job (13%)
- Get a root canal (7%) or
- Be audited by the IRS (6%)

- More 18-34 year olds would rather get a root canal compared to any other age group
- More men than women would rather look for a new job instead of ask for a raise.
- More workers in the South would rather ask for a raise than any of these tasks
- The more years of experience workers have, the more willing they are to ask for a raise than do any of these tasks

Do they know the "going rate" for jobs like theirs? 59% of professionals have checked their salary against market rates based on third-party research within the last year. 20% have done so in the last month. 27% of workers surveyed admitted they had never done this research.

- Male workers in the 18-34 age group, living in the West, are most likely to have checked within the last 30 days.

For salary data on more than 700 professional roles, visit www.roberthalf.com/salary-guides