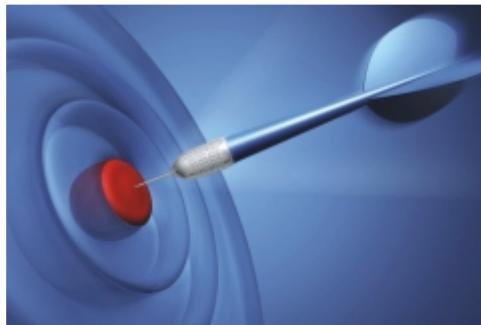


talent **experience** flexibility **expertise** accountability **results**



## Professional Staffing Solutions

In today's economy, customers demand flexibility from their business partners. That's true in almost every business and it's also true in how companies are considering employing people. That's why Pro Staff maintains a large pool of qualified talent with interests in a variety of work arrangements. Our experienced staffing professionals will take the time to get to know your situation and recommend the right staffing solution to effectively get your work done. It's what we've been doing since 1982.

Placement Options	Service Fee Structure
<b>Long-term Projects:</b> This is a cost effective alternative to full-time hiring when the work is not permanent but will last for an extended period of time.	Hourly bill rates
<b>Short-term Temporary Work:</b> This is an appropriate solution for when short-term staffing needs arise such as covering job vacancies, brief projects or employee absences.	Hourly bill rates
<b>Payroll Services:</b> This option is ideal for when you've already identified candidates for employment, be it re-acquiring former employees or previewing new recruits, and want to limit your risk and commitment.	Hourly bill rates
<b>Temporary-to-Direct Hire:</b> This is an effective option when you desire a trial period before making a full-time hiring commitment.	Hourly bill rates/direct hire conversion fee
<b>Direct Hire Placements:</b> This is the right solution when outsourcing the work is not an option and you're looking to fill a permanent position on your staff.	Direct hire fee as a percentage of annual salary

## Talent Recruitment

To attract high performers, an effective talent recruitment program requires a clear understanding of the work environment, company culture, job requirements, and "what's in it for them". We invest heavily in recruitment advertising and networking to source both active and passive job seekers. Utilizing technology and a wide range of non-traditional recruiting and retention methods, we quickly reach out to our extensive database of current talent and recruit new candidates

- ▶ Client and talent referrals
- ▶ Direct sourcing
- ▶ Social networking sites
- ▶ E-marketing and direct mail campaigns
- ▶ Internet banner and classified advertising
- ▶ Broadcast voice messaging campaigns
- ▶ Search engine advertising and keyword purchases
- ▶ On-line job postings and daily job feeds to hundreds of free sites
- ▶ Client specific job fairs advertised on job boards and our website
- ▶ Networking with local schools, organizations and associations

## Talent Screening & Selection

### Screening process:

- ▶ Face-to-face interviews
- ▶ Skills assessments utilizing PreVisor™
- ▶ Reference checks
- ▶ Employment eligibility verification
- ▶ Background checks\*
- ▶ Drug testing\*

Pro Staff has quality talent ready to go to work for you. After our thorough screening process, Pro Staff's selection process includes talent database search, screening to your job specifics, availability confirmation, client specific orientation and onboarding procedures — the critical steps you expect in your own hiring process. Pro Staff also uses E-Verify® for employee eligibility verification of our newly hired talent to ensure government compliance for legally documented workers. You can be confident that only our most qualified employees will be matched to your specific requirements.

\*May be subject to additional fees.

## **Payroll, Unemployment & Workers' Comp**

Pro Staff assumes responsibility for talent payroll administration and claims expense management which saves you from dealing with daily administration details when adding new staff.

<ul style="list-style-type: none"><li>▶ Weekly payroll administration and funding</li><li>▶ Federal, state and local tax payments and filings</li><li>▶ Unemployment insurance and claims management</li></ul>	<ul style="list-style-type: none"><li>▶ Workers' comp insurance and claims management</li><li>▶ W-2 filings and distribution</li><li>▶ Employment verifications, wage verifications and garnishments</li></ul>
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## **Talent Benefits**

Our industry leading talent benefits package, available to all Pro Staff talent, is designed to help us attract and retain top performers.

### **Benefits include:**

<ul style="list-style-type: none"><li>▶ Medical, dental, life &amp; vision plans</li><li>▶ 401k with company match</li><li>▶ Weekly pay</li><li>▶ Service bonus</li></ul>	<ul style="list-style-type: none"><li>▶ Holiday pay</li><li>▶ Referral bonus</li><li>▶ Recognition program</li></ul>
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## **Dedicated to Customer Service**

When you work with Pro Staff, you can expect a partner who is committed to understanding your needs and effectively servicing your business with the highest level of customer service. We achieve this in a number of ways:

<ul style="list-style-type: none"><li>▶ Quick call-backs</li><li>▶ Extensive discovery to match the right candidates</li><li>▶ Multiple satisfaction checks with both the client and talent</li></ul>	<ul style="list-style-type: none"><li>▶ Consistent accuracy of invoicing and reporting</li><li>▶ Prompt resolution of issues that may arise when dealing with a wide range of people and situations</li></ul>
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## **Committed To Your Success**

By utilizing our wide range of corporate resources, we are able to provide our customers with superior talent and customer service. By operating with entrepreneurial independence and leadership at the local level, we're able to adapt to your specific needs and deliver effective solutions to meet your business goals.

### **Corporate Resources:**

<ul style="list-style-type: none"><li>▶ Recruitment marketing</li><li>▶ Compensation and benefits</li><li>▶ Human resources compliance</li><li>▶ Employee relations</li><li>▶ Training &amp; development</li></ul>	<ul style="list-style-type: none"><li>▶ Payroll, tax and benefits administration</li><li>▶ Risk management &amp; safety</li><li>▶ Workers' compensation claims management</li><li>▶ Unemployment claims management</li><li>▶ Information technology</li></ul>
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## **Unconditional Satisfaction Guarantee**

At Pro Staff, we are so confident in our service delivery that we offer you an unconditional satisfaction guarantee. If, for any reason, a temporary assignment placement does not meet your expectations, you will not be charged for that person's time. Which means you can choose Pro Staff with complete confidence and zero risk.

# Disciplines:

## ADMINISTRATIVE

### Human Resources

- ▶ Human Resources Generalist
- ▶ Benefits Specialist
- ▶ Compensation Specialist
- ▶ Employee Relations Specialist
- ▶ HRIS Specialist
- ▶ Recruiter

### Administrative/Secretarial

- ▶ Administrative Assistant
- ▶ Executive Assistant
- ▶ Human Resources Assistant
- ▶ Legal Secretary
- ▶ Sales Assistant

### Customer Service

- ▶ Call Center Representative
- ▶ Call Center Supervisor
- ▶ Customer Service Representative

### Data Entry

- ▶ Data Entry Clerk
- ▶ 10-Key Entry Operator

### Office Clerical

- ▶ File Clerk
- ▶ General Office Clerk
- ▶ Mailroom Clerk
- ▶ Office Services Assistant

### Phones/Reception

- ▶ Executive Receptionist
- ▶ Receptionist
- ▶ Switchboard Operator

## LIGHT INDUSTRIAL

### Assembly/Production

- ▶ Assembler
- ▶ Clean Room
- ▶ Electronic Assembler
- ▶ Machine Assembler
- ▶ Medical Assembler
- ▶ Production Operator

### Distribution/Fulfillment/Warehouse

- ▶ Certified Forklift Operator
- ▶ Inventory Clerk
- ▶ Loader/Unloader
- ▶ Material Handler
- ▶ Order Selector
- ▶ Shipping/Receiving Coordinator
- ▶ Transportation Clerk

### Quality Control

- ▶ QC Inspector
- ▶ QC Technician
- ▶ QC Tester
- ▶ Test Technician

### Skilled Technician

- ▶ CNC Operator
- ▶ Electronic Technician
- ▶ Fabricator
- ▶ Machine Operator
- ▶ Machinery Maintenance Mechanic
- ▶ Welder

Our expertise also extends to management-level positions.  
The job titles listed above are representative of each skill category.

# Alliance Partners:



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