



www.sparkshr.com

COMPANY OVERVIEW

Founded in 1970, SPARKS is a leading provider of expert staffing solutions to a growing number of companies, government agencies, contractors, and associations throughout the Washington, DC/Baltimore Metropolitan Area. Since our founding, we have always remained driven and focused on the development of specialized staffing solutions. The key differentiators that we consistently provide are our delivery of high quality employees, customized staffing approaches and an intense attention to detail. Organizations turn to SPARKS because we bring continuity to the processes of recruiting, placing and monitoring high quality employees.

THE SPARKS DIFFERENCE

At SPARKS, our core focus is the delivery of favorable business outcomes for our clients. To achieve this we utilize comprehensive, flexible staffing solutions and a dedicated account management approach, which in turn, facilitate higher quality candidates and faster "time-to-fill" rates. Other value-added services that we provide include customized billing and invoicing, quality management programs and employee orientation/retention programs.

STAFFING SOLUTIONS

At SPARKS we provide our clients with expert staffing solutions with the most innovative approach. Our menu of solutions is as follows:

Temporary/Contract

Payroll Services

Program Management

Temporary-to-Hire/Contract-to-Hire

Government Solutions/Cleared Services

On-Site

Direct Hire

Business Process Outsourcing

CANDIDATE SELECTION PROCESS

SPARKS' candidate selection process provides uniform procedures for processing applicants for employment. Through our extensive procedures we determine the applicant's exact skill levels, availability and suitability for work. This ensures that our clients receive employees that not only match their organizational skill requirements but also have the ability to work well within the client's environment and culture.

Recruiting: SPARKS' approach to recruiting is to proactively and consistently expand our pool of diverse, qualified candidates. The result is a diverse talent pool that provides strategic business advantages to our client partners.

Screening: SPARKS has in place a preliminary qualification process to ensure that the candidate merits further consideration for employment.

Behavioral Interviewing: Using Behavioral Interviewing techniques our recruiters are able to collect and document specific examples of a person's work ethic, flexibility, reliability, commitment, or any other identifiable job-related success factor.

Validated Skills-Based Tests: Candidates are evaluated on a variety of tests to quantify applicable job-related skills.

Reference Checking: Reference information submitted by candidates will be cross-checked and verified. We insist on a minimum of three professional references for all applicants.

Additional Screenings: SPARKS will mirror all additional screening requirements, as set forth by a client. This can include background check, drug screening, credit check, and verification for employment/education/military/industry certification.

On-boarding/Orientation: Prior to assignment commencement, SPARKS provides employees with a customized on-boarding/ orientation program that guarantees the smoothest possible assimilation into a client's work environment.



STAFFING EXPERTISE

The following provides a list of our core areas of staffing expertise, as well as a list of sample positions for each:

Office/Administrative Services

Executive Assistant
Receptionist
HR Assistant

Administrative Assistant
Data Entry Clerk
Marketing Administrator

Office Manager
General Office Clerk

Accounting/Finance

Staff/Senior Accountant
Controller
Credit & Collection
Treasury & Cash Mgmt

Accounting Manager
Payroll Specialist
Staff/Senior Analyst
Grant Accounting Specialist

Cost Accountant
Payables/Receivables
Budgeting & Forecasting

Contracts/Procurement

Contracts Manager
Subcontracts Manager
Buyer/Junior Buyer

Contracts Administrator
Subcontracts Administrator
Purchasing Manager

Contracts Specialist
Subcontracts Specialist
Procurement Manager/Specialist

Information Technology

Network Administrator
Software Engineer
Network Engineer

Programmer Analyst
QA Analyst
IT Help Desk Specialist

Systems Engineer
Project Manager
System Developer

Mortgage

Loan Processor
Closer/Post-Closer
Collections Specialist

Mortgage Assistant
REO Asset Manager
Document Control Coordinator

Underwriter
Operations Processor
File Room Coordinator

Cleared Services

Administrative Professionals
COTR

Program/Project Manager
Personnel Security Specialist

Capture Manager
Project Accounting Specialist

Customer Service/Call Center

Call Center Reps
Account Manager

Telemarketer
Telephone Interviewer

Call Center Manager
Survey Data Collector



OUR COMMITMENT:

For four decades, quality has been integral to SPARKS' heritage and strategy. Our employees have established the industry standard by exemplifying SPARKS' values of responsibility, diversity, ethical behavior and respect for fair profit in all of our business relationships.

Despite a marketplace of intense competition, we are confident that our organization represents the best alignment of people, processes, technology and staffing expertise.



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