



# Staffing Services

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**Career Connections, Inc.**, provides personalized and flexible staffing services to make the process of hiring hassle-free, efficient, and safe for you. We maintain a large database of carefully screened applicants who are interested in and qualified for a wide variety of employment situations: temporary and permanent, part-time and full-time, short-term and long-term, entry-level and management, unskilled and highly skilled. Using the same resources we have in place to provide quality staffing, we can also provide payroll services.

## Available Skills

We have an ongoing recruitment program designed to register a wide variety of applicants with a range of skills. If you place an order for which we do not have a qualified applicant on file, we will advertise and screen additional applicants at our expense. Some examples of positions we fill on a regular basis include:

- **Clerical**  
Typists, File Clerks, Secretaries, Data Entry Operators, Receptionists, Bookkeepers, Payroll Clerks, Envelope Stuffers, Medical & Legal Office Experts
- **Industrial**  
General Laborers, Assemblers, Warehouse Workers, Custodians, Groundskeepers, Carpenters, Movers, Construction Cleanup, Mechanics, HVAC Techs
- **Accounting**  
Accountants, Accounting Assistants, Bookkeepers
- **Customer Service**  
Sales & Telemarketers, Order Takers, Demonstrators

- **Food Service**  
Servers, Bartenders, Hosts/Hostesses, Supervisors
- **Technical**  
Network Specialists, Web Designers, Programmers, Database Developers, IT Security Experts
- **Management**  
Administrators, Project Managers, Human Resource Officers, Directors and C-Level Officers
- **Other**  
Photographers, Graphic Designers, Writer/Editors, Social Service Providers, Educators, Chemists, Biologists, Engineers of all types

## Screening Process

We take employment screening very seriously and when we refer candidates for consideration, you can feel confident they are well qualified. Applicants go through all the processes listed below *before* they can be placed in a temporary job or referred for consideration for permanent hire.

- Verbal pre-application
- Written application
- In-depth personal interview
- Testing (as appropriate, see next page)
- Minimum of two employment references

- Criminal record search
- Driving record report (if applicable)
- Credit check (if requested)
- Education and certification verification (if requested)
- Drug screen (if requested)

**Testing** – We have a site license to one of the most advanced skills assessment systems on the market. We have hundreds of validated tests available to qualify applicants in a wide range of disciplines.

- For labor applicants, we automatically test for general aptitude in literacy, math skills, and attention to detail.
- For clerical applicants, we automatically test for general aptitude plus keyboarding and popular software skills.
- For others, we determine what testing is most appropriate when the order is placed.

Go to [www.proveit.com/marketing/availpkgxml.asp](http://www.proveit.com/marketing/availpkgxml.asp) for a complete and up-to-date list.

### Placing an Order

Contact us by telephone or e-mail (see our contact information on the top of the previous page) and describe the position in as much detail as possible:

- Job description: the type of work the person will be doing;
- Qualifications: skills, experience, education and certification requirements;
- Screening requirements: any special testing, background checking, reference or interview questions;
- For temporary jobs: start date and time, schedule and anticipated length;
- For permanent jobs: salary range and a general description of benefits provided.

The more information you can give us, the better able we will be to make a suitable placement.

We begin the search in our own files, with the hundreds of applicants who have already been screened. If we do not already have the perfect match or our choices are limited, or even if we have a large pool but you request it, we do additional recruiting.

### Advertising & Recruiting

We advertise in the local newspapers every day, local radio occasionally, and we use out-of-town newspapers whenever necessary. We will generally run a brief description of your job with a link to our website for a detailed description. In addition to local media, we have dozens of other methods that we use to recruit applicants including our own web page which receives a lot of traffic, a variety of other Internet job boards, referrals from educational institutions and government agencies, and referrals from our clients, applicants, and employees.

Some clients prefer to run their own ads and then turnover the applicants to us for screening. With our information resources and our staff of human resource professionals, we can sort through a pile of applicants very efficiently and you only have to spend your valuable time meeting with the most qualified.

We are discrete; you will remain anonymous in our recruiting efforts and discussions with candidates until you want your identity known.

### Referring Candidates

Depending on the type of order and qualifications, we refer candidates in a variety of ways. For short-term or emergency temporary placements we may just describe the most qualified candidate to you over the telephone. For long-term or permanent positions we typically provide detailed background information in the form of a written "bio" that includes:

- the interview comments written by one of our human resource managers;
- test scores, as appropriate, see above;
- the answers provided to our reference questionnaires by previous employers; and
- a resume or copy of our application

Bios can be e-mailed, faxed, mailed, or hand delivered (locally). If you have a preference about the type of information you want to receive and in what format, all you have to do is let us know.

### Referral Policy

The applicants we recruit, screen, and refer are considered our inventory. If you hire anyone we refer, whether for temporary or permanent placement, for any position in your company, within six months of that referral, we will charge you our placement fee (unless you have utilized our temp-to-perm option, which is described on the following page).

### Interviewing

If you want to interview candidate(s), we will make those arrangements for you. If you want to use one of our offices for interviewing, either for convenience or confidentiality, that is an option. For permanent placements interviews are a must, for long-term temporary assignments they are suggested, and for short-term temporary assignments they are optional.

## Temporary Personnel

### Advantages

#### Convenience

- Help with peak workloads and special projects.
- Coverage between permanent hires.
- Vacation, sick, maternity leave replacements.
- Avoid administrative hassles of hiring and payroll.
- Get qualified employees in place quickly.
- Try out potential permanent employees before making a commitment to hire.

#### Cost Savings

- Pay only our all-inclusive hourly rates (no payroll taxes, insurance or benefits).
- Keep unemployment insurance rates down by not laying off employees hired for temporary needs.
- Find qualified and available employees without the time and expense of advertising and screening applications.

### Temp Rates

We bill at an hourly rate for temporary personnel. Because each situation is different, our rates are flexible. When you place your order we will ask a number of questions to determine exactly what you need. Factors that affect the rate include:

- Skills required (the fewer skills involved, the lower your bill rate).
- Length of the assignment (we have a lower markup for long-term assignments than for very short-term assignments).
- Number of workers requested (we can usually discount our markup if you are requesting several workers).

In every case, we will confirm the hourly rate before the assignment begins and get your approval. We have a four-hour-per-employee-per-week minimum requirement.

Our temporary employees are our employees. We are responsible for all mandatory payroll taxes, contributions, insurances, and deductions; so the hourly rate we charge you is all-inclusive. Unlike with your permanent employees, you will have no additional expenses or fringe benefits to pay for or administer.

### Temp Guarantee

We offer an unconditional four-hour guarantee on all temporary employees. If you are not fully satisfied, we will replace our employee immediately and you will not be charged for any time worked (up to four hours) before a satisfactory replacement arrives.

### Temp-to-Perm

If you would prefer to "test drive" a potential employee before committing to a permanent hire, temp-to-perm is the ideal option for you. This is an excellent way to make sure personalities are going to be compatible, skills appropriate, etc., without the administrative hassles of hiring or the risk of an unemployment claim should the individual not work out. We have a 60-day (480-hour) conversion period after which you may hire our employee without paying a fee. You may leave them on our payroll as long as you like, 480 hours is just the minimum.

## Permanent Placement

### Advantages

#### Cost Savings

- We will put our multiple recruiting tools to work for you for *free*, including paying for advertising.
- We can handle all the screening thereby saving you the time and expense of testing, reference checking, criminal and other background checking.
- Take advantage of our extensive database of applicants already screened and on file.
- Pay *nothing* unless you hire one of our referrals.

#### Convenience

- Gain extensive qualifying information in addition to a resume to help you decide who to interview.
- Interview only applicants who satisfy your requirements.

#### Security

- Benefit from our extensive screening and testing procedures.
- Enjoy total confidentiality.

## Perm Rates

We bill you only upon satisfactory placement. After you have made an offer and the applicant has accepted, we ask what your final negotiations were and bill you a percentage of the anticipated annual\* income of the employee. Our current placement fee is 10% and our minimum is \$500. \*Note that our fee is based on a 52-week income regardless of the actual expected length of employment.

**Special Group Rates** – If you are hiring a group of people to do the *same* job, we may be able to provide a discount on our placement fee, depending on the number of hires involved.

**Referred Applicants Discount** – If you do your own recruiting and pass the resumes or applications you received to us for screening, we will give you a 25% discount off our regular permanent placement fee.

**Satisfaction Guarantee** – If, within three months from the placement, the employee does not work out for any reason other than the stated “exception” below, we will refund your money.

*Exception:* We *cannot* guarantee satisfaction if the placement does not work out because the position (duties, work schedule, salary or benefits, location, supervisor, etc.) is not as originally described to either Career Connections or the employee.

## Equal Opportunity Policy

Career Connections does not discriminate against nor hire or provide work to applicants based on age, race, color, religion, sex, national origin, or sexual orientation. We function under the Civil Rights Act, which strictly prohibits applicants from being identified in any of these respects.

## The Company

Locally owned and operated, Career Connections, Inc., has been providing quality staffing services to Southeastern Ohio since 1990. We pride ourselves on *excellent customer service* and *superior screening techniques*. Please call us to describe your organization's needs, and one of our representatives can suggest how we can help you make the best possible hires, protect you from hiring liability, and save you money in the process.

*-- We look forward to hearing from you soon. --*