



117 Valley St. Ste C  
 Cumberland, MD 21502  
 (301) 724-1025  
 www.actpersonnel.com

*Personal service  
 Professional approach  
 Positive results*

## Capability Statement

### Overview

**ACT Personnel Service, Inc.** are staffing experts skilled at helping employers find people, control costs and get work done. We provide our specialized personal approach to each staffing solution. ACT has been successfully meeting the growing and changing needs of client companies for over twenty years. Our goal is to provide employers with staffing solutions designed to meet the ever-changing needs of their companies. Our consultants work with you to carefully assess your skills and capabilities to ensure that we find the right job for you. ACT Personnel Service has served the people and employers of this area since 1988. We work here. We live here. And we truly understand the challenges you face. Whether you're looking to hire or looking for employment no other firm offers the same level of caring, commitment, expertise and service as we do. We work for you.

### Core Competencies

#### Staffing Services

- Temporary Staffing
- Temp-to-Hire Staffing
- On-site Staffing

#### HR Consulting

- Reduce costs
- Enhance productivity
- Increase flexibility

#### Direct Hire Staffing

- Developing accurate job description
- Direct recruiting
- Pre-employment screening
- In-person interviews
- Skills assessment
- Reference checking
- Facilitation of interviews
- HR consulting

#### Training & Assessment

- Leadership Skills
- Telephone Skills
- Secretarial Skills
- Sales Skills
- Mentoring Skills
- Negotiation Skills
- Supervisor Coaching Skills
- Customer Service
- Time Management
- Behavior-based Interviewing
- New Employee Orientation
- Train-the-trainer Sessions
- Microsoft Office Components

### Differentiators

#### Personal Service

- We NEVER offer cookie cutter staffing solutions. Our services are custom tailored to fulfill your specific requirements.

#### Professional Approach

- We use our staffing expertise to design intelligent solutions that maximize your productivity and profitability.

#### Positive Results

- ACT Personnel consistently delivers exceptional results for the people and employers we serve!

#### American Staffing Association (ASA) Members

- ACT has a national & international network advantage. ASA promotes legal, ethical and professional practices in the staffing industry.

### Company Data

#### NAICS Codes

561311 Employment Placement Agencies  
 561320 Temporary Help Services  
 611430 Professional & Management Development Training



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### Affiliations

The American Staffing Association  
 The Allegany County Chamber of Commerce  
 The Greater Cumberland Committee  
 The Western Maryland Junior Chamber of Commerce (Jaycees)  
 The Garrett County Chamber of Commerce  
 Montgomery County Society of Human Resource Management  
 The Allegany Arts Council  
 The United Way  
 Leadership Maryland  
 Frostburg State University  
 Allegany College of Maryland

### Community

### Accountability

### Respect

### Education

