



OUR SCOPE OF SERVICES

HR



INTRODUCTION

Miscellaneous Staffing Services & Strategic Workforce Development, Inc have teamed up in a collaborative effort to help local businesses fulfill their staffing needs. We are committed to providing qualified, skilled, and certified candidates within the Kansas City community and metropolis.

A portion of our proceeds goes back into the minority community for educational and vocational training.

Minority-Owned
Woman-Owned

INTRO



0 1

Types Of Hire & Recruitment Services

Temporary

Provide flexible staffing during peak periods, vacations/holidays, short-term projects, and one-time-only jobs.

Temp-to-hire

Try before you buy it. Assess an employee at your location to see if he/she has the skills and work ethic to fit into your organization before making an offer to increase hiring success.

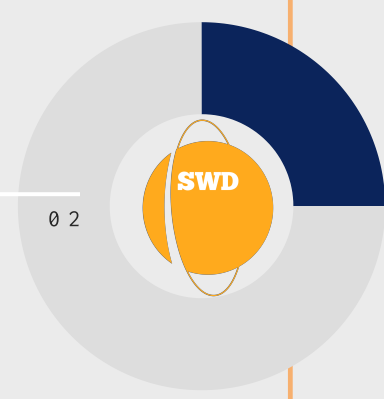
Direct hire

Find the right people, quickly and cost-effectively. As one of the most experienced staffing firms in the country, We can quickly and accurately fill even the most challenging positions.

Payroll

Choose the temporary employees you wish to add to our payroll. We manage the administrative details and take on all employment risks. You're free to focus on your business goals.

INTRO



0 2

SWD is a 501 c 3 fully integrated workforce program in the Kansas City, MO

SWD offers Hard Skills Job Training and Certifications, as well as Soft Skills seminars

State accredited under Higher Education and Workforce Development, WIOWA

SWD has over 150 employers in the city and 15 Allied Trade partners

Bi-annual Job Fairs

Recruitment and employment services for mission candidates and other skilled workers

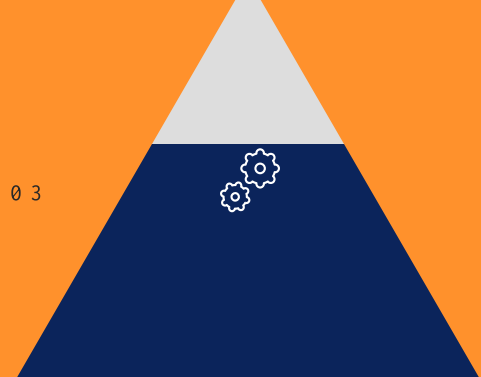
Retention services

Transportation Services or Employees without means of transportation

Diversity Inclusion Practices

Strategic
Workforce
Development
Inc

Partnership



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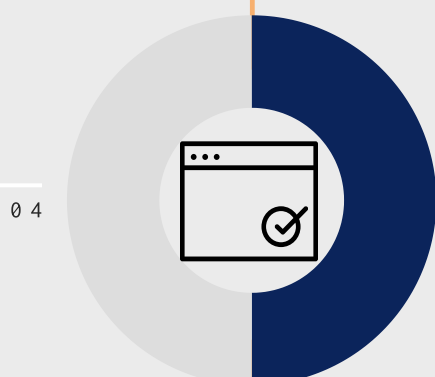
MISC STAFFING and SWD Recruitment Process

1. Advertise for Candidates
2. Select Candidates
3. Interview Process
 - a. Generic b. Cultural c. Technical
4. Reference Check
5. Certifications and Resumes Checked



Candidates are put in the data system

At this point, candidates have been selected per employer job requirements. Selected candidates are then sent to Employers, for their own HR interviews.



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All-Inclusive Staffing Services

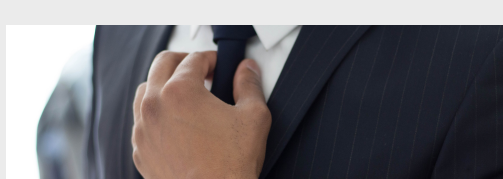


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1. Provide Payroll Services for Employees
2. On-boarding and I-9 verification
3. Distribute and track Timecards
4. Provide pay cards for Direct Deposits
5. Create a direct deposit
6. Provide HR support
7. Pay employees according to approved Time-sheets.
8. Verify authority signatures on Timesheets
9. Distribute Paychecks and Pay stubs
10. Provide employee online portal
11. Provide paper Timecards
12. Assume all Payroll Tax responsibilities
13. Provide Workers Compensation Insurance according to the scope of the project
14. Provide Business Insurance coverage for employees according to the relevant contract
15. Invoicing to clients
16. Distribute W-2's at the end of the year
17. Handle all current and previous employee Unemployment claims
18. Handle all employee child - support reporting, disbursements, and inquiries
19. Handle all state employment verifications from the Department of Labor



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OFFER ACCEPTANCE

Welcome to our company! :)

*Note that around 8% of people make it all the way down to step 6 and each step is equally important to us.



CURRENT OPENINGS

For our current openings, check:

www.strategicwfd.com

www.miscstaffing.com

