# A picture containing object, lamp, food  Description automatically generatedstrategic workforce Development Inc and associate partner

# *reCRUITMENT & Staffing SCOPE*

#  Project Background and Description

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|  | All Inclusive Staffing and Hiring Solutions for Employers in the time of COVID 19 Strategic Workforce Development Inc., and associate partner Miscellaneous Staffing Agency have teamed up in a collaborative attempt to service businesses, with their staffing and hiring needs with a perfect trio of solutions - RECRUITMENT, HIRING AND JOB ADVERTISEMENT. Our tiered services will help Employers save TIME, MONEY and ENERGY with an efficient hiring plan module.  |

## Project Scope

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|  | Recruitment and Employment StrategiesPaid A.1. 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
2. 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
3. Payroll: Choose the temporary employees you wish to add to our payroll. We manage the administrative details and take on all employment risks. You are free to focus on your business goals

Paid B.Paid **Monthly** **Subscription**: Three tier subscription of vetted recruitment service, resume and hiring package with Free job posting on 7 recruitment sites, plus internal posting to our 5000+ candidates |

## Monthly Subscription Package Modules

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|  | ***Service Packages****Silver**Cost: $150 a week**Advertise for candidates**Employer’s job posting on 7 different jobsites for 30 days**Application of candidates will be checked**Resumes will be provided to Employers**Internal job posting to our 5000 plus candidates (trial)**Gold: $100 a week* *$50 for every additional new job p*osted*Weekly job position updates**Job posting will be given priority**Application/resumes provided**Interview process before sending over to employer**Certifications and resumes checked**System support for navigation**Platinum:* $ 150 week $ 50 for separate job hiresTailored employer questionnaire on job siteAutomatic re-scheduling and posting of job advertsCustomer and system navigation supportAccess to candidate links on our siteSchedule interviews for employersLink to employer website  |

## 2.

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|  | *Ability to allow both internal and external users to access the application without downloading any software* Ability to interface with our application in a controlled environment |

## All Inclusive Staffing

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|  | All-Inclusive Staffing Services 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 timesheet8. Verify authority signatures on timesheet 9. Distribute Paychecks and Pay stubs 10. Provide employee online portal 11. Provide paper timecards 12. Assume all Payroll Tax responsibilities13. 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 |

## Implementation Plan

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|  | We provide Labor Request Forms and recommend that Employers fill our Labor Requisitions per each job specification We provide services A and B separately and per Employer’s hiring needsEmployers can choose to request any of the services we provide. Both A and B services are separate packages and come with different pricing. Email us for the Staffing package.We accept 50 % of the fee as soon Labor Request Form is filled and sent back to us. The exacted fee is considered part of the full payment plan for services rendered or to be rendered.  |

## High-Level Timeline/Schedule

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|  | We will meet your timeline and schedule. Every job description and advertisement, candidates availability will be dependent on Employer filling out Labor Request Form on time and sending it back to us. Delivery of candidate resumes will be provided, after our team has interviewed candidates and verified their job application and skills. Employers on Gold or Platinum access will also get vetted candidates with references checked out.  |

# Approval and Authority to Proceed

We approve A or B or Both

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| Name | Title | Date |
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