

Our Job Order Process Options

Initial Inquiry

- We gather information about responsibilities, duties, qualifications, and schedule.
- We also gather information about the placement type and answer any questions.

New Client Order Form

- New clients receive our service brochure and a terms of service form.
- Once we receive the completed form, we start our engines while you sit back!

Recruiting

- We start by broadcasting the position internally so the whole staff is aware.
- This also kicks off our external recruiting efforts: online, print, radio, and social media!

Candidate Search

- We jump into our existing candidate pool to find the right match for your job.
- We run various searches based on qualifications, schedule, geography, etc.
- We rush through our screening process any new candidates gleaned from recruiting efforts.

Candidate Follow-up

- We email matching candidates to gauge interest, often within **one hour!**
- We follow-up via phone with anyone who has not responded within 24 hours.

Bios

- We send you biographies for the top candidates that include: a resume, test results, completed references, and a summary of what we learned during our face-to-face interview with each candidate, including wage history and reasons for leaving previous employers.

Selection

- From scheduling second interviews to decision facilitation, we are here to help!
- We are happy to conduct additional searches, testing, or recruiting if needed.

Wrapping Up

- We take care of any final steps such as offer letters, paperwork, and screening.
- We even notify all interviewed candidates of the closing to save you the effort.

Final Steps

- We send performance and/or satisfaction evaluations for each new hire.
- You decide frequency, mailing method, and payment method for invoicing.
- We inactivate the candidate you hired and will never recruit them away from you.