



Hiring Help

Hiring Help is a newly updated service of the PACE Staffing Network, designed to address a very changed candidate marketplace. With unemployment at all time highs and jobs fewer and farther in between, managers fortunate enough to be hiring are faced with the challenge of handling large numbers of applicants for each job opening. Weeding through stacks of resumes, finding the candidates who are qualified, and selecting the right candidates for the job takes more time than ever, oftentimes leaving key work undone.

And for all the effort, hiring managers often select the wrong candidate because they are overwhelmed by the process and the candidate market.

Hiring Help is a highly customized **menu driven** service program that allows hiring managers to avoid the hidden costs and opportunities for error inherent in today's employment environment. Our professional placement staff will help you organize and execute specific components of the hiring process, letting you focus on that part of the hiring process that has the highest impact. Hiring Help is a way to tap into professional services, while avoiding high cost placement fees! Each element in our Hiring Help menu is designed to ensure that your hiring process 1) is **quick and efficient**; 2) produces **the best hires**; and is always 3) **legally defensible**. Whether you are a company owner, manager, or HR rep, Hiring Help will make it easier for you to hire the right people. ***And in today's competitive environment, hiring the right people is more important than ever!***



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Q. What specific components of the hiring process are available through Hiring Help?

A. The hiring help menu includes **7 clusters of service offerings**, each custom tailored to fit your particular hiring process.

1. Sourcing Support. Sourcing the right candidates requires knowledge of the candidate market and where the best candidates are likely to be looking for work. PACE has access to a wide variety of job boards and recruiting resources that we make available to our Hiring Help clients at discounted rates. We will also write and place ads designed to attract the specific candidates you need and minimize the time wasted talking to candidates who are either unqualified or the wrong fit for the job.

2. Resume Reviews. In the current economy, the number of resumes submitted for each job opening can be overwhelming. Our resume review service screens out the resumes of candidates who do not have the key requirements you are seeking, and presents you with the ones who do. Each resume is reviewed, but your time is focused only on candidates whose skills and experiences fully match your base requirements.

3. Candidate Screening. Studies have shown that as many as 70% of all resumes contain information that is materially misleading or false. By outsourcing the time consuming work it takes to prescreen candidates, you consider only those candidates whose backgrounds and skills have been verified. We make sure each candidate you interview is exactly as represented, and that their personal qualities and job preferences match your needs. Armed with a professional summary of each candidate, you can make good decisions about which candidates need to be more fully evaluated in a personal interview.

4. Aptitude and Skill Testing. Statistics show that hiring processes dependent only on interviews to select employees, are less effective than are selection processes using multiple evaluation techniques. We offer a full menu of aptitude and skill tests guaranteed to impact the effectiveness of your hiring decisions.

5. Structured Interviews. Knowing the best, most revealing questions to ask during an evaluation interview requires homework and preparation. Based on your job requirements and the type of employee you are seeking, we will create a "structured interview" that ensures you ask questions that will help you compare and differentiate between a

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wide range of candidates. We'll make sure your interview contains the questions you need to make the right hiring decision.

6. Reference Checks. Verifying that the information candidate's report on their resume, application, or during their interview is accurate, is a key step in any successful hiring program. We make sure that you or your hiring managers are never too busy to miss this important step in the selection process. We know how to work around company policies prohibiting references and can often uncover information not available through the interviewing process.

7. Criminal Background Checks and Drug Screens. As needed PACE has access to low cost methods of background and drug screening your new hires. Because we purchase in volume, we can lower the costs required to verify that candidates meet your "fit for duty" requirements.

Q. What do Hiring Help Services cost?

A. All Hiring Help services can be delivered on a fixed fee or hourly basis. Prices will vary based on the volume and complexity of the work involved. Typical Hiring Help service packages for professional level candidates will cost less than \$1000 per hire. That cost goes down considerably if you are hiring more than one candidate. Most Hiring Help service packages fall between \$250 - \$500 per hire. **We guarantee that our services will be priced in ways that lower your overall costs of hiring.**

Q. How do we find out more about Hiring Help?

A. For a free consultation to learn more about how your company might utilize Hiring Help for a current or future job opening, contact Terri Abbe at terria@paceestaffing.com.