

## **Clients – Frequently Asked Questions**

### **1. How do you find the people you are representing?**

We identify the individuals that we represent many ways – through our extensive network, on-line recruiting efforts, advertising and a great deal through referrals and prior candidates who have working with Partner Staffing in the past and reactivate their file.

### **2. How large is our database?**

The size of our database is constantly growing. At any one time in each division, we have a couple of hundred active candidates looking for new opportunities.

### **3. Do you test your candidates before you represent them?**

Most candidates are tested in the areas that they are skilled in to determine their level of expertise. We do not, however, test professionals who hold a designation.

### **4. Do you represent people who live outside your market area?**

We represent many individuals who reside outside of our service area. Many are planning on moving to the city of choice and want to get a head start on their job search. Others are waiting until that right opportunity presents itself before they make final moving plans. We also do recruiting drives to other cities to help attract candidates to the cities that we service.

### **5. What is the cost to use your service?**

Partner Staffing performs all of our services on a contingency basis. Until we have provided a candidate to you that you wish to hire, there is absolutely no charge to you. Once you have made a choice on who you would like to hire, if it is a permanent hire, the fee charged is based on a percentage of the annual salary. If it is for a contract, the fee is charged hourly and is comprised of the employees rate plus a service fee to Partner Staffing. All fees should be discussed and agreed upon prior to the search for a candidate.

### **6. What is the process if you want to hire someone that you have had on contract to a permanent employee?**

The first step is to contact your representative from Partner Staffing. Together, you will determine if the candidate is interested in the position with the company on a permanent basis and your account executive can also provide you with what the candidates salary expectations

are so that you have your starting point for what to offer. Once the candidate is also interested in the position, the fee will be calculated based on what the permanent fee would be minus a discount for the number of weeks that the candidate has been on contract.

**7. What is your guarantee?**

Partner Staffing provides a guarantee with every candidate that is placed. On a permanent placement, it is a 3 month guarantee. For contract placements, it is a 48 hour guarantee. If required, an additional guarantee period can be purchased.

**8. Do you recruit executive level candidates?**

Partner Staffing staffs candidates at all levels – including executive levels. The benefit of working with Partner Staffing for executive level positions is that they are still on a contingency basis unlike many firms who specializes only in these areas.

**9. Does Partner Staffing poach candidates from specific companies?**

Partner Staffing feels that this is unethical and does not partake in poaching employees from companies. Through our extensive network, we are typically able to identify the skills that we are searching for in a much more ethical way. If a candidate is referred to us that is currently employed by one of our clients, we do not approach that candidate. However, we will assist them in their job search if we are approached by them and are requested to help them.

**10. Are you able to provide assistance with our staffing plan for the year?**

Absolutely! Our staff at Partner Staffing are highly trained in staffing and deal with many companies – providing them with experiences on many different ways to staff. We are always very willing to spend time with you and providing our expertise and experience on what we feel may be some of the best options for your company.