



# Making your biggest investment your greatest asset

While employees are your company's greatest asset, they are also your biggest investment. Recruiting Solutions can help you invest wisely!

We are a full-service agency handling all of your staffing needs from the occasional temporary associate to providing comprehensive, customized workforce solutions.

We provide leading-edge staffing strategies through our Light Industrial, Information Technology, Office Professional, and Executive Search/Direct Hire recruiting divisions.



# Building long-term, quality partnerships

The key to our success is building quality, long-term partnerships with our clients and field associates.

Our connections with top employers and talented job seekers contribute to this success across the Upstate, Midlands and PeeDee areas of South Carolina and beyond. "I feel like a true business partner instead of just another means of income, as the Recruiting Solutions team has always gone the extra mile to ensure our needs are met."

- Senior Training & Employment Coordinator of Law Firm

### GETTING TO KNOW YOUR BUSINESS

For us to make the perfect employment match, it is imperative for us to get to know the culture, the standards and the expectations of your business and existing workforce. We strive to bring you the best candidates not only for the job, but for your organization as a whole.

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### INDIVIDUALIZED EMPLOYMENT ACTION PLAN AND IMPLEMENTATION

Through effective communication and collaboration, we will tailor an employment action plan to suit your business needs, including detailed reports that are unique to your business. Our goal is to pinpoint specific concerns accompanied with an action plan to improve the situation on a consistent basis.



### Specialized Divisions

At Recruiting Solutions, we focus our recruiting efforts in four main categories — aiming for the best employees in these fields. This focus allows our teams to target candidates with relevant skill sets and ensures Recruiting Solutions will respond quickly to your staffing needs.

At Recruiting Solutions, no organization is too big or too small, as we maintain an active and extensive database of qualified candidates who are ready to serve your needs. We also require thorough skills testing of all applicants to ensure each candidate has the abilities and experience you are looking for.









#### INFOTECHNOLOGY

Whether your entire organization is built around Information Technology or you just need to fill one position for your business, our InfoTechnology division is capable of providing you with employees in the following areas including, but not limited to:

- » APPLICATION DEVELOPERS
- » DATABASE ADMINISTRATORS
- » HELP DESK & END USER SERVICES SPECIALISTS
- » PROJECT MANAGERS
- » BUSINESS ANALYSTS
- » NETWORK & SYSTEM ENGINEERS



#### OFFICE PRO

With our OfficePro division, we help you find the right combination of aptitude, proficiency and personality for all your clerical and administrative positions. We understand that it takes the right person for your work environment. From customer service to accounting, our team will provide you with top quality candidates in the following areas including, but not limited to:

- » ADMINISTRATIVE PROFESSIONALS
- » CUSTOMER CARE REPRESENTATIVES
- » HUMAN RESOURCES SPECIALISTS
- » ACCOUNTING AND FINANCIAL MANAGERS
- » LEGAL EXPERTS
- » SALES PROFESSIONALS

"I have found their operation, customer service and team to be exceptional. We have worked with several other staffing agencies in the Columbia area and of those, none compare to the quality of Recruiting Solutions services and candidate pool. Their staff is extremely personable, professional and always attentive to our needs."

- Director of Human Resources of Pharmaceutical Manufacturer



#### LIGHT INDUSTRIAL

Our Light Industrial staffing team knows that skilled industrial workers can be hard to find. We provide solutions for your contract, contract-to-hire, and direct hire placements in the following areas including, but not limited to:

- » MAINTENANCE TECHNICIANS
- » CNC MACHINE OPERATORS AND PLC PROGRAMMERS
- » QUALITY ASSURANCE ASSOCIATES
- » PRODUCTION AND OPERATING TECHNICIANS
- » FORKLIFT OPERATORS
- » PACKAGING ASSOCIATES



### EXECUTIVE SEARCH

If you're searching for a senior executive or highly specialized candidate to join your organization, we can help. We have the tools and resources to streamline the search process and produce candidates quickly. Let Recruiting Solutions handle this time-consuming process so you can focus on your business. Our team will provide you with top candidates in the following areas including, but not limited to:

- » HUMAN RESOURCES MANAGERS
- » OPERATIONS DIRECTORS
- » PLANT MANAGERS
- » MECHANICAL/ELECTRICAL ENGINEERS
- » CHIEF FINANCIAL OFFICERS
- » SALES MANAGERS



### Value Added Services

The name of our business says it all — Recruiting Solutions — as we provide a series of comprehensive, value-added services that our clients have come to rely on to ensure a perfect fit within their workforce.

We believe that there is no "one size fits all" solution to any staffing problem as we customize our efforts with each client to suit their individual needs. At Recruiting Solutions, we have the resources in place to handle your search for top talent at the right price. "Today, we no longer accept applications through our office but send all candidates who are interested in careers with us to the professionals at Recruiting Solutions."

- VP Human Resources of Global Foodservice Equipment Manufacturer



#### **ON-SITE MANAGEMENT**

Recruiting Solutions offers on-site staffing services to large volume accounts in each of our specialized divisions. An on-site presence increases our ability to be an extension of your HR Department, as we've discovered the closer we work with our clients, the larger role we can play in their bottom line results.



### SKILLS TESTING

Some jobs require a very specific skill set. Our team will test qualified candidates to ensure you are getting the level of talent your open position requires.

With over 1,500 validated assessments at our disposal, our process will identify only the most talented candidates for your position(s).



### LICENSED PERSONALITY TESTS

Certain positions require specific personality traits. Some characteristics that make someone the right person for the job cannot be learned or trained. We can help identify the characteristics that are important to your organization or help identify the candidates that exhibit the desired attributes.

If you need a strong leader, a team player, a go-getter – our licensed personality tests can help ensure that the candidate has both the technical skills as well as the soft skills required for the job.





### PROPRIETARY MARKET DATA AND EMPLOYEE SURVEYS

Market data and employee feedback are invaluable when determining your next steps. At Recruiting Solutions, we collect data such as industry trends as well as employer and employee feedback, as this information is crucial in formulating an action plan to best meet your hiring needs.



### QUARTERLY BUSINESS REVIEWS

To help your business achieve maximum results, Recruiting Solutions offers our customized Quarterly Business Reviews (QBRs) process.

By using our QBR system, we can uncover employment issues that may be having a less than desirable effect on your bottom line. We will identify the root causes that contribute to this and develop a strategy for addressing any and all of the underlying issues, as improving productivity and profitability for our clients is our primary goal.

"I truly feel as if I have an entire workforce at my disposal. The quality

of employees provided exceeds my expectations every single time."

- National CAT Coordinator for Insurance Adjuster



### THOROUGH RECRUITING AND STAFFING PLACEMENT PROCESS

At Recruiting Solutions, our goal is to find the best match for you in the shortest amount of time. We incorporate a very thorough pre-screening process for all candidates before they can become a part of our candidate pool.

We begin with a phone interview and subsequently a face-to-face interview to determine a candidate's strengths and weaknesses. When a candidate is being considered for a position, we go above and beyond industry standards by providing skills and personality testing, to ensure we are providing you with the best possible match.



### EXPERIENCED, CERTIFIED STAFFING PROFESSIONALS

We have assembled a team of experienced, certified staffing professionals in the greater Greenville, Columbia and Florence markets. Our team is committed to assisting companies like yours find the help you need.

With more than twenty years of experience, our team knows the market, is involved in the community and is looking forward to serving you.



# Extensive Network of Affiliations and Alliances

To best serve our clients, we maintain an extensive list of alliances including: People 2.0 network of leading independent staffing companies, American Staffing Association, Chambers of Commerce, Women's Business Enterprise National Council (WBENC), state and local economic development, business and education organizations.









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